



Parent Portal – How to Access Important Forms

Each school year, our district is required to collect and update information for our returning students to ensure we have the most accurate student information on record for your family. Below is information that will allow you to quickly verify or update the information we have on record. If you have any questions, please contact your child's school.

Review and update returning student information

NOTE: The forms are only accessible via a browser, including a mobile device browser. They are NOT available via the PowerSchool app.

1. Once logged into the Parent Portal, you will see each of your students along the top menu bar. The forms are required for *each* of your children. Click on the **Forms** link along the left hand side navigation.

2. Click on the **Enrollment** tab to see the Required and Optional forms that need submitted for your child.

Status	Form Name	Form
Empty	Optional - Student Change of Address	
Empty	Required - Emergency Contacts Update	
Empty	Required - Permissions/Agreements	

To open a specific form, click on the **form name** within the form list. Many of the forms will display the data we currently have on file and ask you to either confirm or make any necessary changes. Fields with the ★ icon are required fields. They must be filled out in order for the form to be submitted. You can Save the form to complete at a later time, or Submit in the bottom right corner. If the form submission was successful, a pop-up window will open thanking you for your submission.

A form can have one of four statuses, indicated within the status column.

Legend				
Icons	Empty	Approved / Populated	Not Approved	Rejected

The status of **Empty** indicates that the form has not yet been submitted; **Approved / Populated** indicates that the form has been successfully submitted.