



# ONLINE REGISTRATION DIRECTIONS

All registration information for the district is collected electronically via PowerSchool, an online enrollment and student management system. To start the registration process, select the appropriate pathway for your student.



## RETURNING STUDENT

- ★ Any student who ended the previous school year in our District.
- ★ Any student who was pre-enrolled for the upcoming school year.

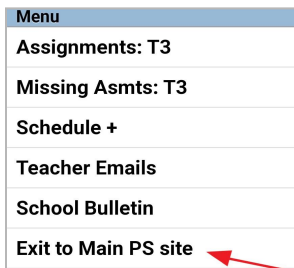


## NEW STUDENT

- ★ Students who are new to the District.
- ★ Families adding an additional student that has not yet attended the District.
- ★ Any student with a break in attendance. *(Previously attended the School District of Jefferson, left to attend a different district, and is now returning)*


1. Log into the [PowerSchool Parent Portal](#).  
 If you forgot your login information click "Forgot Username or Password?" or contact your school office to reset it.

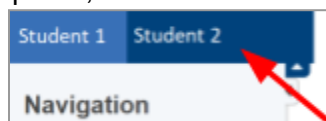
*The form cannot be accessed via the mobile app. Please be sure you are using a web browser (Chrome, Safari, etc.). A mobile browser may be used.*



### MOBILE DEVICE TIP:

If on a mobile device and the screen to the left appears, click "Exit to Main PS site"

- Have your doctor, dentist, and emergency contact information ready.
- From the left side bar, click  Returning Student Registration.
- Under New to PowerSchool Enrollment, check the box to comply with COPPA, and click Begin Forms **(first time only)**
- Verify your student's date of birth.
- Fill in/verify all required information.
- Review and submit.
- To register additional returning students, return to the PowerSchool Parent portal, click the tab with the next child's name and repeat the process.



- Have your doctor, dentist, parent/guardian, and emergency contact information ready, as well as any prescription medication(s) and immunization dates (if immunized outside of WI).
- Click on the New Student Registration (button shown above) on the [website](#).
- Create a new PowerSchool Enrollment account. The profile information should be your information, not your child's.

*If your child previously attended a district that also uses PowerSchool Enrollment, or you have other children in the District, you should already have an account and will log in using your existing credentials. Contact the District Office at (920)675-1000 for further assistance.*

- Fill in all required information for your student. **Please be careful of spelling, capitalization, and punctuation. All data will be on file in our Student Information System exactly as it is entered.**
- Review and Submit.
- To enroll additional students, click the link on the next steps page to add and enroll another student and repeat the process.
- An administrative assistant will follow-up with you to collect all necessary verification documents, and create your PowerSchool Parent account.

Pay student fees

*(continued on next page)*

## Pay student fees

To pay general registration, course, school, and optional (athletic, band, parking etc.) fees, as well as outstanding balances, you may either pay online or via cash/check. The Balance tab in the Parent portal will show you any outstanding fee balances you may have and/or any available meal balance.



**Pay Fees Online:** Click the “eFunds for schools” button within the balance tab in your PowerSchool Parent portal, or [click here](#). This will direct you to eFunds, the District’s online payment system, to securely and easily pay student fees online.

★ **Please note: the registration portal and e-Funds are not linked and have different login accounts.**

**Pay Fees With Cash / Check:** Drop off or mail your check to your student’s school.

\*Lunch money should be a separate check from school fees.

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## Add funds to your student’s meal accounts

Meal prices and payment options can be found on the Food Service site [here](#). As noted above, you can see your current meal balance in the Balance tab in your PowerSchool Parent portal.

**Deposit Lunch Money Online:** Add funds to your student’s lunch account online via [My School Bucks](#).

Note: New users must first register to establish a username and password. Your Family Number is your home phone (including area code and dashes: xxx-xxx-xxxx). Once registered, you can add funds for each child in your family.

**Deposit Lunch Money Via Cash/Check:** If you choose to bring money to school personally or send it with your student, please put it in an envelope clearly marked with your student's first and last name, their ID #, their teacher's name, and the amount enclosed. Turn in prepaid deposits to the cafeteria cashier(s) or school office.

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Once you have registered your student(s) and paid fees - you are completed with the School District of Jefferson’s online registration requirements!

Be sure to check our website and visit your child’s school’s page, and follow us on Facebook for both District-wide and school-specific information and dates!



## Need Help? Contact Us!

District Office Phone: (920) 675-1000

206 S Taft Ave, Jefferson, WI 53549

Or contact your child’s school during the designated help week