

PowerSchool Parent Portal

“How To Guide” for Returning Student Registration

It is IMPERATIVE to complete this online process in order to update addresses, phone numbers, health concerns, emergency contact information, transportation requests, etc. The parent portal is open to parents beginning the second week of August. (This electronic form replaces the paper family emergency medical form.)

Please be aware that these forms MUST be updated every year for every student.

NOTE: Students are not permitted to attend school field trips until their returning student registration has been completed.

Parent Portal

The Returning Student Registration **can not be completed using the Powerschool app.**

You must log into the browser site.

You will need to go the website: <https://defiance.ps.nwoca.org/public>

Click on SIGN IN and use the username and password you had created previously.

If you have forgotten your username or you need a password reset you may call the school office to have the secretary provide your username or reset your password. Please note that you will not be able to use any previous passwords you have used in the portal if the password needs to be reset. The password you create will be needed every year or at each sign into the portal. Please store the password in a safe place to avoid future issues.

[Defiance Elementary](#)

Phone: 419 785-2260

[Defiance Middle School](#)

Phone: 419 782-0050

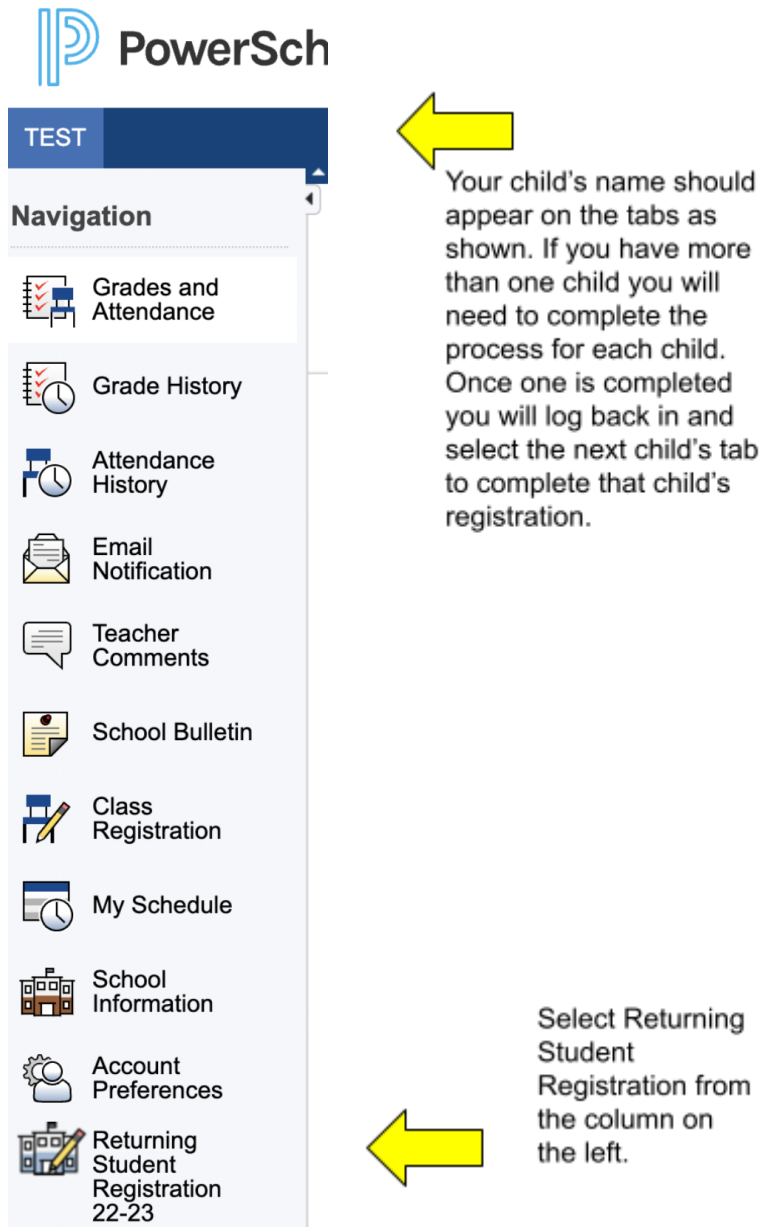
[Defiance High School](#)

Phone: 419 784-2777

Please follow the guide below to assist you with the RETURNING STUDENT REGISTRATION. This needs to be completed for **each** student attending Defiance City Schools.

Sign into your Parent Portal Account.

You will see the screen below:



PowerSch

TEST

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- My Schedule
- School Information
- Account Preferences
- Returning Student Registration 22-23

Your child's name should appear on the tabs as shown. If you have more than one child you will need to complete the process for each child. Once one is completed you will log back in and select the next child's tab to complete that child's registration.

Select Returning Student Registration from the column on the left.

You will need to provide your child's date of birth in the format shown below to verify you are on the correct child's registration.

MM/DD/YYYY Then press Continue.

Date of Birth Authentication


In order to better protect your privacy, we ask that you provide some additional information.

Date of Birth for TEST

The date of birth must be in MM/DD/YYYY format.

Continue

Begin the Returning Student Registration by clicking on NEXT at the bottom and working your way through each page. **Make sure to review all information is accurate, update any information as needed and fill in/check each box that shows REQUIRED.** If you miss a required item you will be directed back to that section to correct the item before you will be able to complete and submit your registration.

 Enrollment

Returning Student
Registration 2022-2023
(TEST)

Introduction

Form

Student

Contacts

Priority

Siblings

Medical and Health

Transportation

Agreements

Signature

Summary

Introduction

Online Returning Student Registration

Welcome to Defiance City School District's Returning Student Registration. Please follow the steps below to continue.

1. Click "Next" on this page, and enter the information requested by the online forms.

Note: Some fields are marked "required" and must be completed before submitting the form. Defiance City School District receives the data exactly as it is entered. Please be careful of spelling, capitalization, and punctuation.

2. On the "Review and Submit" page, check your data before proceeding.

3. Click "Submit"!

On the submission confirmation page you will have the opportunity to print out a copy of your registration to keep for your records. Note: Once the form is electronically submitted, you will receive an e-mail confirmation.

Returning Student Registration for Additional Students

A Returning Student Registration form must be submitted for each student in your family. Once you have successfully submitted one Returning Student Registration, you will have the opportunity to begin another from the "Submission Confirmation" page.

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Next

Returning Student
Registration 2022-2023
(TEST)

Introduction

Form

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Summary

Student Information

Note: to change a student's name, you must present legal documentation to the

First Name

TEST

Middle Name or initial (you may enter an * if there is no middle name) required

Last Name

TEST

Suffix

- Select -



Gender

Date of Birth

mm/dd/yyyy

12/31/2005

Enrolling Grade

11

Enrolling School

Defiance High School

Home/Residential Information

Home Phone required

XXX-XXX-XXXX

Address

where the student resides

12 Main

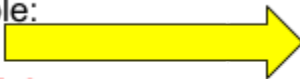
City

Defiance

Previous

Next

Example:



**Make
sure all
REQUIRED
info is
completed.**

Once you have completed all the updates you will be asked to **sign electronically** and then hit **submit** at the bottom.

Summary

We found some missing or incorrect information on the following pages.

PAGE	STATUS
Student	3
Contacts	15
Priority	5
Siblings	4
Medical and Health	2
Transportation	2
Agreements	4
Signature	3

Find Invalid Fields



If an item was missed you will see the section that needs to be completed shown in red. Simply click on the row that shows in red and correct the missing information.

Click to submit.

You will receive a confirmation that you have completed the Returning Student Registration.

You may return to the sign in screen to begin updating your additional children's information (if applicable).

Previous

Submit