



School District of the City of Pontiac

Kelley Williams, Superintendent | 47200 Woodward Ave, Pontiac, MI 48342 | 248.451.6800

Back-to-School/ANNUAL ONLINE REGISTRATION PROCEDURE

STEP 1: COMPLETE ONLINE ANNUAL ENROLLMENT PROCESS VIA MISTAR

- Log into your Parent Portal and click on “Annual Registration” link at the top of the screen to begin the process.
- On the Annual Registration Review screen, click on the Edit buttons to update student registration.
- If you do not have access to a device to register your student, please contact the PSD Student Services Office at 248-451-7527 or student.services@pontiacschools.org and you will be assisted.

*Note: You will need your MISTAR Parent Portal PIN and Password to start.

Parent Portal Pin and Password Needs

If you need your parent portal pin and password, please email student.services@pontiacschools.org.

If you have any questions or need help completing this process, contact Fern Dowell at PSD’s Student Services Office at 248-451-7527.

Dear PSD Families,

In efforts to assure we have the most up to date information for you and your student(s), we are requesting that you complete the Back-to-School/Annual Registration through parent portal before September 8, 2020. Final date for re-enrollment is Friday, September 18, 2020.

- Forms can be completed on your phone, tablet, or computer.
- Student schedules will not be viewable in Parent Portal until the registration process has been completed.
- Must be completed for ALL PSD Students whether participating in virtual, hybrid face-to-face learning.

To access the back-to-school registration

- Login to parent portal [click here](#)
- Select “Click Here to Complete Annual Registration” in red ink in the upper right-hand corner (this link will start the process for you).
- Look along the right side, the steps are in red, once you have completed the process these will turn green.
- Verify at each step the information is correct.
 - Update your contact information, add/delete emergency contacts and acknowledge/approve receipt of various documents.
 - Enter a change of address if needed
 - Proof of residency must be uploaded (once received by Student Services the residential address will be updated)

- In the case of a split-household, one parent cannot change or view the information for the other parent. Each must login using their pin and password and update their own information.

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