

## LCMS REGISTRATION STEPS – 2019-20

Please complete each step online by August 15

These are the steps that need to be completed. If you have trouble completing steps, you will need to plan to attend the Computer Lab time at LCMS on August 15 (4:00-7:00), as we are not able to provide one-on-one help over the phone.

*KEEP LOGIN and PASSWORD information in a safe place. You will use this every year for the remainder of your student's school years.*

1. Login to **PowerSchool Parent** Account, [ps.westada.org/public](https://ps.westada.org/public)
  - a. Update Demographic information if there are any changes and submit. You will wait 24 hours before being able to view schedule and locker. Please note that **schedules will not be accurate until AUGUST 15** as counselors are still making edits and balancing class loads.
  - b. Check Class Schedule\* (if you don't have a printer, please have your student take note of their Advisory, XT class and room number. Schedules will be provided in Advisory on the first day of school). **Final version of schedule will be available August 15. Any earlier version may be inaccurate.**
  - c. Check Locker information (please ensure student writes down locker number and combination for the first day of school. Lockers are pre-assigned. We are unable to make locker changes.
2. Check Bus Route information. [www.westada.org](http://www.westada.org) and select the BUS Locator icon located in the top right hand corner of the screen. Above the login fields is a hyperlinked **SEARCH**. Click that to enter in the system without a login. **\*\* It is recommended that your student ride their bus to and from school on the first day to ensure that they know their bus stop location and so they can identify their bus at the end of the day. Please make sure your student knows their route number!**
3. Purchase any optional items [www.myschoolfees.com](http://www.myschoolfees.com), login using your student's ID number. Purchase Activity Card, Yearbook, and/or PE clothes if desired.
4. Load money on your student's lunch account and set up low balance alerts at [www.mypaymentsplus.com](http://www.mypaymentsplus.com).
5. Attend Parent Meeting for Fall Sports if your student is participating in Football, Volleyball, Cheer or Cross Country. **August 8 at 6pm** in the LCMS Gym.
6. 7<sup>th</sup> grade ONLY – If you haven't already done so, submit proof of required immunizations to Nurse Nicole ([kopping.nicole@westada.org](mailto:kopping.nicole@westada.org)). These are required by law prior to the start of your student's 7<sup>th</sup> grade school year.

\*If there is a problem with your schedule after August 15, please contact the grade level counselor, listed below. Please be aware that the master schedule and student schedules were created based on course requests made in the spring. As we balance class sizes, it is not likely that elective schedule changes can be made if they vary from course requests.