

## Online Pre-Registration Directions

Colonial Heights Public Schools is pleased to present online pre-registration for all students. The online student pre-registration forms are designed to provide a faster and more convenient way for parents to pre-register their child into the Colonial Heights Public Schools (CHPS) division.

**To begin, ALL parents will need to contact the  
Central Registration Office at  
(804) 526-0321**

### When you call:

- Give them your home address so that they can verify you are within CHPS boundaries
- **New** students to CHPS - If your child has never been enrolled in CHPS schools, a staff member in the Central Registration Office (CRO) will give you the School Enroll Code you will need to begin the pre-registering process for your student. You will begin at Step 1 below in these instructions.
- **Returning** students - If you are registering a returning student, you will begin at Step 2 below in these instructions. You will need to log into your Parent Portal Account to complete your child's online forms.

\*If you do not have a Parent Portal account for your **returning** student, please email [powerschool@colonialhts.net](mailto:powerschool@colonialhts.net) for help to set this up.

**Step 1** For parents of **NEW** (never attended CHPS schools) students - The link below will take you to the Ecollect Enrollment page to begin pre-registration.

### [BEGIN NEW STUDENT PRE-REGISTRATION](#)

1. Enter your student's information, your household information, your email address and the School Enroll Code (Under Account Information) \*note this number will be provided to you by the CRO
2. Validate your identity, then click on the APPLY TO SCHOOL button
3. An email will be sent to you at the email address you have provided. The email will include:
  - The Access ID to add the student to a Parent Portal Account
  - The Access Password
  - The link to the PowerSchool web address for Parent Portal

**Step 2** **ALL** Parents – Go to the CHPS Parent Portal website: [Colonial Heights Public Schools Parent Portal](#)

### **Step 3** When the login page for PowerSchool Student and Parent Portal opens:

1. If you are a **parent with a NEW student(s)**:
  - Click on the Create Account tab
  - Click on the Create Account button
  - Fill out your information creating your username and password to log into Parent Portal
  - Under Link Students to Account
  - Use the information provided to you in the email you received after filling out the Ecollect Enroll form, and enter the Access ID and Access Password to link your child to your Parent Portal Account.
  - Click on the Enter button
  
1. If you are a parent of a **RETURNING** student:
  - Log in to your Parent Portal account

### **Step 4 ALL** Parents - Once you have logged in to the Student and Parent Portal, (if you have more than one student in CHPS make sure to click on your new or returning student's tab at the top left side of the page), then click on Ecollect Forms on the left hand side.

1. Complete all the forms listed in order starting with the CHPS Student Pre-Registration and continuing with all of the Pre-Registration Part 2 Forms.
2. These forms do not have to be completed on the same day however, your data entered will not be saved unless you click on the submit button at the bottom of each form.

### **PLEASE NOTE\*\*** These online forms pre-register your student for CHPS schools. You will still need to come to the Central Registration Office to complete additional paperwork and to provide the following information:

- Proof of Residency (Deed or Lease; additional documentation may be required upon request)
- Original Birth Certificate
- Immunization Records
- Physical (for elementary students only; it must have been completed within the past 12 months before student begins school for the first time in VA)
- Parent's photo ID
- Custody papers (if applicable)