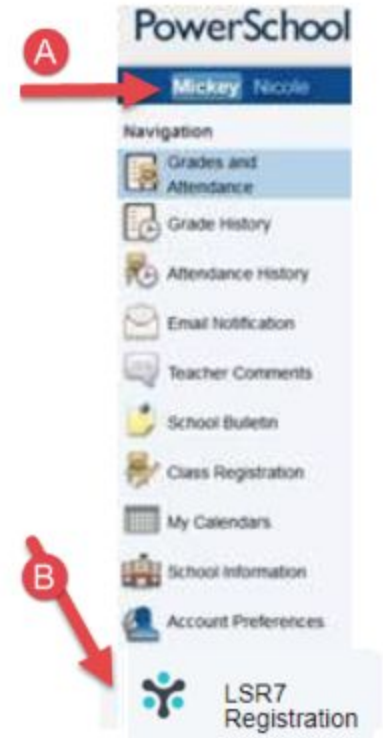


**Lee's Summit R-7 School District
Online Student Registration Directions**

For Students returning to STA, the process of online registration begins in the PowerSchool Parent Portal with your existing credentials. **If you are a new student at STA** and have not created this account, please follow the PowerSchool-Parent Portal Directions first.



1. Log into your PowerSchool Parent Portal at <https://powerschool.lsr7.org/public/>
 - a. Click the student tab for the child you wish to register first
 - b. Click LSR7 Registration link (bottom left of navigation)
2. Click the student tab for the child you want to register
3. The registration update website will launch

NOTE: The student record can only be updated once a year and may NOT be edited once submitted. If a parent or any other person with access to the student's Parent Portal offers the form, another parent will not be able to make changes in the registration system. Additional changes in this situation will need to be made by contacting your student's school directly.

4. Once logged in, you will be asked to validate your student by confirming an identifying question presented on the screen (i.e., student DOB). The first time you log into PowerSchool Registration, you will need to agree to the terms and conditions of the site by:
 - a. Click > I agree
 - b. Click > Begin Forms
5. Online Registration directions are shared; please read them carefully > Click Next

Introduction

Summit Technology Academy (STA)

Welcome to Lee's Summit R-7 School District's online registration for Summit Technology Academy. Please follow the steps below to provide your child's registration information for the 2017-2018 school year.

1. Click "Next >" on this page, and enter the information requested by the online forms.
Note: Required fields are marked with a red asterisk, and Lee's Summit R-7 School District will receive the data exactly as it is entered. Please be careful of spelling, capitalization, and punctuation.
2. On the "Review" page, check your data before submitting.
3. Click "Submit"
On the submission confirmation page you will have the opportunity to print out a copy of your registration to keep for your records. Note: Once the form is electronically submitted, you will receive an e-mail confirmation.

Summit Technology Academy (STA) Registration for Additional Students

An online registration form must be submitted for each student in your family. Once you have successfully submitted one Summit Technology Academy (STA) registration, you will have the opportunity to begin another from the "Confirmation" page.

Previous Next

6. Some information will be pre-populated from the current data in the District's student information system, PowerSchool. Please make sure you read each screen carefully and update fields as needed. Example, if your address has changed, please update the address information.

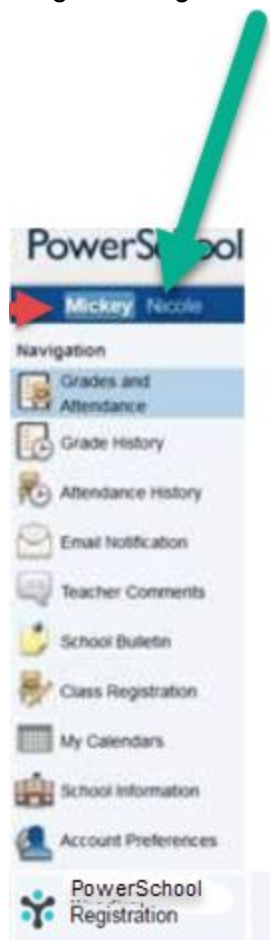
NOTE: There are specific fields that you will not be allowed to update, and those will be grayed out.

7. Proceed through the remainder of the screens by Clicking > Next.

8. Once you click Submit, you will get the Submission Complete Screen for that student.

Do you have another student to register?

Return to your Parent Portal and select their name from the list and begin the registration process again.



To update student data for another student, please return to the PowerSchool Parent Portal. Click on the tab of the next child's name as shown above in Step 1a.