

Princeton Charter School

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To PCS Returning Families,

PowerSchool Updates

In preparation for the start of school, it is important for you to update PowerSchool with current phone numbers, email addresses, and emergency contact information. Unfortunately, several families did not update information in PowerSchool for the start of last year. Frankly, this is becoming an issue for us, as parents are not updating and completing necessary forms. Needless to say, we must have accurate information to facilitate communication in the event of an emergency, and to communicate with parents on matters of importance.

The Parent/Student portal is now open. So, returning parents must log in and complete the demographic update: "*New Student Enrollment Form*" if you did not complete it last year or "*Annual Student Registration Form*" if you did complete last year's form.

Once you are logged in to your PowerSchool Parent Portal account, please look toward the bottom of the left-hand pane for a button called "*PowerSchool Registration*." When you click on that link, it will take you into the "*Family Portal*" and you will see the option to complete the "*New Student Enrollment Form*" or the "*Returning Student Annual Registration*." (If you have a current child at PCS and a sibling is joining PCS this fall, then you can link them under your current account.)

In order to have the directories ready for the start of school, please update your information by **Friday, August 25th**.

Thank you for your prompt attention to this matter.

- Larry Patton