

Princeton Charter School

100 BUNN DRIVE, PRINCETON NJ 08540 | WWW.PCS.K12.NJ.US

Phone: 609 924 0575 | Fax: 609 924 0282

Dear Princeton Charter School Family,

There was a lot of information in last week's "Back to School" Letter. To make sure the key requirements are not missed among the avalanche of information, I am sending this message to remind parents that all start of school forms, approvals, and contact information updates will be completed in [PowerSchool](#) this year. [Here is the link to detailed instructions](#) on how to access PowerSchool (also below) and how to upload and fill in all information required. (For your convenience, we've also added the information at the end of this email.) Please take some time to read through all required forms and permissions and to log onto PowerSchool.

After School Program registration is also available through PowerSchool (under the "enrollment" tab).

We are asking that all forms and permissions be completed by Friday, August 29, 2025.

Please note that we are experiencing some delays with the connection to PaySchools. They are aware of the issue and PaySchools is working to correct it as quickly as possible.

As a plug for athletics, we are encouraging students in grades 6-8 to consider registering for soccer and field hockey this year to ensure that we have enough players to field teams. We will be offering Cross Country (which is always very popular) as well this fall. Sports meet on Mondays, Tuesdays, and Thursdays. Participating in sports at Charter has been a great experience for our students - a chance to be part of a team, learn, and have fun. Unlike other schools, we do not make cuts in our athletic program, so it is a great opportunity for all students to try a new sport and to have a team experience.

Note: All letters and materials sent out via email are on the website for your reference under "Announcements - Back to School 2025."

Sincerely,

-Larry Patton

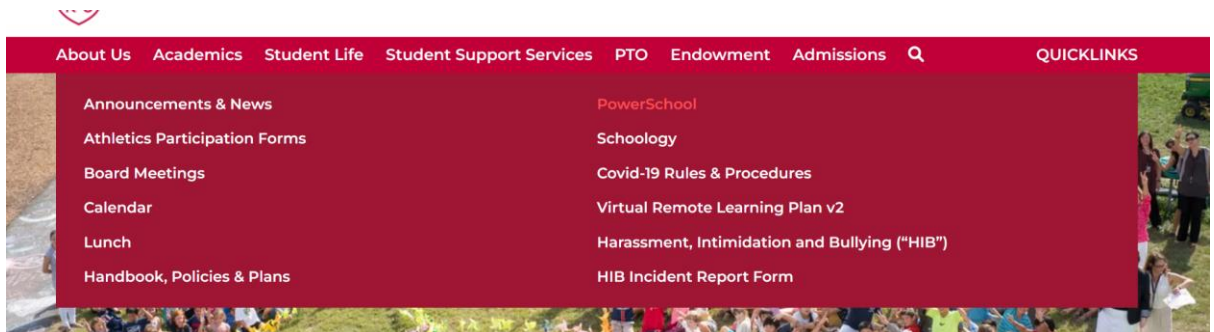
Princeton Charter School

PowerSchool - Start-of-School online forms and permissions

Note, we will also use this system throughout the year for trip permissions, etc.

All Families

1. Log on to Parent Portal <https://pcs.powerschool.com/public/home.html>
2. (The link to *PowerSchool* can also be found at the school website under “QUICKLINKS”) <https://princetoncharter.org/>



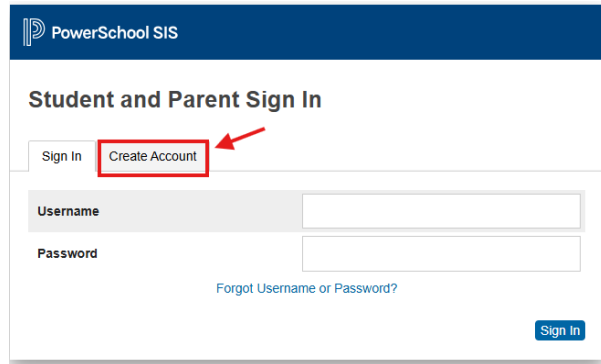
This will bring you to the “Student and Parent Sign In” window.

A screenshot of the PowerSchool SIS 'Student and Parent Sign In' window. The window has a blue header with the PowerSchool SIS logo. Below the header, there are two tabs: 'Sign In' (selected) and 'Create Account'. The main area contains two input fields: 'Username' and 'Password'. Below the 'Password' field is a blue link that says 'Forgot Username or Password?'. At the bottom right of the form is a blue 'Sign In' button.

Families new to Charter

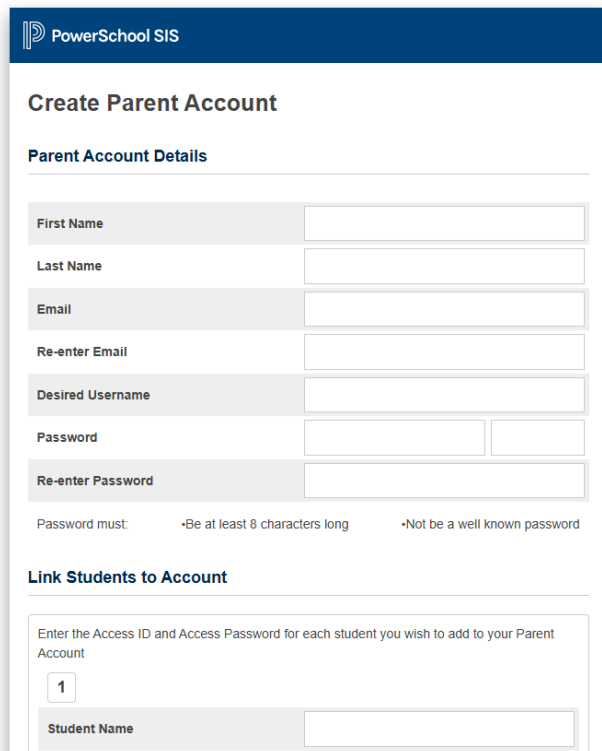
PowerSchool is our Student Information System (SIS). In order to access information on your child, and submit all required information and forms , you will first need to create an account in PowerSchool. This information was sent to you via paper mail.

1. Select the "CREATE ACCOUNT" tab.



The image shows the 'Student and Parent Sign In' page of the PowerSchool SIS system. At the top is a dark blue header with the PowerSchool SIS logo. Below the header, the title 'Student and Parent Sign In' is centered. There are two tabs: 'Sign In' and 'Create Account'. The 'Create Account' tab is highlighted with a red box, and a red arrow points to it from the right. Below the tabs are two input fields for 'Username' and 'Password'. A link 'Forgot Username or Password?' is located below the password field. A blue 'Sign In' button is at the bottom right.

2. Fill in all required information and follow the simple instructions.



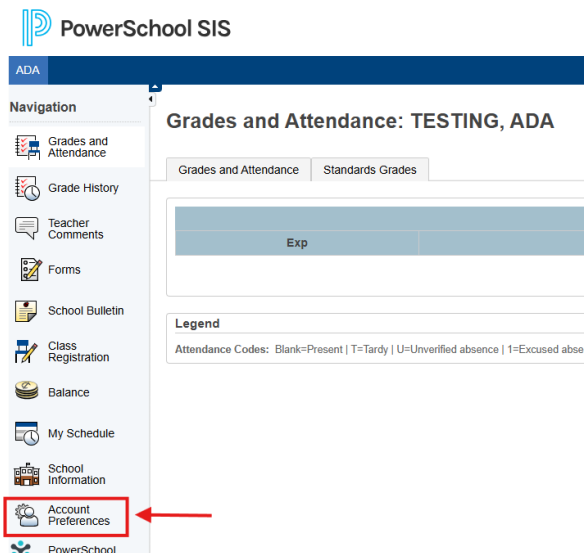
The image shows the 'Create Parent Account' page of the PowerSchool SIS system. At the top is a dark blue header with the PowerSchool SIS logo. Below the header, the title 'Create Parent Account' is centered. Underneath is the section 'Parent Account Details'. It contains several input fields: 'First Name', 'Last Name', 'Email', 'Re-enter Email', 'Desired Username', 'Password' (with a strength indicator), and 'Re-enter Password'. Below these fields, there are instructions: 'Password must: -Be at least 8 characters long -Not be a well known password'. The next section is 'Link Students to Account'. It contains a text box with the instruction 'Enter the Access ID and Access Password for each student you wish to add to your Parent Account'. Below this is a table with one row containing a '1' in a small box and a 'Student Name' input field.

3. Follow the instructions below: [Accessing the Forms](#).

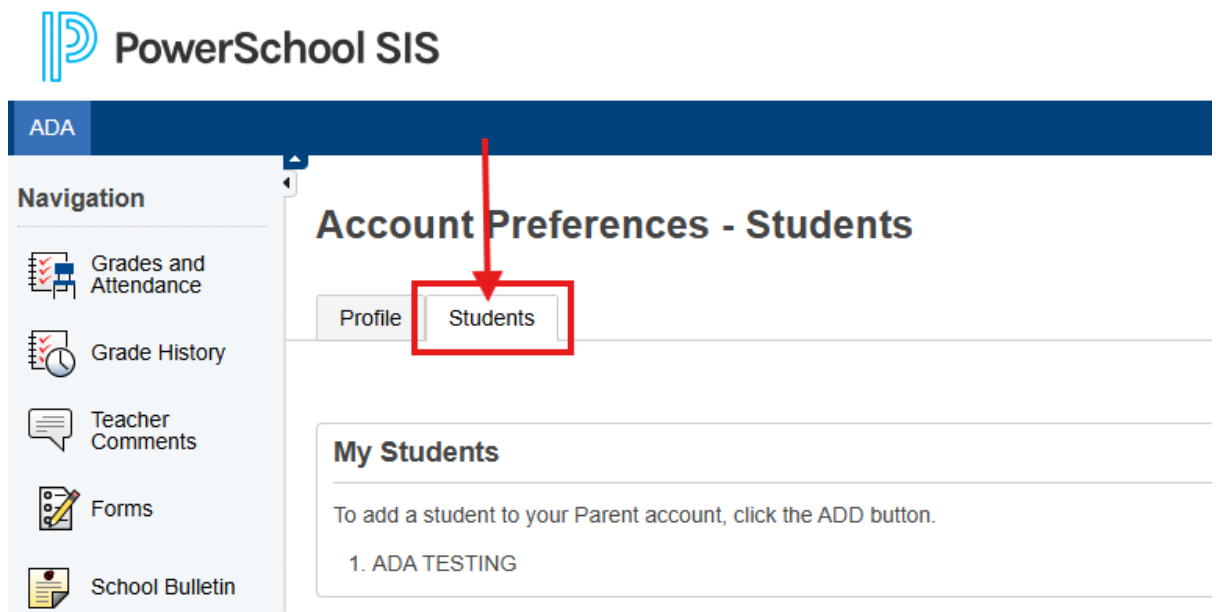
Current Families with a child who will be starting new this year.

You will need to add your child who is entering Charter this year to your existing account.

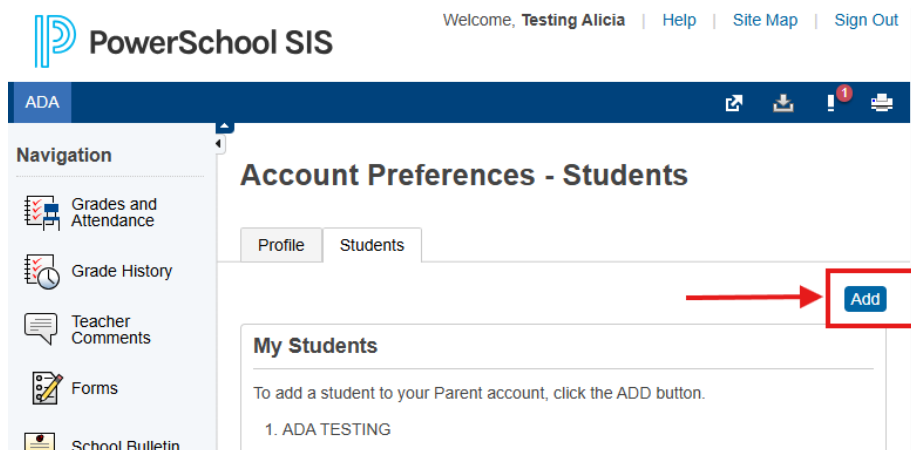
1. Log into PowerSchool
2. Select "ACCOUNT PREFERENCES"



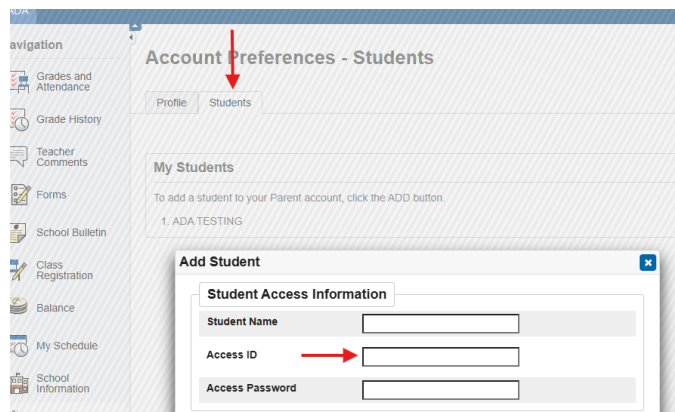
3. Select the "STUDENTS" tab.



4. Click on the "ADD" button on the right.



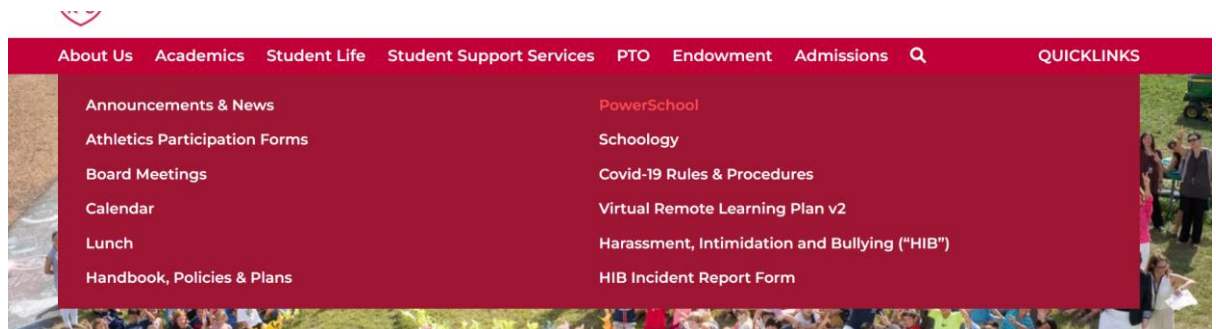
5. Link your “new to Charter” child to your account using the “ACCESS ID” that was sent to you via mail.



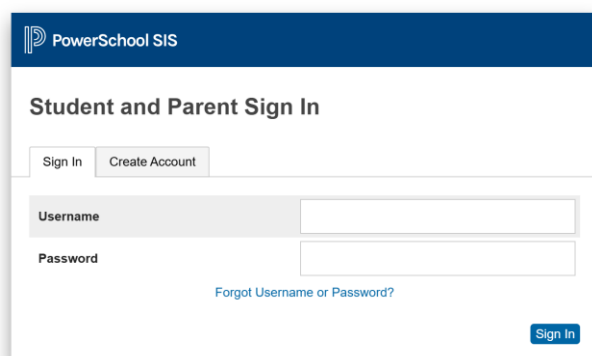
6. Follow the instructions below: [Accessing the Forms](#).

Accessing the forms

1. Log on to Parent Portal <https://pcs.powerschool.com/public/home.html>
2. (The link to *PowerSchool* can also be found at the school website under “QUICKLINKS”) <https://princetoncharter.org/>



This will bring you to the “Student and Parent Sign In” window.



Once you sign in, you will land on this page:

PowerSchool SIS

Welcome, Testing Alicia | Help | Site Map | Sign O

ADA

Navigation

- Grades and Attendance
- Grade History
- Teacher Comments
- Forms**
- School Bulletin
- Class Registration
- Balance
- My Schedule

Grades and Attendance: TESTING, ADA

Grades and Attendance Standards Grades

Exp	Course	Attendance By Class			
		T1	T2	T3	F1
Show dropped classes also					

Legend

Attendance Codes: Blank=Present | T=Tardy | U=Unverified absence | 1=Excused absence | UA=Unexcused Absent | 3=Religious Holiday | E/D=Early Dismissal | TE=Tardy Ex (Classes Only) | 7=Home Instruction | 9=IEP Exempt from attendance | 5=Half-day's absence |

- Select "FORMS" from the tabs on the left side of the screen.

All student information updates, Back to School Forms, and Medical history updates will be completed in this section under the tab "ENROLLMENT."

PowerSchool SIS

Welcome,

ADA

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- My Schedule
- School Information
- Account Preferences
- PowerSchool Registration

Enrol Form Listing for TESTING, ADA

Enrollment General Forms Class Forms

01. Student Information

S.01 Student Info Update

S.02 Student Change of Address

Last Entry: 08/06/2025 02:49:28 PM

S.03 Student Contacts Update

Last Entry: 08/06/2025 02:49:40 PM

Back to School Forms

BtS.01 Local Field Trip Permission Slip

Last Entry: 08/06/2025 02:41:33 PM

BtS.02 Acceptable Use Policy

- All forms required for participation in Athletic teams (grades 6-8) are located under the tab - "GENERALFORMS."

ADA

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School Form Listing for TESTING, ADA

Enrollment General Forms Class Forms

Athletics

[A.01 Athletics Registration Form](#)

[A.02 New Jersey Department of Education -Health History Update Questionnaire](#)

To participate on a school-sponsored interscholastic or intramural athletic team or squad, each student whose physical examination was completed 90 days prior to the first day of official practice shall provide a health history update questionnaire completed and signed by the student's parent.

Last Entry: 08/07/2025 02:16:24 PM

[A.03 Sudden Cardiac Death Pamphlet](#)

- Follow the links to upload all forms and read the relevant required information. The PPE form for athletics must be only one (1) page. (Use the document supplied by the school.)