NOTE: Online registration can be done on Internet Explorer 11 and higher, Firefox 44, and Chrome. It can also be completed on most smartphone browsers including Safari on iPhone & iPad and Chrome on Androids.

IT CANNOT BE COMPLETED THROUGH THE PARENT/STUDENT APP.

1. To begin the registration process, log in to your Parent account on Powerschool. If you do not have a parent account or cannot retrieve your login credentials, please contact your child's school building.   The URL for PowerSchool is rc255.powerschool.com

2. On the left side of the screen, you will see the normal sidebar with links to Grade History and Balances. However, when online registration is active, a new link will appear at the bottom: **PowerSchool Registration.** Click PowerSchool Registration to enter the registration screen.

3. A new tab will open. This is your PowerSchool dashboard. YOU MUST COMPLETE registration for EACH CHILD in your family that will be attending any R-C school. Click on the **Start Form** or **Continue Work** buttons to register students. All of the students connected to your PowerSchool account will be in your online registration dashboard. However, if someone else submits a form for your student, you will not be able to edit it.

NOTE: Once you have SUBMITTED your student's registration, there is NO WAY to reopen the registration form. You must call and submit any changes through the child's school office.

4. This is the PowerSchool Registration dashboard for an individual student. You can click out of this screen at any time and it automatically saves your progress. **Remember, once you have clicked Submit, you cannot get back into that student's record.**

5. On the left of the screen, each section is a clickable link. If you click on the section, you will be taken directly to that section.

6. Any field marked **Required** must be completed before you click Submit. The form CANNOT be submitted unless all required fields are completed. If your student has attended R-C schools in the past, your information will auto-fill.

FEES: In order to pay registration fees, you must first select your payment type. You can either contact the Administration Center and set up a payment plan OR pay through our online Revtrak store with either an electronic check or credit/debit card. Once you have selected your payment method, you can click on the Revtrak link and the webstore will open in another tab in your Internet browser. The URL for Revtrak is http://rc255.revtrak.net/ However, this does not end the registration process.

VERIFICATION & SUBMIT: You must verify who you are and your relationship to the student prior to completing the form.

Once all fields are filled in, you will be able to click the Submit button. You are then done registering your student. You must complete this for all students in your family.