Annual Re-Registration Update Instructions

Parents,

Please use the re-registration in PowerSchool so that you can skip this line at orientation in August. If this is not completed online you will need to return the attached registration update with any changes or write no changes on top.
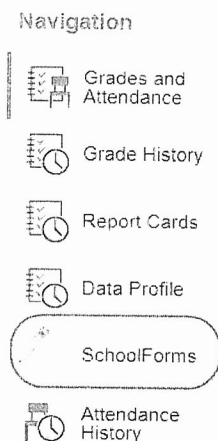
Overview:

Using the PowerSchool parent portal parents are able to update their child's registration information online. During the update process you will be provided with the latest demographic information that the district has received. Through the portal you are able to update information that may have changed during the past year such as an email address or a cell phone number.

Additionally, certain forms must be updated annually. These include the concussion awareness form and the student technology acceptable use form. You will be provided the opportunity to update these forms during this process.

Instructions:

Log in to the PowerSchool Parent Portal

- https://pschool.howellschools.com
- Click on **SchoolForms** under the navigation menu (left side of screen)

Navigation

- Grades and Attendance
- Grade History
- Report Cards
- Data Profile
- SchoolForms
- Attendance History

- For each child, click on the Student Registration Form

Student	School	Grade	Available Forms	Completed Forms
	Howell High School	11		Student Registration Form
	Challenger Elementary		Student Registration Form	
	Challenger Elementary	K	Student Registration Form	

- You will be taken to a screen titled SchoolForms starting with the Student Information page. Each page will display the latest information the district has received for your child. If any information has changed during the past year you may update it here. Otherwise, simply click on "Save Form" at the bottom of the screen to move onto the next page.

  Please fill out each page completely. Any field with a ** next to it designates required information and must be filled in. You will not be able to move on to the next page until all required fields have been filled in.

- The final page is the confirmation screen. Provide your name, click the "Confirm Form is Complete" checkbox and click on Save Form to finalize the process.

Pages: Confirmation

**Required Fields

Confirmation

If the registration information is complete and you are ready to submit the information, click the Confirm checkbox and enter your name in the field below. You may save this information by submitting WITHOUT checking the Confirm checkbox and complete the form at a later time.

Note: This information will not be processed until you have entered your name below and clicked the Confirm checkbox.

**Your Name Your Name Here

☑ Confirm Form is Complete

Save Form