

Troy City Schools Registration Directions

Returning students will receive a letter in the mail with the **Access ID** and the **Access Password** necessary to log in to Powerschool. You can also come by the office or call to receive this information. Once you have the Access ID and Access Password, please follow steps below.

Step 1

- Go to Troy City Schools website www.troyschools.net
- Under Quick Links, click on Student Registration
- Once you have logged in to your Powerschool account: click on Forms (left side) - then click on the Enrollment tab.
- Please update the following forms in the Enrollment tab:
 1. Student Information Form
 2. Student Address
 3. Student Contacts (very important)Other forms will be sent home.

** Save the Access ID and Access Password to access Powerschool Parent Portal throughout the school year. You can also download the Powerschool app to conveniently access student accounts on your phone. There is a video on the website with directions for downloading the app.

Step 2

To save time on Class Assignment / Schedule Pick-Up Day, please follow these directions regarding the **required** paper documents:

- Go to Troy City Schools website www.troyschools.net
- Under Quick Links, click on Student Registration
- Scroll down to the forms under “Both New and Returning Students...”
- Print out and complete the **Residency Affidavit Form, the Health Assessment Form, and the Medication Form (if applicable.)**
- These forms can be brought to the school office before or on Class Assignment / Schedule Pick-up Day. There will be a notary present.
- We also have copies of these forms available in the office.

** **NEW STUDENTS** - Follow directions under Student Registration to get started in the Powerschool Parent Portal. You must complete registration at the school office before a class can be assigned.