

# TCOB/Registration Instructions

There are three simple steps to registration for our *continuing* students (including El Rancho students):

**Step 1:** Complete and submit the mandatory forms through your **Parent Portal** (not student portal). <https://ps.orangeusd.org>

**Step 2:** Print & sign the Confirmation Page/Emergency Card and any other applicable forms.

**Step 3:** Bring all documents with you on your assigned Taking Care of Business date and time.

- Confirmation Page/Emergency Card
- Over-the-Counter Medication Authorization Form

**Step 4 (Optional):** Canyon documents.

<https://www.canyonhighschool.org/about/taking-care-of-business>

- 2022 – 2023 PTSA Membership Form
- Purchase sheet and payment method
- PSS Imaging form and payment

**On Taking Care of Business Day students will:**

- Turn in the Confirmation Page/Emergency Card and any other forms.
- Pick up class list and locker assignments.
- Pick up textbooks.
- Take picture and receive ID card.
- Purchase optional items such as ASB stickers and yearbooks

**Class of 2023:.**

- Please click [here](#) to find the Class of 2023 information page.