



PowerSchool is the CSA District's student information system that allows parents and guardians to have digital access via their computer or phone to their student's information. At CSA Elementary, you can see your student's schedule and attendance. For your CSAMS and CSPA students, you can see their schedule and attendance, and also track assignments and grades. Families will need to log into their PowerSchool Parent Portal to locate our Annual Student Forms and complete them before the first day of school.

PowerSchool Parent Portal

New PowerSchool Users

To set up a new PowerSchool Parent account, you must use a web browser and not the app. The website address for parents to access PowerSchool is <https://csadistrict.powerschool.com/public>. A verification email will be sent to you from PowerSchool requesting confirmation of your email address. To complete your parent account, you will need a student access code and ID for each student, both of which can be obtained from your school's front office.

Existing PowerSchool Users

Families with an existing login can use the same username and password they used last year. If you do not remember your password, use the "forgot password" link to reset your password. A link will be sent to the email account you associated with the account when creating your parent account. If you need to add a newly-enrolled sibling to your existing parent portal, please obtain their student access code and ID from your school's front office.

Elementary families

All new CSA Elementary families will receive instructions via email about how to create a PowerSchool parent account by **Friday, August 15th**. This will include your student's access code and ID. If your PowerSchool parent account is already successfully established, please disregard the PowerSchool Parent Portal instructions.

CSAMS and CSPA families

During orientation in August, all incoming 1st-year Middle School students, incoming Freshmen, and new-to-our-District students will receive instructions about how to create a PowerSchool parent account. The instructions will include your student's access code and ID.

If you are an existing CSA District family and have not already created a PowerSchool parent account, or are unsuccessful at logging in, adding an enrolled sibling, or resetting your password using the link, please reach out to your student's respective front office:

- Emily Dickerson at the CSA Elementary front office at 810-632-2200 / edickerson@csaschool.org
- Melissa Marcum at the CSA Middle School front office at 810-225-9943 / mmarcum@csaschool.org

- Amy Knickerbocker at the CSPA High School front office at 810-225-9940 / aknickerbocker@csaschool.org

Mobile App

After your account is created and you want to download the PowerSchool app on your phone, you will need to use the District code “NWYG” for the very first time you use the app. You will need to use the District code again unless you need to reinstall the app.

Online Registration Forms

We are excited to again provide the convenience of completing our Registration Forms online. If you experience any difficulty, please contact your student’s front office for assistance. With advance notice, parents are welcome to use a provided device at any of our schools to complete the online forms.

Upon logging into your PowerSchool Parent Portal:

- Access the Registration forms by clicking **Online Forms** next to a pencil icon on the left-hand toolbar.
- The next screen should list your student(s) with a **Student Registration** link for each one.
- Click on the **Student Registration** link (not the re-enrollment link if it appears) and go through each page. Some forms are required (i.e., updated contact information, concussion form, etc.). Other forms are optional or informational (i.e., over-the-counter medication, online lunch ordering for CSA).
- **Be sure to click “Save Form” at the bottom of each form, even if no data needs to be entered.**
- Digital files for immunization records, birth certificates, and custody documents (if applicable) can be uploaded near the end.
- If your student requires a **Medical Action Plan**, the form is available for download and, upon completion, can be provided to your student’s school front office.
- The last screen requires one last signature and confirms your online forms are complete.
- **You will receive a confirmation email stating that your forms were successfully submitted. If you do not receive this, please verify that all red-asterisked fields (**) are filled in and you have clicked “Save Form” on every page, regardless of whether or not data was required.**
- Once you have submitted the confirmation screen, you will not be able to go back into your form data. If any changes are needed, please contact your school’s front office.
- You can download a copy of the forms you have submitted. If you are using Chrome, you may save a copy of your completed forms by clicking the PDF icon and clicking **Save Link As**, then saving the file and opening that saved file. If you are using Firefox or Safari, simply click on the PDF icon, and it will open in the browser to save the file.
- Repeat these steps for each student listed in your parent portal.