

# Dodgeland School District E-Registration Instructions



Parents are required to E-Register their Dodgeland students at the beginning of each school year. E-Registration provides parents the opportunity to update their contact information, review student information, and notify the school that your students are returning to Dodgeland for the new school year.

PowerSchool is an easy to use, web-based student information system. The PowerSchool system provides parents, students, and teachers with a tool to communicate student performance. To access PowerSchool, go to the Dodgeland School District website. Click on the **PowerSchool icon** to open the application sign-in screen.

A screenshot of the PowerSchool SIS 'Student and Parent Sign In' page. The page has a dark blue header with the PowerSchool logo and 'PowerSchool SIS'. Below the header, there are two buttons: 'Sign In' and 'Create Account'. There is a 'Select Language' dropdown menu set to 'English'. Below that are input fields for 'Username' and 'Password'. A link for 'Forgot Username or Password?' is located below the password field. A 'Sign In' button is at the bottom right of the form area.

***NOTE: The username and password are case sensitive.***

1. Type your username in the **Username** box.
2. Type your password in the **Password** box.
3. Click the **Sign In** button to sign in to PowerSchool



4. You will see a list of icons along the left side of the screen. You may need to scroll down on the screen to see all of the icons. Click on the **E-Registration** icon. This will open PowerSchool to the E-Registration screen.

Note: Click the [Forgot Username or Password?](#) text if you have forgotten your username or password.

## E-Registration:



You will see a series of red tabs along the top of the screen. Click on the tabs to open and view the contents.

The information that we have about your student is listed in the center column under the **“On file with the school”** text. Add, update, or change the information using the fields and boxes in the right column under the **“Please make your updates or changes”** text. Please note that you do not have to enter information in the right column if it is correct in the center column.

| Student Demographics                                    |  |  |
|---|--|--|
|   | On file with the school  | Please make your updates or changes.   |
| Name (last, first MI)                                   | [Redacted]   | If you make changes, please use the formatting shown.  |
| Date of Birth   | [Redacted]   |  |
| Gender  | [Redacted]   |  |
| Is the student Hispanic or Latino?                      | No   | <input type="text"/>   |
| What is the student's race?<br>( Check all that apply ) | White  | <input type="checkbox"/> Asian<br><input type="checkbox"/> Black or African American<br><input type="checkbox"/> American Indian or Alaska Native<br><input type="checkbox"/> Native Hawaiian / Other Pac Islander<br><input type="checkbox"/> White |
| Student Primary Phone                                   | 920 [Redacted]   | <input type="text"/>   |
| Student Home Address                                    | Street: [Redacted]<br>City: [Redacted]<br>State: [Redacted]<br>Zip: [Redacted] | <input type="text"/><br><input type="text"/><br><input type="text"/><br><input type="text"/>   |
| Student Mailing Address                                 | Street: [Redacted]<br>City: [Redacted]<br>State: [Redacted]<br>Zip: [Redacted] | Copy home Address<br><input type="text"/><br><input type="text"/><br><input type="text"/><br><input type="text"/>  |
| In which school district does your child reside?        | Dodgeland  | <input type="text"/>   |
| Parent in Military                                      |  | <input type="text"/>   |

Please click the Save button to save your progress and continue to the next screen.

Save

Click the **Save button** to save your changes and to open the next tab. Review, change, and save the information in the proceeding tabs to complete the e-Registration process.