

## PowerSchool Registration FAQ

### Logging in to PowerSchool

[How do I log in to PowerSchool?](#)

[What is the 4 digit district code for Warren Township HS?](#) (WTHS mobile version)

[What is my Access ID and Access Password?](#)

[I don't know my username](#)

[I forgot my password](#)

### Proof of Residency

[Do I need to provide Proof of Residency?](#)

[What type of documents can I provide?](#)

[Why was my Proof of Residency rejected?](#)

[Do I need an affidavit?](#)

[How do I know if my registration is complete?](#)

### Registration Fees

[How do I pay my registration fee?](#)

[Can I apply for a fee waiver?](#)

### Troubleshooting in PowerSchool

[I don't see any forms to register my student](#)

[I did not receive an email to reset my username/password](#)

[More help](#)

## How do I log in to PowerSchool?

Go to the correct [PowerSchool website specific to WTHS](#)

### First time users with new students -

1. Click the Create Account tab to create your parent/guardian user ID and password.
2. Add your student(s) with their unique Access ID and Access Password sent to your email.

### Returning users with current and/or new students -

1. Make sure to sign in with your PARENT/GUARDIAN PowerSchool username and password. **This username is different from the STUDENT PowerSchool username and password.**
2. Add incoming students to your account under “Account Preferences” and click the Students Tab.



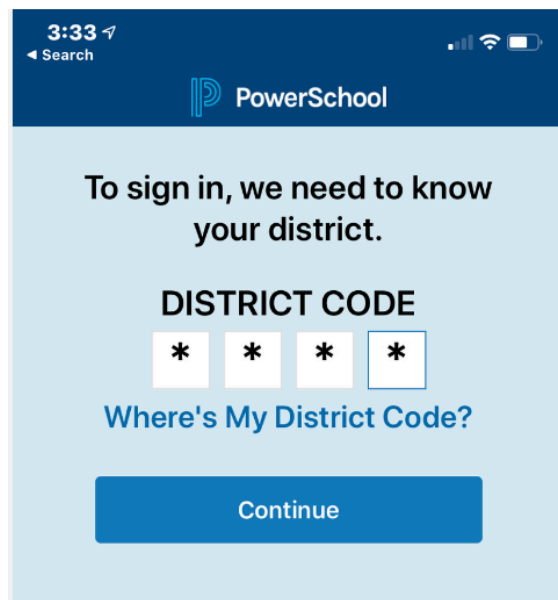
**WARREN TOWNSHIP  
HIGH SCHOOL**

A screenshot of the PowerSchool SIS login page. The page has a dark blue header with the PowerSchool SIS logo. Below the header, the title 'Student and Parent Sign In' is displayed. There are two tabs: 'Sign In' (selected) and 'Create Account'. A 'Select Language' dropdown menu is set to 'English'. Below that are input fields for 'Username' and 'Password'. A link for 'Forgot Username or Password?' is located below the password field. A blue 'Sign In' button is at the bottom right of the form area.

[Back to top](#)

**What is the 4 digit District Code for Warren Township HS? (Mobile version)**

Enter code **HLBB** to access the mobile version of WTHS PowerSchool.



[Back to top](#)

### **What is my Access ID and Access Password?**

Access IDs and Passwords are for linking a student to your Parent/Guardian Powerschool account.

1. Open the email that contains your student's Access ID/Password information. Be sure to check your spam folder!
2. Open [PowerSchool](#), and create or Log in to your parent/guardian account.
3. Add your students using their Access ID and password.
4. Once you have linked your student(s) to your account, log in to PowerSchool using the username and password you created for your PARENT account.

[Back to Top](#)

**I don't remember my username.**

Go to the [WTHS PowerSchool site](#) and click "Forgot Username or Password?". Click the Forgot Username? tab and enter your email address. An email with your username will be sent to the Parent/Guardian email we have on file.

**Be sure to check your spam folder or other Parent/Guardian email account(s).**

**I forgot my password.**

Go to the [WTHS PowerSchool site](#) and Click "Forgot Username or Password?". Enter your username and email address. An email to reset your password will be sent to the Parent/Guardian email we have on file.

**Be sure to check your spam folder or other Parent/Guardian email account(s).**

[Back to Top](#)

**I don't see any forms to register my student.**

Make sure you are logged into the PARENT/GUARDIAN PowerSchool account.

1. Log out of PowerSchool
2. Enter your PARENT/GUARDIAN username (*do not allow it to auto populate any username*)
3. Enter your password (or click "forgot username or password")
4. Go to Forms, then click the Enrollment tab.
5. Complete and submit all forms - a green check will appear next to forms that have been submitted\*

\*Form G (Proof of Residency) will show as "pending review" until [approved](#).

[Back to Top](#)

## Why was my Proof of Residency rejected?

Please read the alert in the white box with specific instructions. See below for examples.

Click “Edit Rejected”, attach correct documents, and resubmit for approval.

Also see [list of approved documents](#).



### Rejected Response

This form response has been rejected. REJECTED **Missing one item from category B**

Show Previous

Edit Rejected



### Rejected Response

This form response has been rejected. REJECTED **No residency documents attached or delivered by due date 7/28**

Show Previous

Edit Rejected



### Rejected Response

This form response has been rejected. 8/1 REJECTED **Affidavit needs to be complete (missing signature, owner signature, occupants)**

Edit Rejected



### Rejected Response

This form response has been rejected. 8/3 REJECTED **Needs to submit full page of utility bill (Cat B, Doc 2)**

Show Previous

Edit Rejected

[Back to Top](#)

**Do I need an affidavit?**

If the parent/guardian does not have a lease, mortgage, real estate tax documentation or property purchase agreement and shares a home with a district resident - Residential Affidavit

Or

If the parent/guardian does not have a lease, mortgage, real estate tax documentation or property purchase agreement and does NOT share a home with a district resident - In Lieu of Lease Affidavit

Or

If the person enrolling the student is not the biological parent or legal guardian of the student but the student is living with this person on a permanent basis - Guardianship affidavit

Click [HERE](#) for more affidavit information and applications in English and Spanish

[Back to Top](#)



**What type of Proof of Residency Documents do I need to provide?**

In most cases, please provide ONE item from Category A and TWO items from Category B.

Click [HERE](#) for a list of acceptable documents.

Click [HERE](#) if you are registering with an affidavit.

[Back to Top](#)

PowerSchool FAQ

### **Contact the Registrar's Office**

[oregistrar@wths.net](mailto:oregistrar@wths.net) for the O'Plaine Campus (9th-10th grade)

[aregistrar@wths.net](mailto:aregistrar@wths.net) for Almond Campus (11th-12th grade).

[Back to Top](#)

### **Do I need to provide Proof of Residency?**

The following students need to provide Proof of Residency (POR):

1. All Incoming Freshmen from feeder schools or who are transferring into District 121 as a new student.
2. All students who submitted an affidavit from the previous school year.
3. All students whose Parent/Guardian lease has expired prior to the 1st day of the current school year.
4. Any current student who has moved within the District 121 boundaries.
5. Any current student who has received a request from the school to submit current Proof Of Residency.

[Back to Top](#)

**How do I pay my registration fee?**







The payment portal for registration fees will be open in mid-to-late July.

Click [HERE](#) to pay registration fees through E-funds.





Click [HERE](#) for information on financial assistance or for SNAP benefit approved families, and for links to fee and lunch waivers.

## How do I know if my registration is approved and complete?

Log in to your Parent/Guardian PowerSchool account Forms -> Enrollment. Once your registration is approved, all forms will have a green check mark.

<a href="#">[WTHS Registration] Form A</a> Student Demographics Last Entry: 07/17/2023 5:10:35 PM	 Submitted
<a href="#">[WTHS Registration] Form B</a> Student Contacts Last Entry: 07/17/2023 5:12:48 PM	 Submitted
<a href="#">[WTHS Registration] Form F</a> Health Documents, Information and Notification Last Entry: 07/17/2023 5:14:29 PM	 Submitted
<a href="#">[WTHS Registration] Form G2</a> Proof of Residency - Returning WTHS Students Last Entry: 07/17/2023 5:15:19 PM	 Approved
<a href="#">[WTHS Registration] Form H</a> Permissions/Agreements Last Entry: 07/17/2023 5:16:26 PM	 Submitted
<a href="#">[WTHS Registration] Form I</a> Fees Information/Guarantor of Payment Last Entry: 07/17/2023 5:17:05 PM	 Submitted

If any form is not designated as submitted or approved, **your registration is not complete**. Please review these icons for forms that may need your attention!

 Not Started	You must complete this form to finish your registration.
 Submitted	This form is complete
 Pending Review	This form is complete but needs WTHS approval.
 Rejected	This form needs your attention. Please contact your campus for information.