

Lake Geneva PowerSchool E-Registration Parent Guide

Dear Parents,

In order to provide a more flexible and cost-effective approach to student registration, Badger and the Lake Geneva Jt. #1 Schools are requiring an online enrollment process. E-registration compliments the August registration/open house event held annually at each of the schools. This will streamline such things as picking up schedules, paying fees, filling out last-minute forms, etc... Much of this can now be accomplished on a computer with internet access. If you do not have a computer, each school will provide times when you may use theirs. If you would prefer to make fee payments in person, you may do so during school office hours. If you are already familiar with PowerSchool, you will log in the same way to begin the e-registration process. **Parent/student logins will remain disabled until the e-registration window opens July 31st.**

Important e-registration events:

- July 31st – PowerSchool e-registration window opens
- August 12th – e-registration window closes

**** NOTE ****

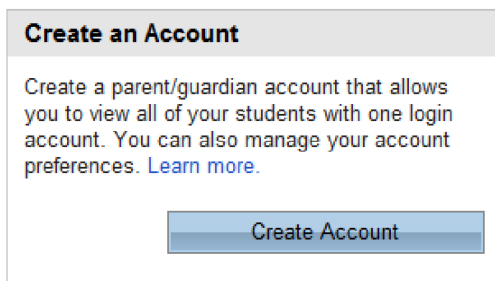
If you already have a PowerSchool Username and Password, skip ahead to: **Section 2 – Begin E-Registration.**

Section 1 - Create a PowerSchool Account

****BEFORE YOU BEGIN****

You will need the temporary Access ID and Access Password for your student(s). Contact the school office for these at 262-348-1000.

If you are using PowerSchool for the first time, please go to the district website: www.lakegenevaschools.com and click on the PowerSchool Parent link.



Click on **Create Account** and refer to the parent letter you should have received containing your temporary Access ID and Access Password. Enter the Access ID and Password and the Relationship for each student you wish to add to your Parent Account. If you do not have this information or have questions, please contact the school.

PowerSchool

Create Parent Account

First Name

Last Name

Email

Desired Username

Password

Re-enter Password

Password must:
-Be at least 8 characters long

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account:

1

Student Name

Access ID

Access Password

Relationship

2

Student Name

Access ID

Access Password

Relationship

3

Student Name

Access ID

Access Password

Create Parent Account

Fill in the Create Parent Account information. Enter your First Name, Last Name, and Email. Enter your Desired Username. Enter your Password and then Re-enter it. (Passwords must be at least 8 characters. You may be prompted to select a different username if the one you created already exists.)

Link Students to Account

Enter the student's First Name, Last Name, and your relationship to the student. Note: The first name is the full name you indicated when you enrolled.

Enter the student Access ID and Access Password you acquired from office prior to starting.

Repeat for each additional student on your account if necessary.

Click Enter. If successful, you will be directed to the Parent Sign-In Screen. If you receive an error message, you will need to make any corrections it suggests and fill in the passwords again.

Section 2 – Begin E-Registration

In the Login box enter your User Name and Password, and click Submit.

After logging in successfully, the PowerSchool Parent Portal screen will display. Each of the students attached to your account will display in the bar below the PowerSchool Logo (upper left portion of the screen).



Login

User Name

Password

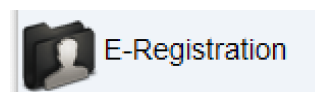
[Having trouble logging in?](#)



Choose the first student

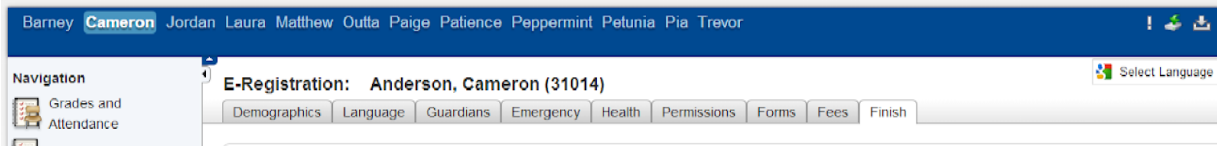
by clicking on the name which appears in the blue border. If a student is missing, see Section 3 - Adding Students To Your Account.

In the left menu, scroll down and click E-Registration:



The E-Registration process begins with the Demographics tab. Tabs are red in color across the top. You may select a different language by clicking Select Language on the top right.

PowerSchool



Your current information appears in the middle column. Updates or new entries must be entered in the right column. **Please ONLY enter updates/changes. Press save to move to the next tab.** Parents will be taken through eight tabs or screens to complete the following updates:

1. Demographics (tab 1)
 - o Student's – address, phone numbers, etc. **(Please spell out street names. No abbreviations! Phone numbers should have dashes with area code.)**
 - o Language information required by the state to be gathered from every student.
2. Guardians (tab 2)
 - o Parent – address, phones, employer, etc.
3. Emergency (tab 3)
 - o Name, relationship, contact phones
4. Health (tab 4)
 - o Medications, allergies, and health concerns
5. Documents (tab 5)
 - o Other Forms: Access to district specific forms.
6. Fees (tab 6)
 - o Fees: School fees or lunch accounts are electronically paid here.
7. Edu. Permissions/Handbook (tab 7)
 - o **Educational Preference Form REQUIRED for each student**
 - o Parents grant or deny permission for their student school activities

The Educational Preference Form is accessed by clicking on the link. Use the back button in your browser to return to e-registration if the form did not open in a new tab.



As the Lake Geneva Schools prepare to reopen for the 2020-2021 school year, we are dedicated to providing the very finest of educational opportunities in the healthiest environment possible. We have been working diligently to prepare for our school reopening in the fall with a constant eye on the ever-changing health challenges that face us. Remember, students will have the flexibility to move between the models presented based upon their needs, health risks and local, state and federal mandates. Please use this form to indicate your option.

ACADEMIC OPPORTUNITIES CHOOSE FROM THE FOLLOWING:

Option A - Five Day, All Day In-Person Education

This will be a return to the classroom as existed before schooling in the traditional sense ended last March. Students will come to school M-F and follow the usual schedule. This will be the program offered at all elementary schools, LGMS and Badger High School. The 4K program will remain a five day, half day program. Since all students have been scheduled for the 2020-2021 school year, all students are currently enrolled in this educational format.

Option B - All Virtual Online Education

If chosen, students at LGMS and Badger will attend classes following the same schedule as if they were in-person, but at home with the use of their Chromebook. Attendance at the scheduled time of each class will be required as the teacher will be live streaming the class. It must be noted that some classes will not be available online. See the list of courses not appropriate to be offered online.

The same grading, attendance and evaluation format will be used for virtual students as those attending in-person.

At the elementary level (4K-5), students will be assigned an on-line teacher and instruction will take place between the teacher and a group of like grade level students through the use of the student's Chromebook. This virtual model may include streaming large and small groups in a number of virtual platforms. Once again, grading, attendance and evaluation will be the same for virtual students as those attending in-person.

Option C - Blended Education

Available only at Badger and LGMS. Students can attend many of their classes in a virtual environment and then take classes not available in an on-line format in-person. Families of students will have to provide their own transportation depending on when the in-person course(s) they desire are offered during the school day.

Option D - Maple Park Charter School Education

Available to K-8 students only. This program helps the parents set up a home school program in which curriculum is provided by the school district for the parent to engage their own children's education with a one day a week in school program to provide opportunities in art, music, physical education and other areas of interest. Day of week and school location will be dictated by enrollment numbers. Transportation will need to be provided by parents.

Option E - New Visions Charter School Education

Available to 9-12 open enrolled students only. This program is a blended program that allows open enrolled high school students to attend many of their classes in a virtual environment and then take classes in an on-line format in-person. Families of students will have to provide their own transportation.

All of the above options are available with the flexibility to go between each one as health conditions change throughout the school year and/or are dictated by public health or local, state and federal authorities. Once again, all students are currently enrolled in the five day, all day educational program. If other options are chosen, please contact the appropriate party to complete that process for your child.

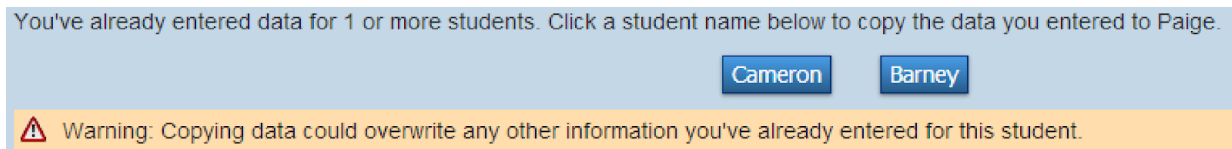
PLEASE FILL OUT THE REQUIRED: EDUCATIONAL PREFERENCE FORM

PARENTS: By typing in your name, you have agreed to permit the school district to contact you electronically and transmit documents about sensitive information, and you have read and accepted the rules and guidelines in the Handbook/Code of Conduct for Students and Parents which can be found on each school website. You also agree, in case of emergency, to give the school permission to render care and to seek and authorize any and all emergency treatment.

Edu. Permissions/Handbook	
On file with the school	Please make your updates or changes.
Last Name, First name	<input type="text"/>

8. Finish (tab 8)

After completing one student, parents have the opportunity to copy the address and phone to another student. The following message will be presented on the demographics, parent/guardian and emergency contact screen:



This means while on the Demographics screen for Paige, click on the other student's name (Cameron), addresses, phone numbers, etc. are copied to the entry fields for Paige. Additional updates may be made after the copy is completed. If at any time your session stops, you may log in using the same computer to continue.

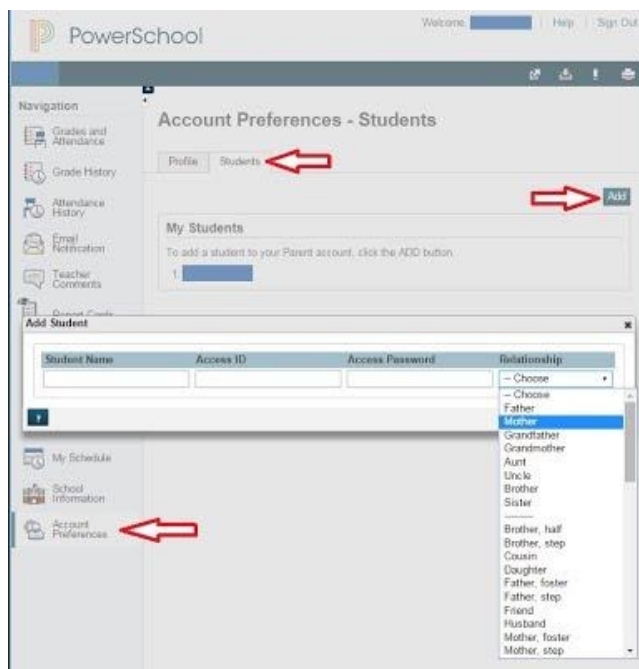
All tabs must be completed for each student.

When the message, "E-Registration has been completed" (see below) appears, you may select another student and begin.



Secretaries will review every change request and provide final approval for updates in PowerSchool.

Thank you for participating in Electronic Registration!



Section 3 – Adding Students To Your Account

If all of your students are not listed upon logging into PowerSchool, follow these steps to add a student:

Click the Account Preferences button. It will take you to your profile, where you need to

Click the Students Tab.

Click the Add button (See picture).

Enter the student Access ID and Access Password information provided from the main office.

Dial 262-348-2180 for assistance.

PowerSchool is now mobile! The PowerSchool for Parents and Students app is available for download on Google Play for Android devices as well as from the App Store for iPhones and iPads. Parents and students can easily view progress, check grades, review assignments, and more including push notifications! **Mobile District Code: QHKK**

Questions about this process should be directed to Dan Schmidt in the District Office.

Phone: (262) 348-2180

Email: daniel.schmidt@badger.k12.wi.us