



Saint Nicholas Catholic School Families:

Please read and complete these instructions for the online registration process for the 2022-23 school year. **This process is for returning students.**

- Log on to PowerSchool, <https://gbdioc.powerschool.com/>, with your username and password. **It is recommended to log on to your account using a computer or laptop.** If you prefer to use your cell phone, use the browser to log into your PowerSchool account rather than the app.
 - If you do not know your username and password or are having trouble logging in please contact the office.
- Click on the “**Forms**” link from the main menu along the left side.
- Click on each of the sections to view and/or edit its contents. The status column will indicate if the section has been submitted or not.
- To continue in each section, you can either click on the “**Forms**” link along the left side, or by clicking on the various tabs above what you are currently viewing.
- After completing each section, click **submit** at the bottom of the form, return to the main menu on the left and select “**Forms**” to get to the next section.

There are four sections you will need to read/complete.

(Some tabs in these sections may indicate “pending” after you hit the submit button. This will not prevent you from completing all other tabs in each section.)

Section 1 – Demographics – *(Please update any information that may have changed)*

- Student Demographics (The system will automatically enroll student into next grade after your registration has been submitted)
- Student Address
- Student Contacts
- Faith Information
- Equity Indicator (student access to digital learning)

Section 2 – Health – *(Information is required)*

- Health Authorization
- Health Information *(No need to upload Physical Form at this time)*

Section 3 – Permissions – *(Information is required)*

- Previous Enrollment & Records Release *(only if coming from another school)*
- Permissions and Agreements
- School Tuition

Section 4 – Student Screening

- Home Language Survey

If you need to make changes to any information that you have submitted, please contact the school office at 920-788-9371.