

Online Registration

Returning for the 2021-22 school year, PBCCS is utilizing an online registration system. This can be accessed through our student database, [Alma](#).

Step By Step Instructions

1. Below is the first screen you will see. Please click the blue "create account" button.

POWELL BUTTE COMMUNITY CHARTER SCHOOL

Welcome to 

- Fill out forms
- Keep track of tasks
- Review the status of applications

Sign In or **Create Account**

email or phone

password

[Trouble Logging In?](#)

Already have an SIS account? Head over to <https://powellbutte.getalma.com>

2. Enter your first and last name, **email address** and create a password.

POWELL BUTTE COMMUNITY CHARTER SCHOOL

Welcome to 

- Fill out forms
- Keep track of tasks
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Create Account or Sign in

first name last name

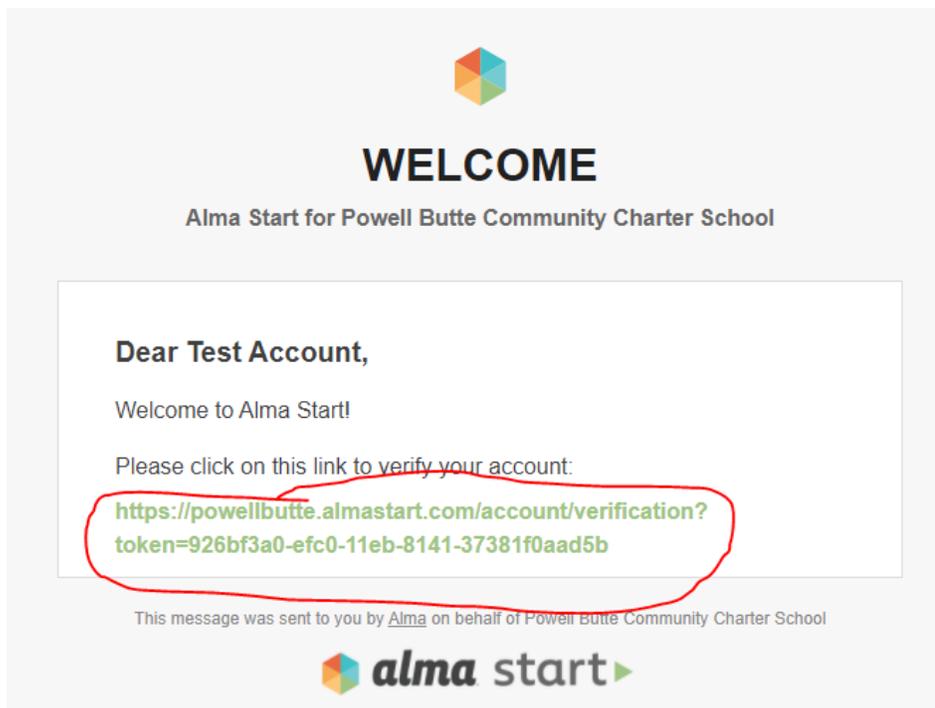
email or phone*

* Must be a valid United States phone number

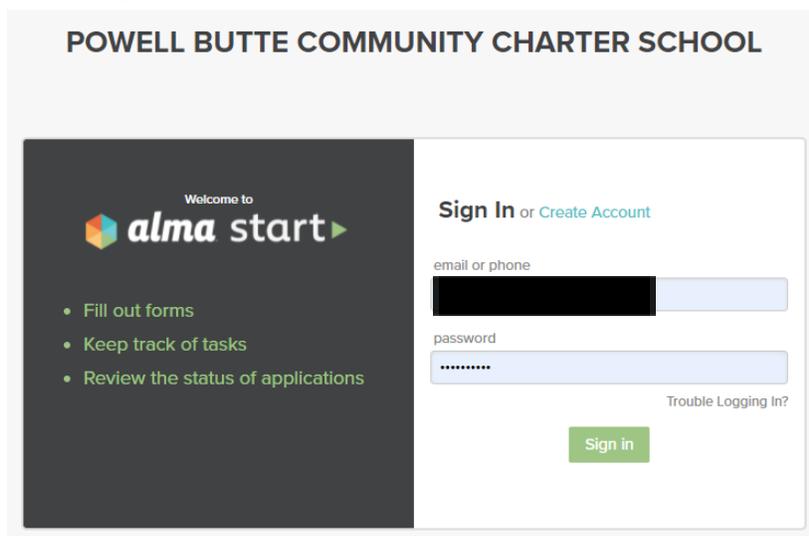
password

By clicking "Create Account", you agree to our terms of service and privacy policy. You may receive SMS Notifications from Alma and can opt out at any time.

3. You will receive an email from Alma Start confirming your account. Please click the link, which will bring you back to the account log in page to



4. Sign in with your email address and password you created.



5. Enter your student's name and click "add student".

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Add Student

full name

First Middle Last

Add Student

6. Click the green and white plus sign "get started".

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Test Student 

Get Started! 



Let's get started!
Find the Forms and Tasks right for you.

7. Select the 2021-22 school year and your student's grade level from the drop down menu.


Test Student

SELECT A PROCESS

Select a school year and grade level to find processes you can apply to.

Select a School Year Select a Grade Level

Select school year and grade level to find matches

8. 2021-22 Enrollment will pop up. Click in the box and hit "select"

TS
Test Student
SELECT A PROCESS

Select a school year and grade level to find processes you can apply to.

2021-22 8th Grade

2021-22 Enrollment
Application Year: 2021-22
Grade Levels: K 1 2 3 4 5 6 7 8 9

Select

9. Click on the enrollment process.

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TS
Test Student

2021-22 8th Grade
2021-22 Enrollment

Enrollment

0/1 >

10. Click on the "New Student Enrollment Form"

2021-22 Enrollment
Enrollment

Forms 0/1 Submit

✓ New Student Enrollment Form tap to begin

11. From here the system will walk you through gathering information on your student, parents and emergency contacts (additional contacts can be added by clicking the green plus sign).

The image displays three screenshots of the 'NEW STUDENT ENROLLMENT FORM'.

- STUDENT INFORMATION:** This section asks for the student's full name (First, Middle, Student), preferred name (optional), and address (street, city, state, zip, country, address types). A green plus sign and 'Add Addresses' button are at the bottom.
- CONTACTS:** This section is for parents/guardians and emergency contacts. It includes fields for parent/guardian full name, email, phone numbers, and addresses. A 'Relationship Details' dropdown is set to 'Mother'. Checkboxes for 'Can Pickup' and 'Lives With' are present.
- Emergency Contact:** This section has a text input for the contact name (set to 'Test Contact'), a 'Relationship' dropdown, and fields for email, phone number, and alt. phone number. Checkboxes for 'Can Pickup', 'Lives With', and 'Receives Mailings' are shown. A green plus sign and 'Add Emergency Contact' button are circled in red.

12. For **incoming kindergarten students**, please upload a copy of your student's birth certificate (or contact PBCCS at info@powellbuttecharterschool.org or 541-548-1166 to make arrangements for a copy to be dropped off). Please upload immunization information if your student has **NOT been immunized in Oregon**. Please add any health concerns you have for your student.

The 'HEALTH INFORMATION' section includes:

- A field to upload a copy of the student's birth certificate (optional), with a note that it is for Kindergarten Students only and a 'choose file' button.
- An 'Immunizations' section asking if the student has been immunized in Oregon, with a 'Select' checkbox.
- A field to upload a copy of the student's immunization records (optional), with a note that it is only needed if the answer to the previous question was 'no' and a 'choose file' button.
- A field to describe any health concerns the student has that PBCCS should be aware of (optional).
- 'Back' and 'Next' navigation buttons.
- A progress indicator at the bottom with five dots, the third of which is green.

13. Complete all language and migrant information for your student.

The image shows two side-by-side survey forms. The left form is titled "LANGUAGE SURVEY" and contains four questions, each with a dropdown menu. The questions are: "What language does your student primarily speak?", "What language does your student primarily hear at home?", "What language does your student primarily speak at home?", and "What language do adults primarily use when speaking with you student?". Below the questions are "Back" and "Next" buttons. The right form is titled "MIGRANT EDUCATION SURVEY" and contains two questions with dropdown menus: "Has your family moved within the last three years?" and "Do you or anyone in your household work in the agriculture, forestry, fishing/processing, or dairy industries?". Below these questions are "Back" and "Complete" buttons. Both forms have a progress indicator at the bottom consisting of five dots, with the fourth dot highlighted in green.

14. This will bring you to the completion of the enrollment process- click submit.

The image shows a page titled "2021-22 Enrollment" with the word "Enrollment" in a large, bold font. Below the title, there is a "Forms" section. On the right side of this section, there is a "1/1" indicator and a "Submit" button. Below the "Forms" section, there is a list of forms. The first form is "New Student Enrollment Form", which is marked as "completed - tap to review" and has a green checkmark icon to its left and a right-pointing arrow to its right.

15. Thank you for completing the one time enrollment process for your student! Next, is the annual registration process. Click “2021-22 Registration”

The screenshot shows a user profile for 'Test Student' with initials 'TS'. Below the profile is a section for '2021-22 8th Grade' with a settings gear icon. Underneath is the '2021-22 Enrollment' section, which contains a progress indicator with two items: 'Enrollment' (1/1) and '2021-22 Registration' (0/4). The '2021-22 Registration' item is highlighted in blue and circled in red.

16. Select each section to work through the annual registration process.

The screenshot shows the 'Forms' section for '2021-22 Registration'. At the top right, there is a progress indicator '0 / 4' and a green 'Submit' button. Below are four list items, each with a checkmark icon, a title, a status 'tap to begin', and a right arrow:

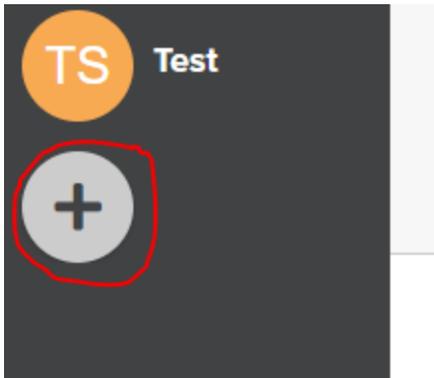
- 2021-22 Registration- Directory Information Selection *tap to begin*
- 2021-22 Registration- Handbook Acknowledgement *tap to begin*
- 2021-22 Registration- Technology *tap to begin*
- 2021-22 Registration- Transportation, Lunches & Payments *tap to begin*

17. Once you have completed all 4 sections of the 2021-22 Registration process, click the green “submit” button.

The screenshot shows the 'Forms' section for '2021-22 Enrollment' with the title '2021-22 Registration'. At the top right, there is a progress indicator '4 / 4' and a green 'Submit' button, which is circled in red. Below are four list items, each with a green checkmark icon, a title, a status 'completed - tap to review', and a right arrow:

- 2021-22 Registration- Directory Information Selection *completed - tap to review*
- 2021-22 Registration- Handbook Acknowledgement *completed - tap to review*
- 2021-22 Registration- Technology *completed - tap to review*
- 2021-22 Registration- Transportation, Lunches & Payments *completed - tap to review*

18. If you only had 1 student to enroll for the year, you are done! If you have another NEW student click the grey and black plus sign in the upper left corner of the home screen and complete the same process as above.



**Thank you for taking the time to complete the
online enrollment and registration process!**
Please contact us at info@powellbuttecharterschool.org
or 541-548-1166 with any questions!