Back-to-School / Returning Student Registration Submission Approval Process

- Log onto PowerSchool Registration at https://registration.powerschool.com/admin
- If you need an account (or other support), please create a service ticket at https://servicetickets.vusd.org.
- If this is your first time logging on, use the temporary password you received in your notice email. You'll need to set a new password, plus answer some security questions to enable secure password recovery.
- Your username is your @vusd.org email address. Use the **I Forgot My Password** link if you can't remember your password.
- Select **Back-to-School Student Registration (*school year*)**
- Select the **Submission Workspace** tab and set the View to **Pending Approval** if necessary.
- You can sort the submission list by clicking a column header or using the filter boxes to find specific submissions if needed.
- Click the paper-pencil edit icon on the submission record:

- Review the submission - old data is on the right, and new data is on the left. The new data is what will get sent to PowerSchool.
- Changed data items have a yellow highlight on the field name.
- The student's home (primary physical) address is highlighted in green to pay close attention to changes on these items (will also be highlighted yellow if changed). If needed, check attendance boundary and/or transfer approval. See also the instructions below regarding the Address Change tag.
- *Special Note* - Parent/Guardian and Emergency Contact address may appear blank if the corresponding 'LivesAtPhysicalAdd' is 'Yes' - the student's address will be automatically injected into these fields when delivered to PowerSchool. *Nothing you need to do.*

- You can make edits to the submitted data (perhaps to correct a spelling error) by clicking on the data item. Click the save icon to save, or red ball to cancel the edit:

- If the submission is tagged with 'Address Change,' it means the submission had some change in the student's physical, primary home address. Review as appropriate. Once reviewed, check the 'Address

Change Reviewed' tag to allow the submission to be approved.

- If the submission is tagged with 'Relationship Check,' it means the submission has one or more of the three Parents/Guardians marked with 'Other' as the relationship to the student. The Parent/Guardians are to be persons with a legal relationship to the student. Review and correct as appropriate. Once reviewed, check the 'Relationship Check Reviewed' tag to allow the submission to be approved.
- If all is OK with the submission, click one of the Approve and Continue buttons - data will be delivered to PowerSchool automatically on a schedule, about 4 times daily:

- If something on the submission requires further research, you can click the 'Administrative Follow-up' tag to mark it for later review. You can't approve a submission with this tag. Once reviewed and corrected, if needed, uncheck this box and approve.

- Repeat approvals as needed.
- Return to the submission list by clicking the 'Back to Returning Student Registration' link in the breadcrumb list near the top of the screen, or click your name in the upper right corner to log out.

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