You can add a new student to your parent account at anytime

If you have any questions, please call our office 1-800-659-1945
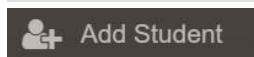
Step 1: **Click here** to login to PowerSchool:

Step 2. Click on SchoolEngage

Step 3. Click on Add Student

Step 4. Fill in required information

Add Student	
First Name	Birth Date
First Name	Birth Date
Last Name	Middle Name
Last Name	Middle Name

Step 5. Click Save

Step 6. Click on Students

Step 7. Click on the student you wish to complete a form for

Step 8. Then look to the right side of screen, you will be provided with the **CTR Registration Inquiry** form as soon as you have entered student information. Click on green New (this **CTR Registration Inquiry** must be filled out for each student applying).

Forms		
> CTR Registration Inquiry	+	New

Step 9. Fill out the form, please remember to click save on each page as you go, then click submit once you reach the end of the form.

Step 10. From here, just watch your email for further communication from our school in regard to your application and next steps.