



ELKHART COMMUNITY SCHOOLS



J.C. RICE EDUCATIONAL SERVICES CENTER
2720 CALIFORNIA ROAD • ELKHART, IN 46514
PHONE: 574-262-5500

Parent Name
Regarding: Student Name
Address 1
City, State ZIP

August 3, 2018

Elkhart Community Schools is excited to launch district-wide online registration for all returning students for the 2018-2019 school year. Accurate, updated information for students and guardians ensures we can reach the right people in case of an emergency, and also ensures important mailings are sent to the correct address. It is critical that you complete this registration no later than August 24.

To complete the online registration, please use your existing PowerSchool credentials to log in to PowerSchool (<http://ps.elkhart.k12.in.us/>). After logging in, click on *Returning Student Registration* on the left menu, at the top.

- First page: student address, phone number
- Second page: parent/guardian information
- Third page: emergency contacts
- Fourth page: medical, doctor, dentist information
- Fifth page: agreements (student handbook, technology, auto-dialed calls)
- Sixth page: electronic signature

If you have multiple children, this will need to be completed for every child.

If you have **not** previously signed in to PowerSchool, please register for PowerSchool using the following information:

- Student Name:
- Access ID:
- Access Password:

The Access ID and Access Password are used only when first creating a PowerSchool account. They are used to link your student to the account. Once the account is created, you will use the username and password you set up.

If you do not have access to an electronic device to register your child, devices are available at our schools offices.

If you have any problems with the online registration process, we will have dedicated support available at 574-262-5858, Monday through Thursday, between the hours of 3:00pm and 6:00pm, from August 6-23.

We appreciate your help and patience as we launch the online registration process and strive to improve our processes moving forward.

Thanks,

Tony England
Assistant Superintendent of Student Services, ECS

