



## Ellerhorst Elementary School

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Ellerhorst Families:

Important information needed at school is now collected through the online registration. This process replaces the paper forms sent home at the beginning of each school year. Please take the time this week to use the PowerSchool Parent Portal to make sure all contact and emergency information is up to date. If you have not yet created a login for *InfoSnap*, you may be directed to do so – Please see attached PowerSchool Parent Login letter for directions.

### ***How do I get started?***

Visit [wccusd.powerschool.com](http://wccusd.powerschool.com) and click on the PowerSchool Parent Portal icon. From the Parent Portal:

1. Select the student you wish to register along the top
2. Select the Returning Student Registration Icon on the left side for 2020 - 2021.
3. Agree to the terms and conditions
4. Click Begin Forms

### ***I can't remember my login for the PowerSchool Parent Portal.***

Teachers will send home Parent Log-on letters with instructions for each family in their classroom. If you are not able to retrieve your login credentials using the "Having trouble signing in?" link on the Sign In page, please contact the school office for assistance to log in to the Parent Portal.

### ***Do I have to answer all the questions?***

Questions marked with a red asterisk (\*) are required.

### ***What if I make a mistake?***

If you would like to make a change prior to submitting the form, you can either navigate back to the page using the "< Prev" and "Next >" buttons or if you are on the Review page click on the underlined field. If you have already submitted the form, please contact Andrea or Cindy in the school office so they can make the changes for you.

### ***I've completed the form, now what?***

Once you have finished entering your information click "Submit." This will send all of the information you've entered to the school. If you cannot click on this button, you will need to make sure that you have answered all required questions.

### ***What if I have more than one student in the district? Do I need to do this for each child?***

Yes, you will need to provide information that is specific to each child. We recommend that you complete and submit one form and then start another. This will allow you to "snap" (or share) selected family information, which saves you time.

### ***Help! I'm on the form and having technical difficulties.***

For technical support, visit PowerSchool Community or click "Contact Us" from any registration page.

Greg Whaling, Principal

Andrea Flores, School Secretary