

Registration for Returning Students



PowerSchool SIS

Parent Sign In

Sign In

Create Account

Username

Password

[Forgot Username or Password?](#)

Sign In

Student Sign In

Students - Click the button to sign in. You will be redirected to the Student sign in page.

Student Sign In

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2:54  Search

< District Code Sign In

 Morton Community Unit Sc..

Morton, IL

ps1.morton709.org

I'm a Parent

I'm a Student

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Registration Process

Online registration for returning students is done in the [PowerSchool Parent Portal](#) or using the PowerSchool App. Depending on the student, there will be seven to ten parts to the registration process and should take about 30-minutes to complete.

In order to register, you will need to have a Parent Account in PowerSchool. Directions for setting up the PowerSchool Parent account can be found [HERE](#).

There is also a day where you can register in person if you prefer. That date can be found on the district website, under the Parent tab on the [Registration page](#).

In order to pay for school fees online, you will need to create a Parent Account in RevTrak. Help for setting up your RevTrak account and linking it to your PowerSchool Parent account can be found [HERE](#).

Many of the required documents like physicals, dental visits, or eye exams can be uploaded through the PowerSchool Parent Portal. These can also be turned into the school's main office. There are a few documents that may be required that can only be turned into the school's main office.

PowerSchool Parent Portal-Web Browser

After logging into the PowerSchool Parent Portal through a web browser, navigate to the student you are registering and select Form.

PowerSchool SIS

Welcome, Test Parent | Help | Sign Out

TestOne TestThree TestTwo **NewForm**

Alerting

Send Reach SelfPK12

Navigation

Grades and Attendance

Missing Assignments

Grade History

Locker Information

Standards Based Report Card

Course Based Report Card

Student Transcript

Attendance History

Email Notification

Teacher Comments

Forms

Student Reports

My Schedule

Account Information

Grades and Attendance: Student, TestOne A

[Click Here to see a list of all your students past assignments for this term.](#)

Grades and Attendance Search

[Email TestOne's teachers](#)

Attendance By Class

Exp	Last Week					This Week					Course	Attendance Totals	Tardies	
	M	T	W	H	F	M	T	W	H	F				
Attendance Totals												8	8	

Current Weighted GPA (G4): [Show dropped classes also](#)

Legend

Attendance Codes: Blank=Present | A=Absent | GL=Learning Day | ET=Excused Tardy | GL=Guaranteed Learner | RL=Remote Learning | ET=Excused Tardy | EA=Excused Absence | RH=Hospitalized/Not Receiving Services | RH=Medically Homebound/Not Receiving Services | UG=Unexcused Absence | LE=Limited Excused | SS=In-School Suspension | S=Supervision | PT=Field Trip | SDP=Speech-Only Present | SDN=Speech-Only Not Present

In the 1. Return Student Registration section, fill out all of those forms. Depending on the student, there can be different forms.

The screenshot shows the PowerSchool SIS interface. The top navigation bar includes 'TestOne', 'TestThree', 'TestTwo', and 'NewFour'. The left sidebar contains various navigation options like 'Alerting', 'Navigation', 'Grades and Attendance', 'Missing Assignments', 'Grade History', 'Locker Information', 'Standards Based Report Card', 'Course Based Report Card', 'Student Transcript', 'Attendance History', 'Email Notification', 'Teacher Comments', 'Forms', 'Student Reports', and 'My Schedule'. The main content area is titled 'Enroll Form Listing for Student, TestOne A'. It displays a list of forms under the '1. Return Student Registration' section. A red arrow points to the first form, '1R. Student Information Update', which is labeled 'FIRST FORM'. Other forms listed include '3R. Family and Emergency Contacts Update', '4R. Health Information Update & Medical Authorizations', '5R. Permissions/Agreements', '6R. Elementary Permissions', and '7R. Affidavit of Residence'. Each form has a status of 'Empty'.

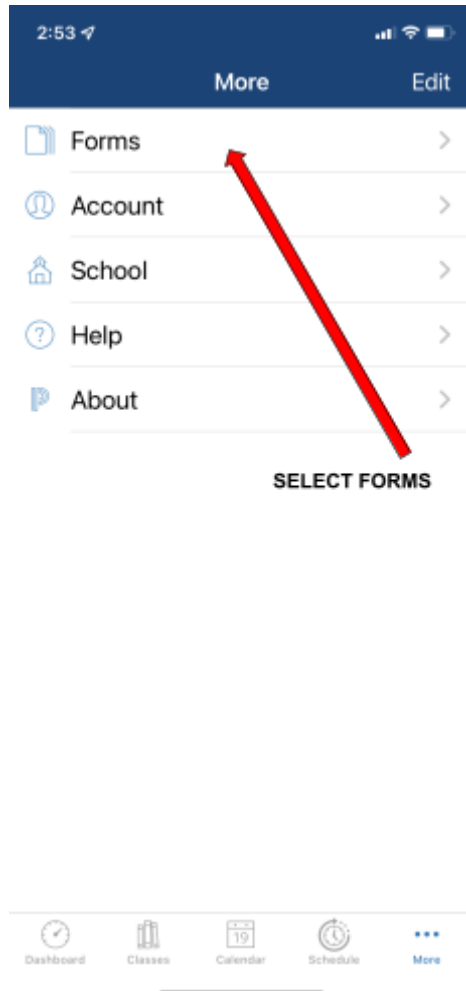
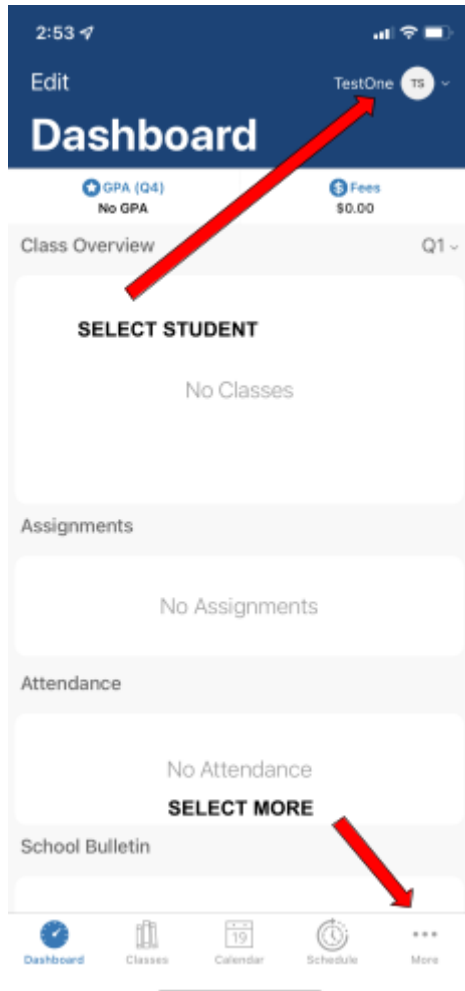
When you get to the bottom of Form 1, select Submit and you can navigate to the next form. If it doesn't automatically take you to the next form, you can use the tabs at the top to go to the next form. You can also select Save for Later at the bottom and come back to this.

The screenshot shows the 'Student Information Update' form. The top navigation bar is the same as the previous screenshot. The left sidebar is also the same. The main content area is titled 'Student Information Update'. It shows a 'Currently Completed' status. The form fields include 'Name' (TestOne A Student), 'Date of Birth' (01/01/2014), 'Gender' (Male), 'Physical Address on file' (123 N Main, Marion, IL 61800), 'Mailing Address on file' (123 N Main, Marion, IL 61800), and 'Primary Phone' (309-867-5309). A red arrow points to the 'TABS FOR REGISTRATION FORMS' at the top, which include '1R. Student Information Update', '3R. Family and Emergency Contacts Update', '4R. Health Information Update & Medical Authorizations', '5R. Permissions/Agreements', '6R. Elementary Permissions', '7R. Affidavit of Residence', and '8R. Payment'. The form also includes a question 'Does the Physical Address, Mailing Address, or Primary Phone need to be updated?' with radio buttons for 'Yes' and 'No'.

Continue through all the forms. You can stop at any time and come back to complete registration. No data will be lost as long as you have saved.

PowerSchool Parent Portal-App

After logging into the PowerSchool App, select the student you will register and the More menu. In the More Menu, select Forms.



Each of the Forms under the 1. Return Student Registration section must be completed. As you finish the entry on each form, it can either be submitted, or saved for later.

The screenshot shows a mobile application interface for 'Forms'. At the top, there's a dark blue header with a back arrow, the title 'Forms', and a user profile 'TestOne TS'. Below the header, a yellow notification box states: 'Your preferences haven't been configured. To configure if and how you'll receive notifications for forms, please use the button below to set your preferences.' Below this is a dropdown menu currently set to 'Enrollment' and a search bar labeled 'Search forms...'. The main content area is titled '1. Return Student Registration' and lists five forms, each marked as 'Empty' with a blue icon:

- 1R. Student Information Update**
Re-enrollment Form
- 3R. Family and Emergency Contacts Update**
Re-enrollment Form
- 4R. Health Information Update & Medical Authorizations**
Re-enrollment Form
- 5R. Permissions/Agreements**
Signature Document
- 6R. Elementary Permissions**

At the bottom, there is a navigation bar with icons for 'Dashboard', 'Classes', 'Calendar', 'Schedule', and a 'More' option represented by three dots.

Continue through all the forms. You can stop at any time and come back to complete registration. No data will be lost as long as you have saved.

Finalizing Registration

After completing all the registration forms, sending in any required documentation that you didn't upload, and paying fees in RevTrak, you are registered.

If you have any questions, you can contact the schools for help.

School	Phone Number
Brown Elementary	(309) 266-5309
Grundy Elementary	(309) 263-1421
Jefferson Elementary	(309) 263-2650
Lincoln Elementary	(309) 266-6989
MJHS	(309) 266-6522
MHS	(309) 266-7182
Morton Academy	(309) 284-8033
District Office	(309) 263-2581