

# STEP 2 of Re-Registration Begins Monday February 10, 2025

Thank you all for your patience!

We anticipate that the issue with PowerSchool Enrollment will be resolved by the end of today **Friday February 7**. Starting **Monday, February 10**, we will begin sending emails with the SNAPCODE link to initiate STEP 2 of the re-registration process.

Please monitor your email throughout the week to ensure you don't miss this important communication.

Due to the delay in launching STEP 2, we are extending the **deadline to be completed by February 21, 2025**.

Below, you'll find the instructions for completing STEP 2 of the re-registration process.

- **STEP 2** – Online Re-Registration form in PowerSchool Enrollment – **those who have completed** Step 1 will be notified via email when they can proceed to STEP 2 (during the week of February 10-14). **Deadline to complete – February 21, 2025.**

## STEP 2: Re-Register for the 25/26 School Year - Finalize your registration

Between February 10-14, you will receive an email from Power School with the subject line: "Westmount Charter School Registration STEP 2 Now Available for \*child's name\*".

### To Access and Complete the Registration Form

**1. Click on the *snapcode link in the email*** to begin the Registration form.

- You will need to log on to your PowerSchool Enrollment account from this link (Note: this is different from regular PowerSchool. You would have used this last year to register/re-register)
- You should use the same account to complete forms for all of your children who are re-registering for Westmount.

**2. Complete all pages** and click the **Submit** button on the last page to submit your form.

- Please ensure that all information is current and accurate. This includes any changes to medical information, contact information, etc.
- You will receive a confirmation email, indicating you have completed Registration for 2025-2026.

Please contact your school office if you have questions.