

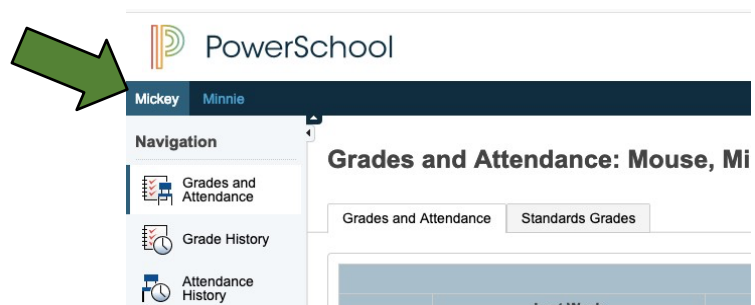
Registration - How to Register Your Student

Navigate to the Powerschool Parent Portal <https://plano88.powerschool.com/public>. Please make sure to use **Firefox** or **Chrome** as your internet browser. Do not use Internet Explorer.

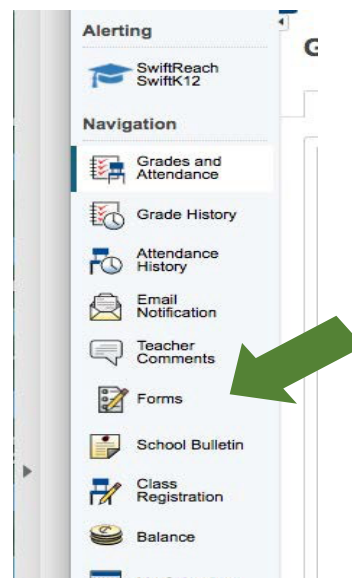
Type in your username and password in the corresponding boxes. Click the **Sign In** button. Select the **Forgot Username** or **Password?** to reset your password.

speruski@plano88.org for assistance. This includes username and password resets. Have a great day!'. A green arrow points to the 'Sign In' button." data-bbox="432 166 759 359"/>

Once signed in, you should see your student(s) name(s) in the top left corner.



In the left navigation pane, click on **Forms**.



You will see "School Form Listing for Last Name, First Name" for your student.

Click on the **gear** button to set your preferences and click **Save** after entering Yes for Parent Notifications, add your email, and select English or Spanish.

The screenshot shows the PowerSchool SIS interface. At the top, a navigation bar lists users: Joshua, Nicholett, Addison, Maxwell, Kavon, Sullivan, Test, Test Test, and Noah. Below this is a sidebar with navigation options: Alerting, SwiftReach SwiftK12, Grades and Attendance, Class Assignments, Grade History, Locker Information, Standards Based Report Card, Course Based Report Card, Student Transcript, Historical Grades, Report Card, Attendance History, Email Notification, Teacher Comments, and Forms. The main content area is titled "School Form Listing for Test, Test" and contains a table of forms. A yellow highlight is over the title. A "Preferences" dialog box is open on the right, with a blue arrow pointing to it. The dialog has sections for "Enable Parent Notifications" (Yes selected), "Notification Email" (smpk@gmail.com), and "User Selected Language" (English). "Save" and "Cancel" buttons are at the bottom.

Each form has a colored leaf to signify the status of the form.

The legend shows four icons with their corresponding statuses: a blue leaf for "Form Empty", a green leaf for "Form Approved / Populated", a yellow leaf for "Form Not Approved", and a red leaf for "Form Rejected". The text "Ecollect - Copyright" is at the bottom right.

Click on the first form in the list. If the student is a returning student, the form will display the current information that is in PowerSchool. Verify the information is correct, and make sure all fields with an * are completely filled out.

The form contains several sections. The first section has three questions: "In what language would the parent like to receive phone calls and written communication?" with radio buttons for English and Spanish (Spanish is selected); "Parent or Guardian is an active member of a branch of the United States armed forces or is full-time in the National Guard" with radio buttons for Yes and No (Yes is selected); and "Does the Student have an Order of Protection?" with radio buttons for Yes and No (No is selected). The second section is "Emergency Contacts" with instructions to enter contact information for three people (other than parent/guardians). It has two rows of fields: "Contact 1 Name", "Contact 1 Relationship to Student", "Contact 1 Phone", "Contact 2 Name", "Contact 2 Relationship to Student", and "Contact 2 Phone".

Click the **Submit** button to move to the next form.

****If you missed filling out a required field, the missing data will appear in red on the form and will not let you move to the next form until you have answered it.**

Contact 1 Phone *
###-###-####
Missing Required Field!

Contact 2 Phone *

All documents must be current and include parent/guardian name and address.

Upload Supporting Documents

Users can attach documents up to 5MB each. File formats accepted are: .PDF, .RTF, .DOC, .DOCX, .PNG, .JPG, and .JPEG. All other file types are disallowed by the upload service.

SIS Document Attachment x

Click the Browse button to select a file

Browse

Upload

Please upload the required document(s) by selecting the Upload button, select Browse, and then select the document or picture on your computer or phone and upload. If the document will not upload, please send the document to registration@plano88.org.

Once you select submit on the final form, you will receive a Thank You Message like the one pictured below. Click OK.

Thank You!

Thank you for filling out your registration. Please go back to the Ecollect Page and verify that all forms have been Submitted.

OK

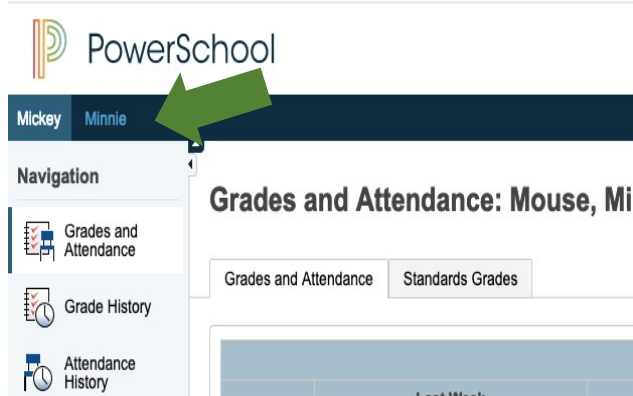
Alerting

- SwiftReach
- SwiftK12

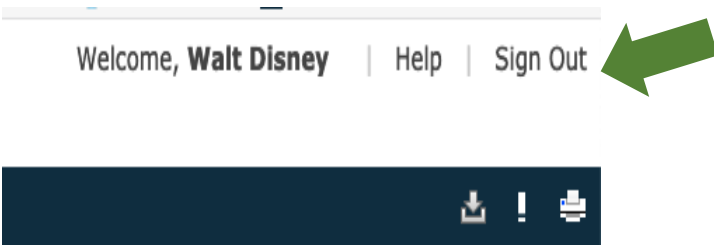
Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- Forms**
- School

Select Forms again in the left navigation bar, and verify all forms (except the Final Residency Verification Form) are marked with a green leaf - Form Approved/Populated. The Final Form - Residency Verification will remain as Form Not Approved until documentation is uploaded and approved by the school.



If you have another student, click on their name at the top and repeat the process.



If you have only one student, or when you are finished filling out the forms for all your students, click on **Sign Out** in the top right of the screen.

If you need to request Bus Service for your student to be picked up and dropped off at an alternative address instead of your home address, please fill out the Bus - Special Pick-Up and Drop-Off Bus Request under Additional Student Forms.

If you need to change your address, please fill out the Change of Address and upload required documents. Only fill out the Change of Address Form if your address is not correct in PowerSchool.

Additional Student Forms			
Status	Form Name	Form Description	Category
Empty	Bus - Special Pick-Up and Drop-Off Bus Request	Only fill out if you are requesting your student be picked up and dropped off at an alternative address other than your home address for the entire 2021-22 School Year.	Additional Student Forms
Empty	Change of Address (Fill out only if you have a new address)		Additional Student Forms

Thank you so much for your prompt response for registration.