



## St. Edward School – Appleton, WI Online Registration Instructions

### 2022-23 New Students

Parents will need to fill out the Pre-Registration form link found on the St. Edward School website, <https://www.stedwardmackville.org/school>, first through PowerSchool Enrollment Express. Once information is added into our PowerSchool database, parents will receive further directions to create a PowerSchool account to officially register.

### Returning/New Student Registration Directions

**It is recommended to use a computer or laptop.** If you prefer to use your cell phone, use the phone's browser.

- Log on to PowerSchool, <https://gbdioc.powerschool.com/>, with your username and password. A letter was previously sent home to each family indicating the username/email address that was applied to the account. Choose Forgot Password if you haven't already set up your account. If you have trouble logging in, please contact the school office.
- Click on the **"Forms"** link from the main menu along the left side.
- Click on each of the sections to view and/or edit its contents. The status column will indicate if the section has been submitted or not. If the Form status is "Empty," that means you need to fill it out. Some forms need to be filled out yearly and are indicated by an **"Empty"** status. For returning students, some forms may say **"Submitted"** or **"Approved"**. You would only need to verify this information is still accurate. **Returning and New student registration should for sure complete all the forms with an "Empty" status.**
- To continue in each section, you can either click on the **"Forms"** link along the left side, or by clicking on the various tabs above what you are currently viewing.
- After completing each section, click **submit** at the bottom of the form, return to the main menu on the left and select **"Forms"** to get to the next section.

**There are four sections you will need to read/complete.** (Some tabs in these sections may indicate "pending" after you hit the submit button. This will not prevent you from completing all other tabs in each section.)

#### **Section 1 – Demographics** – *(Please update any information that may have changed)*

- Student Demographics (The system will automatically enroll student into next grade after your registration has been submitted)
- Student Address
- Student Contacts
- Faith Information
- Equity Indicator (student access to digital learning)

#### **Section 2 – Health** – *(Information is required)*

- Health Authorization
- Health Information *(No need to upload Physical Form at this time)*

#### **Section 3 – Permissions** – *(Information is required)*

- Previous Enrollment & Records Release *(only if coming from another school)*
- School Policies/Tuition – St. Edward School 2022-2023

Once you have completed the forms we will then approve or question them. If there are changes that need to be made, we will send you a notice. If you need to make a change to a form that you have already submitted, you can make changes and resubmit.

Please contact the school office at [office@stedwardk5.org](mailto:office@stedwardk5.org) or 920-733-6276 with any questions.