

Registering a Returning Student

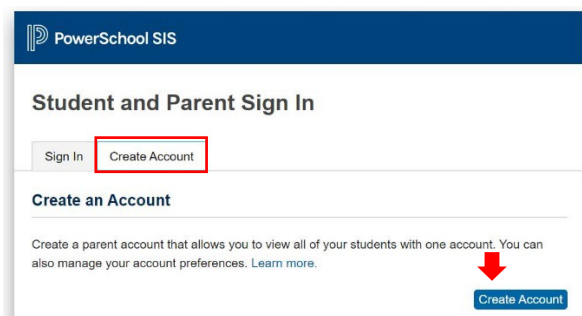
Registration occurs in the PowerSchool Parent Portal. If you do not already have an account, you will need to create one.

Overview:

- 1a. If needed, set-up a new PowerSchool Parent Portal account
- 1b. If needed, add a student to an existing Parent Portal account
2. Complete the Returning Student Registration Forms
3. Upload documentation

Step 1a: Create a new Parent Portal Account

Navigate to the portal via <https://westview.powerschool.com/public>



PowerSchool SIS

Student and Parent Sign In

Sign In **Create Account**

Create an Account

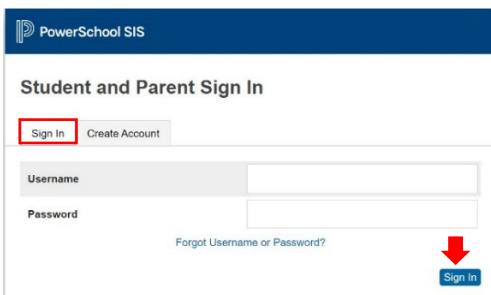
Create a parent account that allows you to view all of your students with one account. You can also manage your account preferences. [Learn more.](#)

Create Account

Fill in the details to set up a parent Account. Multiple students can be linked using individual Access Id's and Access Passwords. Multiple students can be added at this time. A verification email will be sent to new accounts. Click the link within the verification email to authorize your account before completing the enrollment process.

Step 1b: Add a student to an existing Parent Portal account

Sign in with your existing username and password.



PowerSchool SIS

Student and Parent Sign In

Sign In Create Account

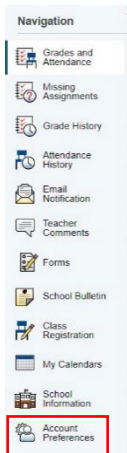
Username

Password

[Forgot Username or Password?](#)

Sign In

After signing in, go Account Preferences in the Navigation Bar.



From Account Preferences screen, the student can be added using the Access ID and Access Password included in the email.

Account Preferences - Students

The screenshot shows the 'Account Preferences - Students' interface. At the top, there are two tabs: 'Profile' and 'Students'. The 'Students' tab is selected and highlighted with a red box. To the right of the 'Students' tab is a blue 'Add' button, which is pointed to by a red arrow. Below the tabs is a modal window titled 'Add Student'. Inside this modal, there is a section titled 'Student Access Information' containing four fields: 'Student Name' (text input), 'Access ID' (text input), 'Access Password' (password input), and 'Relationship' (a dropdown menu with '-- Choose' selected). At the bottom right of the modal are 'Cancel' and 'OK' buttons.

After the new student is added, select the student's name in the blue bar at the top of the screen to begin enrollment of a new Westview student or registration of a returning Westview student.

Step 2: Complete the Forms

Complete each required form by selecting the form name

A list of forms presented as a series of horizontal tabs or cards. The forms are: 'Register RETURNING Westview Students', 'R1 - Student Info Update', 'R2 - Student Address' (with a sub-note 'Please review the current information on file.'), 'R3 - Student Parent/Guardian & Emergency Contacts' (with a sub-note 'Review student parent/guardian and emergency contacts information on file.'), 'R4 - Health Information Update', 'Transportation', 'Student Driver', and 'Transportation Request Form' (with a sub-note 'Request bus transportation to/from school for your child').

Forms are listed across the top of the page in tabs. Continue until all forms have been filled out.

A horizontal row of eight tabs labeled 'A - Student Demographics', 'B - Student Address', 'C - Student Contacts', 'D - Home Language Survey', 'E - Residence Survey', 'F - Health Information', 'G - CHIRP Immunization Records', and 'H'. Below this row is a light gray box containing the text 'There are no previous responses to this form.'

Step 3: Uploading Documentation

Upload documents by selecting **Add Document**. Select the file you wish to upload and select **Upload**.

After all forms have been filled out and submitted, a message displays indicating the forms have been submitted.