

# Introduction (Power School onsite)

## Introduction

## Online New Student Registration

Welcome to Community College Preparatory Academy PCS's New 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: Required fields are marked as "Required", and Community College Preparatory Academy PCS will receive the data exactly as it is entered. Please be careful of spelling, capitalization, and punctuation.

2. On the "Review & Submit" page, check your data

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.

## New Student Registration for Additional Students

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

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# Create Account (CC Prep online)

## Sign In

Email Address

Password

Remember me on this computer

Sign In

[Forgot password?](#)

[Sign into your account using your cell phone number.](#)

## Create Account

With an account, you can...

- Complete forms online
- Save and return to forms in progress
- Print form history

Create Account

# Dashboard (from CC Prep Link online)

## Dashboard

### Start a New Form

[New Student Registration 2020-2021](#) >

[Returning Student Registration 2020-2021](#) >

### Access Online Recommendations

- If you have started an Application, you may "Continue a Form in Progress" to access your online recommendations through the Application's Introduction page.
- If you have not started an Application, you must first initiate one under "Start a New Form". You will then be able to begin online recommendations through the Application Introduction page.
- If you have already submitted an Application, you may "View a Submitted Form" to access your online recommendations.

# Add Student (CC Prep. online)

## New Student Registration 2020-2021

### Add Student

First Name

Last Name

Date of Birth

*enter as "mm/dd/yyyy"*

Add Student

# Student Information

## Student Information

Student ID Number

First Name

Middle Name

Last Name

Suffix/Generation ⓘ

Nickname

Gender

Date of Birth

*mm/dd/yyyy*

# Student Information cont.

Age (as of September 30 of the selected school year) required

Current Grade

School

---

## Student's Physical Address

House Number required

Street Name required

Street Type required

Street Suffix

Apartment

# Student Information cont.

Student Phone Number required  
xxxxxxxx

Student Phone Type required

- Select -

Student Phone Ext

Listing Status required

- Select -

I would like to add another phone number

Student Email  
email@domain.com

---

Student's Mailing Address

Is Mailing Address Same as Physical Address? required i

- Select -

Student's Housing Status required

- Select -

# Demographics

## Race and Ethnicity

Is this student Hispanic/Latino? required

- Select -

Race Selection #1 required

*You will be able to select additional races below.*

- Select -

Was the student born in the US? required

- Select -

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## Home Language

Home Language required

- Select -

Language of Correspondence required

- Select -

## Previous School

Has your child previously attended school? required

- Select -

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# Emergency Contact

First Name

Middle Name

Last Name

Suffix/Generation

Contact Relationship

e1\_ID

Is contact living with student?

Contact Phone Number  
xxxxxxxxxx

Contact Phone Type

Contact Phone Ext

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# Health

## Health History

Medical Alert: Please describe the medical alert and the student's needs with regards to it.

Allergies required ⓘ

Yes

No

Asthma required

Yes

No

Are there any additional medical conditions the school should be aware of? (Type 'None' for not applicable) required

Characters Remaining: 500

Is there any additional information the school should know about the student? Please consider all health, social, family, and academic concerns. (Type 'None' for not applicable) required

Characters Remaining: 500

I give consent for the student/myself to be transferred to the nearest medical facility and if necessary to be treated by a qualified physician. I understand that the school cannot transport a student to the nearest medical facility. In the event that the student's contact cannot be contacted and if the designated emergency contact is not available, I understand and agree that the school staff will telephone 911 for emergency medical assistance.

required

- Select -



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# Image/Voice Release Form

## Consent and release for students to be filmed/photographed/interviewed/ and for use of image/voice

I, the student/guardian, hereby irrevocably grant the Community College Preparatory Academy (CCPA) and the District of Columbia, their successors, and their assignees the right to record the image and/or voice and use the artwork and/or written work of the student/myself, on videotape, on film, in photographs, in digital media and in other forms, and for the purposes of promoting the school and/or its partners. required

- Select -



I understand that my full name, address and biographical information will not be made public. I further grant CCPA and the District of Columbia, their successors and assignees the right to use and allow others to use my image and/or voice on the internet, in brochures and in any other medium and hereby consent to such use. required

- Select -



I hereby release CCPA and the District of Columbia, their successors and assignees, and anyone using the student's/my image and/or voice, artwork and/or written work pursuant to this release from any and all claims, damages, liabilities, costs and expenses which I now have or may hereafter have by reason of any use thereof. required

- Select -



I understand that the provisions of this release are legally binding.

Electronic Signature required

*type name of parent/guardian*

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# Directory Release:

## Directory Release

All Parents and Adult Students (18 years of age and older)

The Family Educational Rights and Privacy Act (FERPA) is a federal law that requires CCPA, with certain exceptions, to get your permission before disclosing personally identifiable information from education records. However, DCPS may disclose basic "directory information" that is generally not considered harmful or an invasion of privacy without your consent. The primary purpose of directory information disclosure is to allow to include this type of information in certain school publications such as pamphlets for drama productions, graduation programs, honor rolls or sports team activity sheets for football, basketball, etc. Directory information can also be disclosed to outside organizations such as federal and state agencies offering jobs and educational benefits, media sources, and companies that make class rings and publish yearbooks.

The information listed below has been designated as directory information under District of Columbia law and FERPA, and may therefore be released at the discretion of CCPA. You have the right to instruct CCPA that it may not release any or all of this information without obtaining your prior written consent by completing this form. Your decision on this form will be valid for the remainder of the current school year. A new Release of Student Directory Information form must be completed each school year.


Please check all the boxes beside any directory information items listed below that you do not want to disclose without your consent, if any.

- Student Name
- Weight and Height of Members of Athletic Teams
- Student Address
- Diplomas and Awards Received
- Student Telephone Listing
- Student's Date and Place of Birth
- Name of School Attending
- Names of Schools Previously Attended
- Participation in Officially
- Dates of Attendance

# Additional Questions:

## Additional Questions

D.C. Resident (Student and/or parent/guardian live in D.C.) required

- Select - 

## DC Residency Verification Form

If you wish to upload DC Residency Verification Form, then please complete the DCRV Form by clicking the link [DCRV Form](#). Please upload the signed DCRV form below under 'Upload Supporting Documents'.

## Upload Supporting Documents

You may upload supporting documents for your registration below

DC Residency Verification Form

Upload...

Updated ID

Upload...

Other

Upload...

Other

Upload...

Other

Upload...

# Signature:

## Certification

District of Columbia public or public charter schools agree that the data/information is protected by FERPA and that confidential to the extent required by FERPA. The data/information shall only be used for legitimate District of Columbia public school system business. I completed this form and I certify that the information above is accurate. I understand that providing false information for purposes of defrauding the government is punishable by law. By signing below, I acknowledge my agreement with any consents provided in this form.

To comply with CCPA, I affirm I am 18 years or older.

I Agree required

- Select -

Electronic Signature required

*type name of parent/guardian*

Date required

*mm/dd/yyyy*

District of Columbia public or public charter schools prohibits discrimination on the basis of race, color, religion, creed, sex, age, marital status, national origin, mental or physical disability, political belief or affiliation, veteran status, sexual orientation, genetic information, and any other class of individuals protected from discrimination under state or federal law in any aspect of school admission and assurance of a free and appropriate education.

**PLEASE NOTIFY THE SCHOOL IF ANY CHANGES ARE MADE, AT ANY TIME DURING THIS SCHOOL YEAR, TO ANY OF THE INFORMATION ON THIS ONLINE REGISTRATION.**

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# Summary:

## Summary

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

| PAGE                      | STATUS |
|---------------------------|--------|
| Student                   | 20     |
| Demographics              | 6      |
| Family                    | ✓      |
| Emergency                 | ✓      |
| Priority                  | 1      |
| Health                    | 5      |
| Image/ Voice Release Form | 4      |
| Directory Release         | ✓      |
| Additional Questions      | 1      |
| Signature                 | 3      |

[Find Invalid Fields](#)

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[Submit](#)

# FYI: How to upload documents

- ▶ Snap a picture of document
- ▶ Save the picture/document to your computer
- ▶ Select the upload button for document asked
- ▶ Choose file button and highlight the saved doc. or picture
- ▶ Select the open button
- ▶ Select the upload button