

2019-20 Registration FAQ's

Q1. When does registration open?

A1. Registration officially opens on Thursday, 8/1. ETIS will send an email to all parents on Friday 8/2 letting them know it is available. (See question/answer #4 for more details on emails sent by ETIS.)

Q2. How do parents access the registration forms?

A2. Parents access the registration forms through the PS parent portal (<https://ps.tusd.org>). After logging in, click "Ecollect Forms" on the left side of the screen.

Note: This is where parents will go throughout the school year to update their contact information, view elementary progress reports, etc.

Alerting		General			
Status	Form Name	Form Description	Category	Last Entry	
Empty	Student Locker	Current Locker and Combination	General		
19-20 Registration					
Status	Form Name	Form Description	Category	Last Entry	
Empty	A - Instructions	Start here for instructions	19-20 Registration		
Empty	B - Student	Verify student, address and other information.	19-20 Registration		
Empty	C - Family Contacts 1 to 2	Update primary guardian information	19-20 Registration		
Empty	D - Contacts 3 to 4	Update family, release or emergency contacts	19-20 Registration		
Empty	E - Contacts 5 to 6	Update family, release or emergency contacts	19-20 Registration		
Empty	F - Contacts 7 to 8	Update family, release or emergency contacts	19-20 Registration		
Empty	G - Health Conditions	Student health conditions	19-20 Registration		
Empty	H - Doctors & Medications	Doctors information / Student medication	19-20 Registration		
Empty	I - Agreements & Signature	Agreements and Signature	19-20 Registration		
Empty	School Links	Links to your school website, forms, documents and partner organizations	19-20 Registration		

Q3. Can registration be done on a mobile device?

A3. Yes, the forms will work on a mobile device. However, the Powerschool app does not have a link to ECollect Forms. You will need to use the Internet browser on your phone to access the full site.

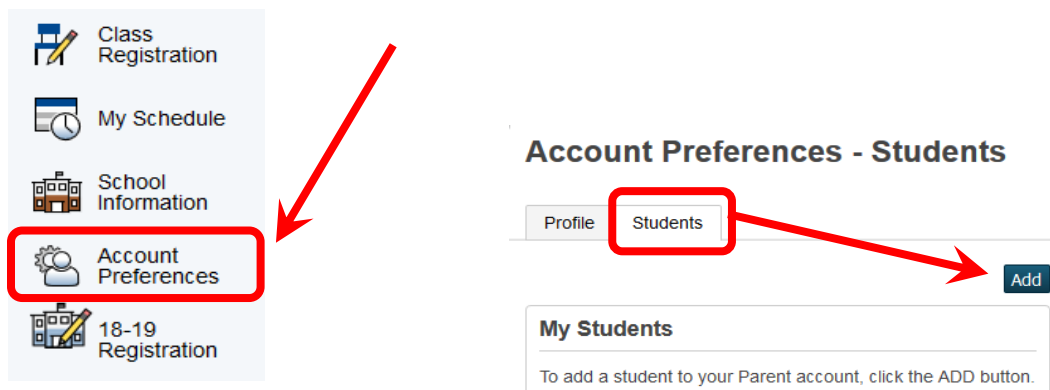
Q4. Which parent email notifications will be sent by ETIS?

A4. After registration opens, ETIS will be sending out the following emails for all schools. Please use SwiftK12 to send out any specific instructions for your school.

Students	Summary of Message	When Sent
Unregistered Students WITHOUT Parent Accounts	<u>Email #1:</u> 19-20 is now open. Here is your access ID and password....	Once on Friday 8/2
	<u>Email #2:</u> Just a reminder that registration must be completed before school starts. Here is your access ID and password...	Once on Friday 8/16
	<u>Email #3:</u> Your student still has not registered. Here is your access ID and password...	Weekly beginning Monday 8/26
Unregistered Students WITH Parent Accounts	<u>Email #1:</u> 19-20 is now open. If you forgot your username or password, click this link...	Once on Friday 8/2
	<u>Email #2:</u> Just a reminder that registration must be completed before school starts. If you forgot your username or password, click this link...	Once on Friday 8/16
	<u>Email #3:</u> Your student still has not registered. If you forgot your username or password, click this link...	Weekly beginning Monday 8/26

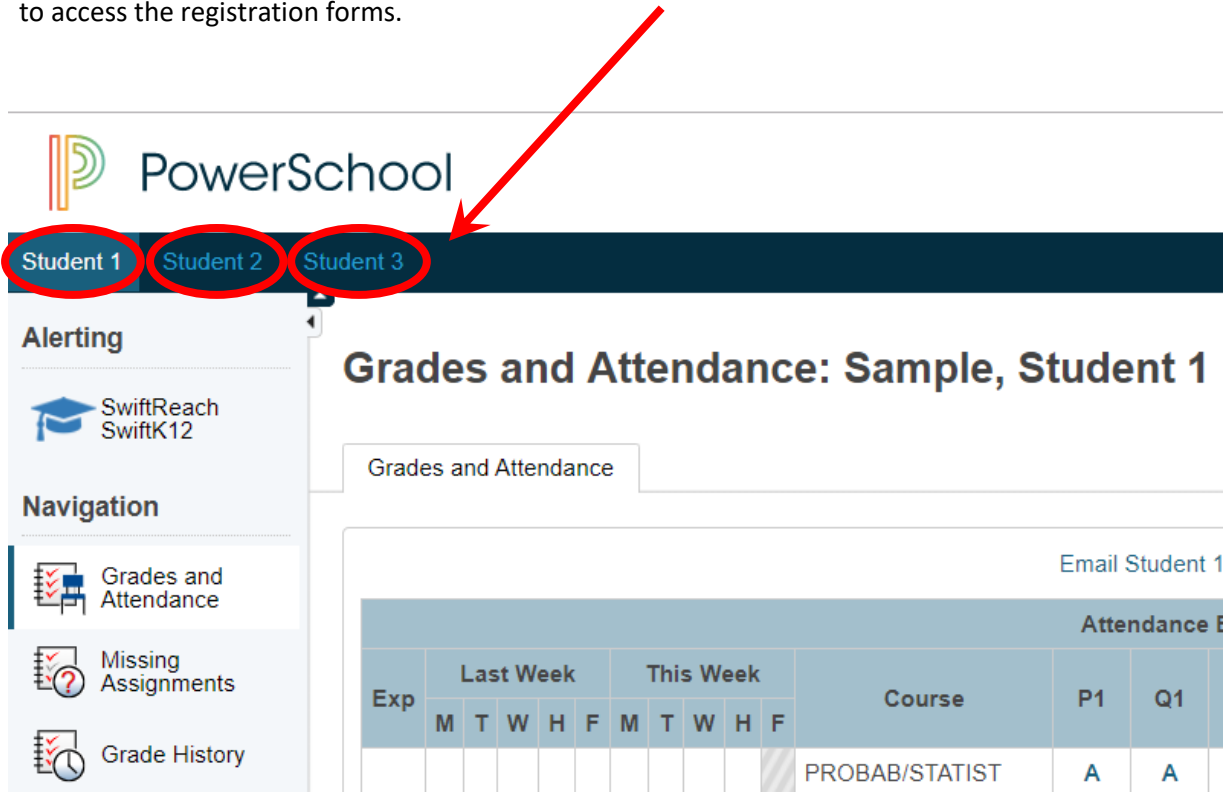
Q5. How can parents add additional students to their existing parent account?

A5. After logging into the parent account, click the “Account Preferences” icon at the bottom left. Then click the “Students” tab and click “Add.” Parents will need the student’s access ID and password in order to add him/her.



Q6. How do parents complete registration for multiple students?

A6. On the home page (underneath the PowerSchool logo), there is a link for each child who is connected to that parent's account. Click on the child's name to switch students. Then click "ECollect Forms" to get to access the registration forms.



Q7. How do I know if students are registered or not?

A7. To run a school-wide list of students with their registration status, go to TUSD Reports, "Enrollment" tab and then run the "Registration Students List". This report has a "Registered" column that can be filtered to find only students who have not registered.

Beginning 8/1, a "Not Registered" alert will display for students who have not registered. Teachers can also see the "Not Registered" alert on their attendance screen.

