

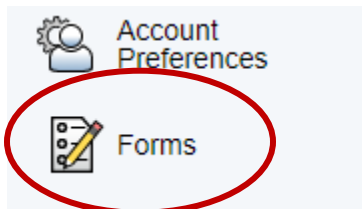
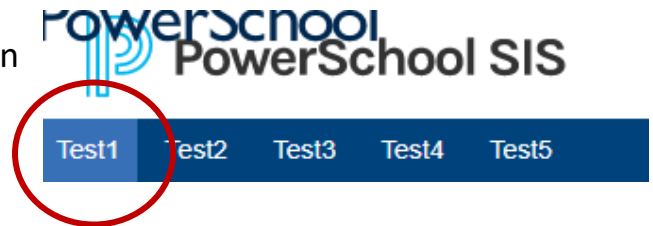


Bethany Community School Student Annual Registration

The Bethany Public School District has upgraded to PowerSchool Contacts. Contacts allow a parent/guardian to designate multiple contacts across all their students enrolled at BCS without entering the contact multiple times.

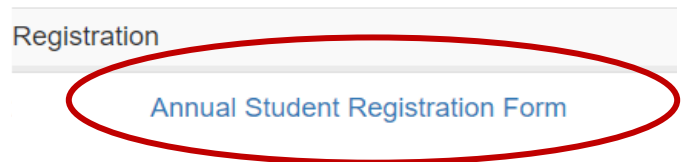
Log into the [PowerSchool Parent Portal](#) using a computer or browser on your phone.

After you have logged in to the Parent Portal, click on the name of the first child at the top.



Click on the Forms link on the left navigation.

Click on the Annual Student Registration Form.





The Student Contact Information section shows the parent/guardian contact information that is already in PowerSchool for your child(ren). To edit or add to the current information, click on the pencil icon.

Test Parent
Mother

44 Peck Road Bethany, CT, United States 06524

2032032033 (Home)
testparent@yahoo.com

- ✓ Lives with Student
- ✓ Custody
- ✓ School Pickup
- ✗ Emergency Contact
- ✓ Data Access



 

Test Parent2
Father

44 Peck Road Bethany, CT, United States 06524

2032032035 (Mobile)
2032032033 (Home)
testparent@yahoo.com
scarpenner@bethany-ed.org

- ✓ Lives with Student
- ✗ Custody
- ✓ School Pickup
- ✗ Emergency Contact
- ✗ Data Access

Make your changes, choose the students to update, and click the Add button.

The screenshot shows a form for updating parent/guardian information. On the left, there are input fields for First Name (Test), Middle Name, Last Name (Parent), Gender, Relationship (Mother), and Employer. Below these are sections for Address (44 Peck Road, Bethany, 06524) and Phone (2032032033). On the right, there are sections for Email (No Email Addresses), Permissions (Lives with Student, Emergency Contact, Has Custody, School Pick Up, Receives Mail), and an 'Apply Contact to:' section with checkboxes for Student, Test2 through Test5. A red circle highlights the 'Apply Contact to:' section. At the bottom right, a red circle highlights the 'Add' button, with a 'Cancel' button next to it.

This will update ALL of the students you checked with the changes made to the parent/guardian information.

Emergency Contacts

IMPORTANT REQUIRED: Please add emergency contact information by clicking the Add button.

The screenshot shows a card for a parent/guardian named 'Test Parent' with the relationship 'Mother'. The address is '44 Peck Road Bethany, CT, United States 06524'. A red asterisk is visible to the left of the card. A red circle highlights the 'Add' button located above the card.

Enter all the required information, choose all of the students the emergency contacts will apply to, and click Add.

This will update ALL of the students you checked with the Emergency Contact information you entered.

Add Contact

First Name *

Middle Name

Last Name *

Gender *

Relationship *

Employer

Address No Addresses

Phone * No Phone Numbers

Email No Email Addresses

Permissions

Lives with Student *
 Yes No

Emergency Contact *
 Yes No

Has Custody *
 Yes No

School Pick Up *
 Yes No

Receives Mail *
 Yes No

Apply Contact to:

Student, Test2
 Student, Test3
 Student, Test4
 Student, Test5

Complete the rest of the required fields on the Annual Registration Form and click Submit.

You will need to go to each student and complete the required fields and Submit. You will not need to update the contact information for any other students.

If you have any questions or problems, contact the BCS Main Office at office@bethany-ed.org or (203) 393-3350.