



Online Sibling Registration On Powerschool

Parent Guide

November 10, 2017





Table of Contents

1. Parent Portal Access.....page 2
2. Sibling Registrationpage 3 - 5
3. Confirmation Page.....page 6



Parent Portal Access

In order to use the Sibling Registration through the Powerschool Parent Portal, you will need to first Log in to the Parent Portal.

NOTE: Please keep in mind that you're going to be using your Parent Account for the currently enrolled student at the school. If you do not have a student currently enrolled at the school, please reach out to your School Administration for other Registration Options.

Login to Parent Portal:

- 1) Please go to : <https://archchicago.powerschool.com/public/>
- 2) Please use your Parent Portal information to login.
- 3) If you forgot your Username or Password be sure to click on the "Forgot Username or Password?" link.

NOTE: If you do not have a Parent Portal account yet, please contact your School Administration. They will assist you in creating a Parent Portal account.

A screenshot of the PowerSchool login page. The page has a dark blue header with the PowerSchool logo and name. Below the header, the title "Student and Parent Sign In" is displayed. There are two buttons: "Sign In" and "Create Account". Below these are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is at the bottom right of the form area.

PowerSchool

Student and Parent Sign In

Sign In Create Account

Username

Password

[Forgot Username or Password?](#)

Sign In



Sibling Registration

- After signing into the Parent Portal you should see a screen very similar to the one found below:

NOTE: If you are not seeing this window please contact your School Administration.

The screenshot shows the PowerSchool Parent Portal interface. On the left is a navigation menu with options like Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, Balance, My Schedule, School Information, Re-Registration, Sibling Registration, and Account Preferences. The main content area is titled "Grades and Attendance: Armstrong, Louie Lois" and includes a "Retrieve ACT Scores" button. Below this is an "Attendance By Class" table.

Exp	Last Week					This Week					Course	T1	T2	T3
	M	T	W	H	F	M	T	W	H	F				
HR(A)											8th Grade Homeroom Email 24, Stand. Academy - Rm: 24A	[1]	[1]	[1]
HR(A)											8th Grade Homeroom Email 25, Stand. Academy - Rm: 25A	[1]	[1]	[1]
P3(A)	-	-	-	-	-	-	-	-	-	-	8th Grade Computer Email 24, Stand. Academy - Rm: 24A	[1]	[1]	[1]
P3(A)	-	-	-	-	-	-	-	-	-	-	8th Grade Computer Email 25, Stand. Academy - Rm: 25A	[1]	[1]	[1]
P5(A)	-	-	-	-	-	-	-	-	-	-	8th Grade Art Email 24, Stand. Academy - Rm: 24A	[1]	[1]	[1]
P5(A)	-	-	-	-	-	-	-	-	-	-	8th Grade Art Email 25, Stand. Academy - Rm: 25A	[1]	[1]	[1]
P6(A)	-	-	-	-	-	-	-	-	-	-	5th Grade Math Email 2, Stand. Academy - Rm: 2A	[1]	[1]	[1]
P6(A)	-	-	-	-	-	-	-	-	-	-	5th Grade Math Email 19, Stand. Academy - Rm: 19A	[1]	[1]	[1]

- On the left hand side you should see a link called “Sibling Registration”. Please use this link to begin your Sibling Registration for the upcoming school year.





Sibling Registration

- Once you click on the “Sibling Registration” button, there will be a Form that is loaded. Please proceed to filling in the Form. Please be sure to fill in All required data.

Registration For Siblings

Please select how many siblings you'd like to register for the upcoming school year: 0 ▾

Upon completing each child's form, please click the checkbox at the bottom of each form to confirm the sibling's registration. The submit button will appear on the bottom right of this page when the selected number of students have a check mark to confirm their submissions.

Sibling 1

Sibling 2

Sibling 3

Legend

Icons - Date Entry

- Please fill in the Number of Siblings planning to be Registered for the upcoming school year. Use the drop down to select the appropriate number.

Please select how many siblings you'd like to register for the upcoming school year: 0 ▾

Upon completing each child's form, please click the checkbox at the bottom of each form to confirm the registration. The submit button will appear on the bottom right of this page when the selected number of students have a check mark to confirm their submissions.

0 ▾
0
1
2
3

Sibling 1



Sibling Registration

- Be sure to fill in all the required student information. This will be used to register your new Sibling. If you are filling in 2 or more students please be sure to fill in all the required student information.

Student 1 Info	
First Name:	<input type="text"/>
Middle Name:	<input type="text"/>
Last Name:	<input type="text"/>
Date of Birth:	<input type="text" value="MM/DD/YYYY"/>
Gender:	<input type="text"/> ▼
Is Student Hispanic/Latino:	<input type="text"/> ▼
Race:	<input type="text"/> ▼
<input checked="" type="checkbox"/> Click the checkbox to confirm that you wish to register sibling 1 for the upcoming school year: <input type="checkbox"/>	

- There is a Checkbox that needs to be checked in order to Submit the New Sibling form. If you are submitting 2 or more students please be sure to place a checkbox in all of the checkboxes, one for each student.

NOTE: The Submit Button won't be available until you Check the below checkbox.

<input checked="" type="checkbox"/> Click the checkbox to confirm that you wish to register sibling 1 for the upcoming school year: <input type="checkbox"/>
--

Submit



Confirmation Page

- After you have submitted the Sibling Registration Form you will be presented with a Confirmation page. Please see below for an example.

Thank you for submitting the sibling registration with the following information:

Please note that some values have been converted in order to be saved in PowerSchool (e.g. "Gender: Male" will show as "Gender: M" or "Gender: Female" will show as "Gender: F") but your submission has been saved.

Student 1 Info	
First Name:	Test
Middle Name:	T
Last Name:	Account
Date of Birth:	11/16/2017
Gender:	M
Is Student Hispanic/Latino:	0
Race:	W

- Once you have Submitted the Form, the data is sent over to your School Administration. If you have any questions please reach out to your School Administration for the next steps.