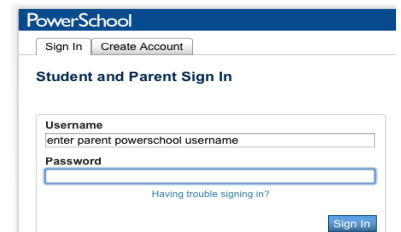


Part 1

Instructions for MCHS Residency

1. Log into PowerSchool using your parent account

If you do not have your Powerschool username and password, please contact Stephanie Ledesma at sledesma@mchs.net with your student's name and grade level. You will receive an email with your username and password within 2-3 days. Please note: a computer kiosk is available at Central & South Campus for those families that do not have computer/Internet access at home.



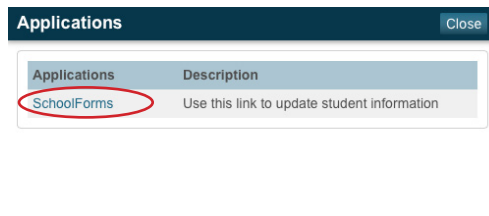
The image shows the PowerSchool login page. At the top, there are links for 'Sign In' and 'Create Account'. Below that is the heading 'Student and Parent Sign In'. There are two input fields: 'Username' with the placeholder text 'enter parent powerschool username' and 'Password'. Below the password field is a link that says 'Having trouble signing in?'. A 'Sign In' button is located at the bottom right of the form.

2. Once you are logged into PowerSchool on the right-hand side you will see click here and choose SchoolForms to complete the Online Residency; click on the box with the arrow.



The image shows the PowerSchool dashboard after a user is logged in. The user's name 'John Smith' is visible in the top right corner. In the top navigation bar, there is a link that says 'Click here and choose SchoolForms to complete the Online Residency -->'. An arrow from the text in step 2 points to this link.

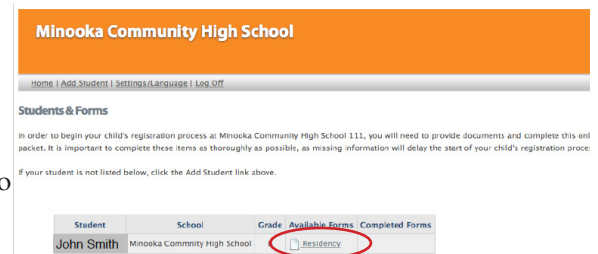
3. Click SchoolForms



The image shows a dropdown menu titled 'Applications'. It has a 'Close' button in the top right corner. The menu contains two items: 'Applications' and 'SchoolForms'. The 'SchoolForms' item is circled in red. The description for 'SchoolForms' is 'Use this link to update student information'.

4. You will now begin the Residency process by clicking on "Residency"

All students/families must provide Minooka Community High School District #111 with two acceptable proofs of residency. A detailed listing of what items are acceptable proofs of residency can be found on the orange informational sheet. You will be able to submit these items electronically as part of this process, but please note that you must have these items available at the time you register online, as you are not able to log back in to the system to submit them at a later time. If you are unable to submit these items electronically, please complete the enclosed orange informational sheet and return the sheet and your proofs of residency to the high school main office at either campus. If you have any questions please feel free to contact Stephanie Ledesma, Assistant Registrar, at 815-467-2140, ext. 109.



The image shows the 'Minooka Community High School' website. The page title is 'Minooka Community High School'. Below the title, there are links for 'Home', 'Add Student', 'Settings/Language', and 'Log Off'. The main heading is 'Students & Forms'. Below this heading, there is a paragraph of text explaining the registration process. At the bottom, there is a table with the following columns: 'Student', 'School', 'Grade', 'Available Forms', and 'Completed Forms'. The table contains one row for 'John Smith' at 'Minooka Community High School'. The 'Available Forms' column for John Smith has a dropdown menu with 'Residency' selected and circled in red.

Enter all of the required information on each form and click **Save Form**. Continue through each form until you have completed the residency process. The last screen will inform you that you have completed the residency process. Be sure to click Confirm Form to Complete on the confirmation page before you click Save Form.