

Troy City Schools Registration Directions

Step 1 for Returning Students:

- Go to Troy City Schools website www.troyschools.net
 - Click on Registration at the top of the page.
 - **If you have previously created a Powerschool Account, you will log into your account to update the forms listed below. In the event you are unsure of the email you used to create the account, please contact the school office.**
 - If this is your **first** time to create a Powerschool Account, you will need the Access ID and Access Password provided on the back of this letter. Each student has a separate Access ID and Access Password that you use to link your account to that student.
 - Once you have logged into your Powerschool account: click on **FORMS** (left side) - then click on the **ENROLLMENT** tab.
 - Print out and complete the Student Registration Packet and take this to the school.
 - Please **update** the following forms in the Enrollment tab:
 1. Student Information Form
 2. Student Address
 3. Student Contact (very important)
- Other forms will be sent home.

Step 2 for Returning Students:

To save time on Class Assignment / Schedule Pick-Up Day, please follow these directions regarding the **required** paper documents:

- Go to Troy City Schools website www.troyschools.net
- Click on Registration at the top of the page
- Scroll down to the forms under “Both New and Returning Students...”
- Print out and complete the **Residency Affidavit Form, the Health Assessment Form, and the Medication Form (if applicable.)**
- These forms can be brought to the school office before or on Class Assignment / Schedule Pick-up Day. There will be a notary present.
- We also have copies of these forms available in the office for pick up.

****NEW STUDENTS-** Follow directions under Registration - New Students to get started in the Powerschool Parent Portal. You must complete the paperwork for registration at the school office before a class can be assigned.