



# Parent Guide to Registration

## Cass School District 63

The 2022-23 School Year Registration is now open!

We have made some adjustments to the registration process that we hope will make things easier for parents to navigate through. While we hope none of you encounter any glitches with this system, if you do, please make sure to let us know right away so that we can correct it for you and for all of our families.

As a reminder, all families have to prove residency each year for each of your children.

Please see the Parent Guide to Registration for instructions on how to register.

- Please go to [www.cassd63.org](http://www.cassd63.org)
- Click the big button called "PowerSchool Login" located below the opening photo on the website.
- Sign into your account.
- Once in your account, on the left side, **click the button called "forms"**
- Under Registration 2022-23, click on the first form name.
- Now update or add any information on the form. When complete, click submit at the bottom of the page.
  - If you have any difficulty uploading a document, you can email the document to [cassd63registration@cassd63.org](mailto:cassd63registration@cassd63.org).
- Please note, if the field has a red asterisk, the field must be filled in to submit.
- At the bottom of the "2022-23 Fee Payment Worksheet," you are directed to MySchoolBucks to pay your invoices.
- Look to the Navigation Bar on the left side of PowerSchool. Click the button called "MySchoolBucks."
  - If you do not yet have an account, it will prompt you to create one.
  - You only need a MySchoolBucks account if you would like to pay via credit card. If you would like to pay by check or exact cash, please visit the school office.
- After you complete your payment step, please return to the button called "forms" on the left side. Please complete the final step, which is called "Finishing Step to Registration Process."