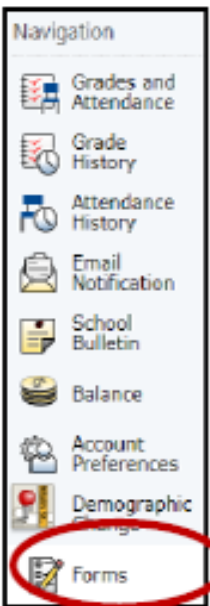




BACK TO SCHOOL



ALL BACK TO SCHOOL FORMS NEED TO BE COMPLETED FOR EACH STUDENT. PLEASE MAKE CHANGES AS NEEDED FOR RETURNING STUDENTS.



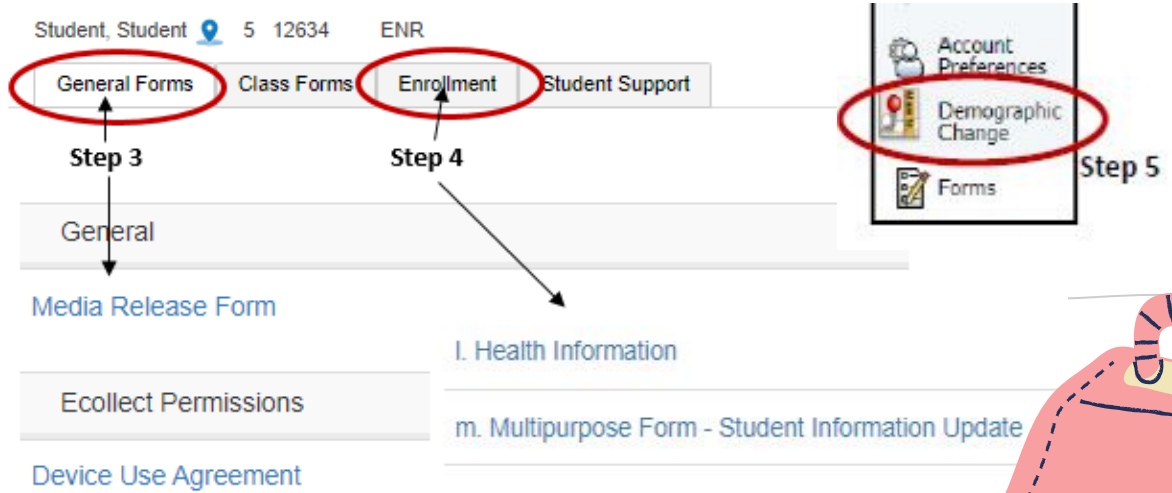
Step 2

Step 1: Sign in to the parent PowerSchool portal on your computer through the RMCA website under “parent resources”. If you don't have your login information, please contact the Registrar, Lauren Huitt, by phone at 719-550-5339 or email at Lhuitt@rmcacs.org.

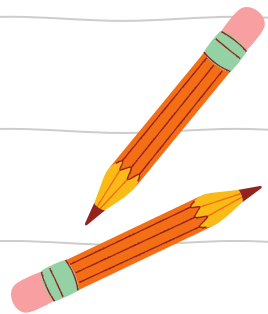
Step 2: Once logged in, please find and select **Forms** on the left-hand side.

Step 3: Complete or review and update the **Device User Agreement** and **Media Release** forms under General Forms.

Step 4: Please complete or review and update the **Multipurpose** and **Health Information** forms under the Enrollment tab.



Step 5



Step 5: Select **Demographic Change** on the left-hand side of the screen. You can make updates to parent/guardian contact information, address, and emergency contacts. **If there is an address change, please submit proof of residency (i.e. utility bill, lease agreement, or mortgage statement) by dropping it off at the school, faxing it to 719-622-8004 or emailing it to LHuitt@rmcacs.org.**

Step 6: If you have more than one child returning to RMCA, please switch student profiles on the top left hand corner and repeat steps 2-5.

