



**#2 – Registration
for Returning Students**

**Lincolnshire-Prairie View School District 103
Administration Offices**

1370 N. Riverwoods Road • Lincolnshire, IL 60069
847/295-4030 • FAX 847/295-9196
<http://www.d103.org>

Scott H. Warren, Ed.D.
Superintendent

R.J. Bialk
Director of Technology
and Assessment

June 10, 2016

Re: **RETURNING STUDENT REGISTRATION** for the 2016-2017 school year

Dear parent/guardian:

Lincolnshire-Prairie View School District 103 has implemented a new **student information system (SIS)** called PowerSchool. Families will utilize the PowerSchool Parent Portal to register their child(ren) for the 2016-2017 school year. Registration will officially open during the week of June 13, 2016 and an exact date will be communicated via e-Notice.

Note: Before registering your child(ren), you must... #1: Create your PowerSchool Parent Portal account, and #2: Link your child(ren) to your PowerSchool Parent Portal account. *Please see the enclosed letter with specific directions.* If you need help with these steps, please contact powerschool@d103.org.

In an effort to enhance communication and the ease-of-use for our parents/guardians, we are using the PowerSchool Parent Portal and the *Single Sign On* capabilities for student registration. To complete registration, please follow the below steps.

STEP #1: Login to the PowerSchool Parent Portal at <http://d103.powerschool.com>. Be sure you have already created your own "Username" and "Password" by setting up your PowerSchool Parent Portal account.

NOTE: Your child's school will not have access to your PowerSchool Parent Portal login credentials. If you need assistance in retrieving your Username and/or Password, please select the "Forgot Username or Password?" option toward the bottom of the login page at <http://d103.powerschool.com>.

STEP #2: Select the tab along the top of your PowerSchool Parent Portal that associates with the student you want to register. Once you complete the registration process for one child, you will have the option to register another child.

NOTE: STEP #2 only pertains to parents/guardians with more than one student associated with their PowerSchool Parent Portal.

STEP #3: Along the left side of the PowerSchool Parent Portal landing page, beneath the Account Preferences and above the District Code label, select the "**PowerSchool Registration**" option. This link will take you to our registration process.

NOTE: Once you have completed the registration process for one child, you will be given an option to register another child. Because this is a new registration process, you will be asked to add information that you may have already provided in past years.

For additional resources that help guide you through the steps for online student registration, please see our virtual backpack at www.d103.org/virtualbackpack.

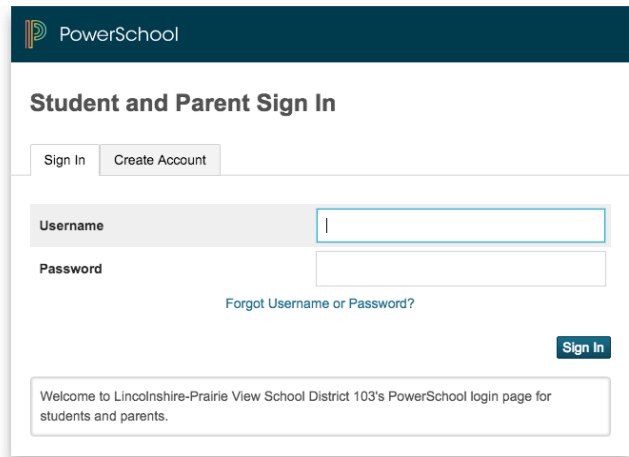
Sincerely,

RJ Bialk, Director of Technology & Assessment



STEP #1: LOGIN TO THE POWERSCHOOL PARENT PORTAL HERE, <http://d103.powerschool.com>. Be sure you have already created your own “Username” and “Password” when setting up your PowerSchool Parent Portal account.

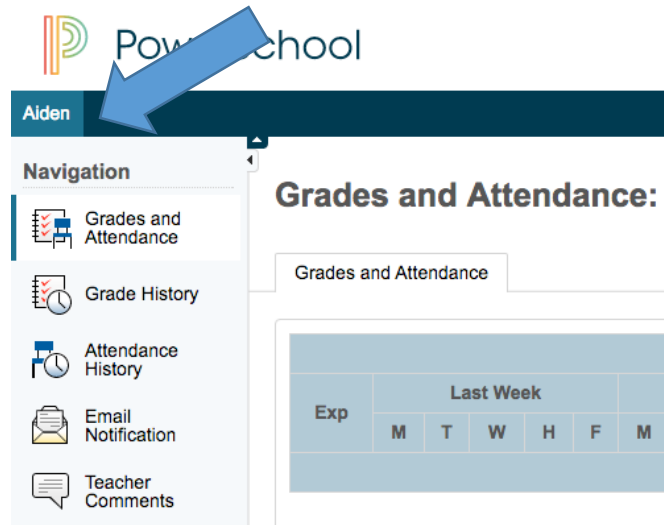
NOTE: Your child’s school will not have access to your **PowerSchool Parent Portal** login credentials. If you need assistance in retrieving your *Username* and/or *Password*, please select the “*Forgot Username or Password?*” option toward the bottom of the login page, <http://d103.powerschool.com>.



Copyright © 2005-2016 PowerSchool Group LLC and/or its affiliate(s). All rights reserved.
All trademarks are either owned or licensed by PowerSchool Group LLC and/or its affiliates.

STEP #2: Select the tab along the top of your **PowerSchool Parent Portal** that associates with the student you want to register. Once you complete the registration process for one child, you will have the option to register another child.

NOTE: STEP #2 only pertains to parents/guardians with more than one student associated with their PowerSchool Parent Portal.



Step #3: Along the left side of the **PowerSchool Parent Portal** landing page, beneath the *Account Preferences* and above the *District Code* label, select the “**PowerSchool Registration**” option. This link will launch our registration process.

NOTE: Once you have completed the registration process for one child, you will be given an option to register another child. Because this is a new registration process, you will be asked to add information that you may have already provided in past years.

