

## Sacred Heart School 2018-19 Registration Process

1. Go to Powerschool login page  
[arch.powerschool.com/public](http://arch.powerschool.com/public)- **PLEASE NOTE – This is a new address**

You will see the following screen

- Existing Families – Enter your Username and Password for your existing account. Click on the link “Forgot Username or Password: if you need your information retrieved and sent to your email address.
  - New Families – Click the “Create Account” tab and create a new account for your family.
2. The menu is on the left hand side of the screen.  
Click on Email Notification  
Check the boxes concerning school announcement and balance alert. This will allow you to get messages and also to be notified when your hot lunch balance is getting low.  
DO NOT click on current grades and attendance, detail report showing assignment scores for each class or detail report of attendance. We do not use these features and the information that you received from them will be incorrect.  
Click Submit
  3. Return to menu on left side of screen and select E-Registration. The screen that is presented is information that is currently on file. Updates or new entries may be completed in the right column of the screen. Please enter updates/changes ONLY!
  4. Each tab must be completed prior to moving on to the next tab
    - Demographics
    - Language
    - Guardians
    - Emergency
    - Health
    - Permissions
    - Documents - none
    - Finish

You must complete each of the 8 tabs to

Demographics	Language	Guardians	Emergency	Health	Permissions	Documents	Finish
--------------	----------	-----------	-----------	--------	-------------	-----------	--------

5. Once updates are completed for a section, scroll to the bottom of the page and click the Save or Continue button.

6. All steps must be completed for each student. When the message E-Registration has been completed” appears, you may select another student (if applicable) and begin the process again.

Please visit the Sacred Heart website

[www.shmonticello.org](http://www.shmonticello.org)

Additional Forms that **may be needed** and will be available at registration on August 7<sup>th</sup>

- EFT – if using automatic withdrawal for tuition payment
- Free and Reduced lunch information and application

**Kindergarten Parents Only** - Additional Forms Required

- Home Language Form

Medical Forms

Immunization Records

Copies of Birth and Baptismal Certificates

Thank you for completing the registration process. If you have any questions please feel free to contact us at 319-465-4605 or [laurah@shmonticello.org](mailto:laurah@shmonticello.org)