



2024-25

Parent Guide to Registration

Cass School District 63

The 2024-25 School Year Registration is open!

Each year we strive to make our online registration process easier to navigate and this year is no exception. 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 be aware that the registration process does not work well on a phone and it is best to use a computer. Following are the instructions for registration:

- Please go to www.cassd63.org
- Click the big button called "PowerSchool Login" located below the opening photo on the website.
- Sign into your account. If you are new to the District, you should have received information on how to create a new account from the school office.
- Once in your account, on the left side, **click the button called "Forms"**. If you click on the Registration button, you will not be in the correct place.
- Once under Forms, click Registration 2024-25, and then Student Information Form.
- 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.
- Please note, if the field has a red asterisk, the field must be filled in to submit.
- At the bottom of the "2024-25 Fee Payment Worksheet," you will find a link to myschoolbucks.com. Please login to view your invoices.
 - 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 print this [Fee Payment Worksheet](#), fill it in and send or drop it off with your payment in the school or district office.
- You may also locate My School Bucks on the Navigation Bar on the left side of PowerSchool. Click the button called "MySchoolBucks."
- 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."
- Once you have completed your registration, it will show as pending on your end. This does not mean you have not completed registration. Your registration will remain pending until the school office has had a chance to review your submission. You may assume your registration is complete unless you hear otherwise from your school office. Thank you.