



Lake Geneva PowerSchool Online Registration Parent Guide

Dear Parents,

Badger High School and the Lake Geneva Joint #1 Schools require an online enrollment process. Online registration compliments the August registration/open house event held annually at each of the schools. This will streamline such things as picking up schedules, paying fees, filling out last-minute forms, etc.

If you do not have a computer, each school will provide times when you may use theirs. If you would prefer to make fee payments in person, you may do so during school office hours. If you are already familiar with PowerSchool, you will log in the same way to begin the online registration process. **Parent/student logins will remain disabled until the online registration window opens on August 1st.**

Important:

- August 1st – PowerSchool online registration window opens

**** NOTE ****

If you already have a PowerSchool Username and Password, skip ahead to: [Section 2 – Begin Online Registration.](#)

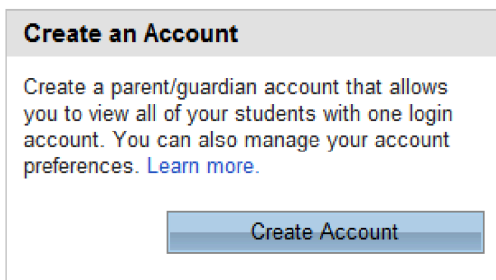
Section 1 - Create a PowerSchool Account

****BEFORE YOU BEGIN****

You will need the temporary Access ID and Access Password for your student(s). Contact the school office for these at 262-348-1000.

If you are using PowerSchool for the first time, please go to the district website:

www.lakegenevaschools.com and click on the [PowerSchool Parent link](#).



Click on **Create Account**. Fill in the Create Parent Account information. Enter your First Name, Last Name, and Email. Enter your Desired Username. Enter your Password and then Re-enter it. (Passwords must be at least 8 characters. You may be prompted to select a different username if the one you created already exists.)

PowerSchool
Create Parent Account

First Name
 Last Name
 Email
 Desired Username
 Password
 Re-enter Password

PASSWORD HINT:
-Be at least 6 characters long

Link Students to Account

Enter the Access ID, Access Password, and Relationship for each student you wish to add to your Parent Account.

1
Student Name
 Access ID
 Access Password
 Relationship

2
Student Name
 Access ID
 Access Password
 Relationship

3
Student Name
 Access ID
 Access Password

Create Parent Account

Link Students to Account

Enter the student's First Name, Last Name, and your relationship to the student. Note: The first name is the full name you indicated when you enrolled. Enter the student Access ID and Access Password you acquired from the office prior to starting.

Repeat for each additional student on your account if necessary.

Click Enter. If successful, you will be directed to the Parent Sign-In Screen. If you receive an error message, you will need to make any corrections it suggests and fill in the passwords again.

Next, check your email inbox for a message with the Subject: PowerSchool Account Email Verification and click the link provided to verify your account.

Section 2 – Begin Online Registration

In the Login box enter your User Name and Password, and click Submit.

After logging in successfully, the PowerSchool Parent Portal screen will display.

Each of the students attached to your account will display in the bar below the PowerSchool Logo (upper left portion of the screen).

Choose the first student by clicking on the name which appears in the blue border. If a student is missing, see Section 3 - Adding Students To Your Account.

Login

User Name

Password

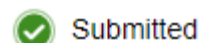
[Having trouble logging in?](#)



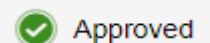
Navigation

- Grades and Attendance
- Attendance History
- Email Notification
- Teacher Comments
- Forms**

Under the Navigation menu select the Forms link to begin filling out the Enrollment Forms. Please fill out forms A - L. Make sure they say Submitted with a green check mark.



Please note the first form A. Student Demographics will say Approved with a green check mark.



An asterisk in the back of the words means it is a required field and must be filled out.

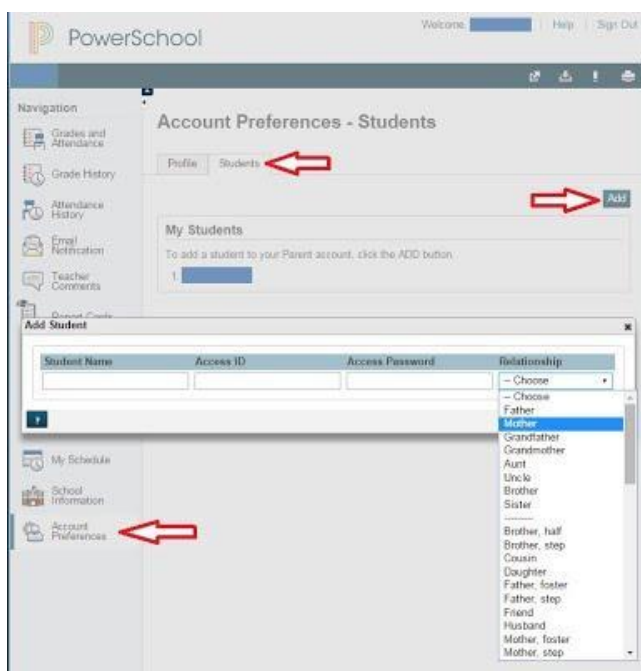
First Name *

Enroll Form Listing for Powell, Payton Test

Enrollment	General Forms	Class Forms	Student Support
Search forms			
New Student Forms			
<hr/>			
A. Student Demographics			
Last Entry: 05/15/2023 2:24:57 PM			✔ Approved
<hr/>			
B. Student Address			
Last Entry: 05/15/2023 2:25:26 PM			✔ Submitted
<hr/>			
C. Birth Verification			
Last Entry: 05/15/2023 2:26:13 PM			✔ Submitted
<hr/>			
D1. Legal Guardians			
Last Entry: 05/15/2023 2:27:39 PM			✔ Submitted
<hr/>			
D2. Emergency Contacts			
Last Entry: 05/15/2023 2:27:52 PM			✔ Submitted
<hr/>			
E. Health Information			
Last Entry: 05/15/2023 2:29:25 PM			✔ Submitted
<hr/>			
F. Health Authorizations			
Last Entry: 05/15/2023 2:30:00 PM			✔ Submitted
<hr/>			
G. Home Language Survey			
Last Entry: 05/15/2023 2:30:24 PM			✔ Submitted

Once ALL the forms are submitted saying Approved with a green check mark, you are finished. If more information is needed you will receive a call from the District Office.

Thank you for completing Online Registration!



Section 3 – Adding Students To Your Account

If all of your students are not listed upon logging into PowerSchool, follow these steps to add a student:

Click the Account Preferences button. It will take you to your profile, where you need to

Click the Students Tab.

Click the Add button (See picture).

Enter the student Access ID and Access Password information provided from the main office.

Secretaries will review every change request and provide final approval for updates in PowerSchool.

Thank you for completing Online Registration!

Dial 262-348-1000 for assistance.

PowerSchool is now mobile! The PowerSchool for Parents and Students app is available for download on Google Play for Android devices as well as from the App Store for iPhones and iPads. Parents and students can easily view progress, check grades, review assignments, and more including push notifications! **Mobile District Code: QHKK**

RevTrak Credit Card Payment System



RevTrak Credit Card Payment System

E-payments are a convenient way to pay school fees and deposit lunch money with a credit card or check online.

The Lake Geneva Schools now utilize [RevTrak](https://lakegenevaschools.revtrak.net) - <https://lakegenevaschools.revtrak.net>.

All Food Service online transactions are assessed 3.61%. A parent can make deposits to multiple students' accounts in a single order and only incur one 3.61% fee.

All non-food service transactions are also charged a 3.61% transaction fee excluding mandatory registration fees.

ACCOUNT CREATION - Click Create New Account on RevTrak landing page.

RevTrak Help Guide - [Click Here!](https://drive.google.com/file/d/1PoU54FySwyOQ1ulNhhS5vrXZAPII-Tj/view) - <https://drive.google.com/file/d/1PoU54FySwyOQ1ulNhhS5vrXZAPII-Tj/view>

Questions about this process should be directed to the District Office.
Phone: (262) 348-1000 **Email: powerschool@badger.k12.wi.us**