Accessing Forms through the Parent or Student Portal

Forms can be accessed through the Parent and Student Portals and through the PS Mobile App. Below are instructions on how to access forms through the various portals and mobile app. Please select the appropriate portal below to be taken directly to the instructions on how to access forms:

Parent Portal

- Accessing forms through the browser
- Accessing forms through the PowerSchool Mobile App

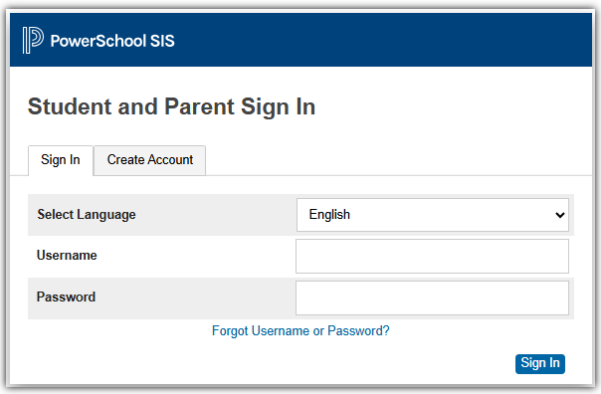
Student Portal

- Accessing forms through the browser
- Accessing forms through the PowerSchool Mobile App

Parent Portal

Accessing forms through the browser:

1. Navigate to the Parent Portal login page.
2. Select the Language in to view forms.
    a. Any forms that include translations will appear in selected language.
3. Enter your Username and Password to log into your Parent Portal Account.
    a. Contact your district administrator if you do not have a Parent Portal Account.



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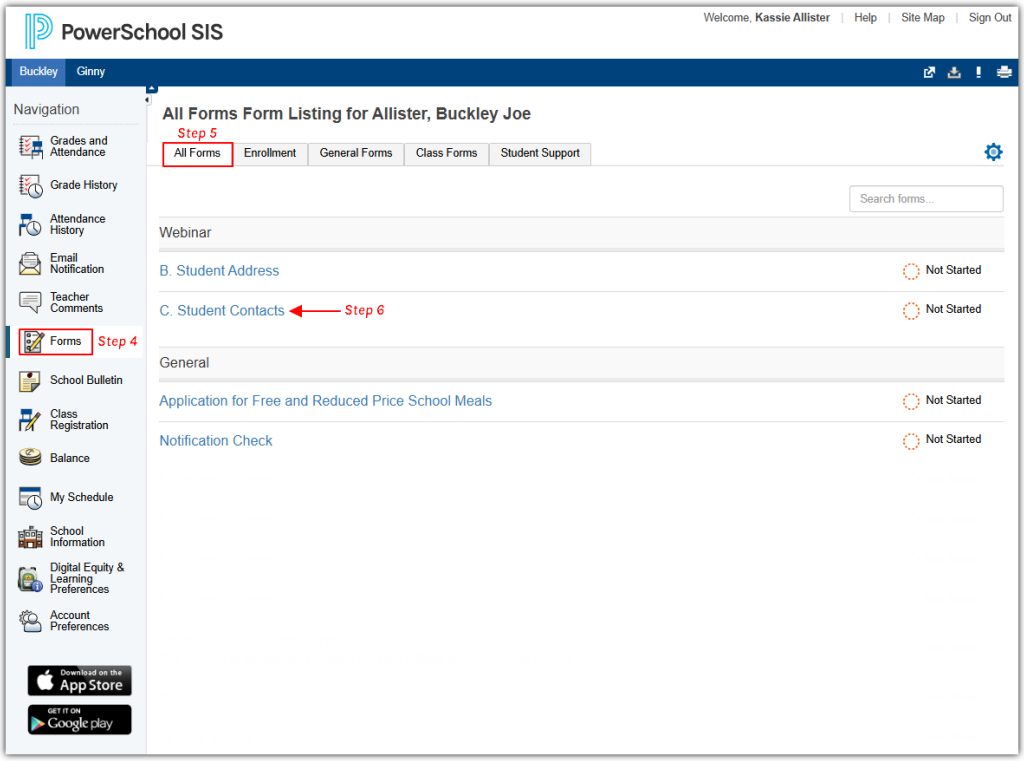
Accessing Forms through the Parent or Student Portal

4. Select the Forms link from the left-hand Navigation bar.
5. Forms to be completed will appear in one of the five tabs (All Forms, General Forms, Class Forms, Enrollment, Student Support). Tabs may vary based on your District.
6. Click on the form title to open the form.



7. Complete the necessary information and click ‘Submit.’
8. Forms that have been sent to the student account will appear in the top navigation bar.
    a. You can click on the additional forms from the Navigation bar or navigate back to the ‘Forms’ page and click on the form title.

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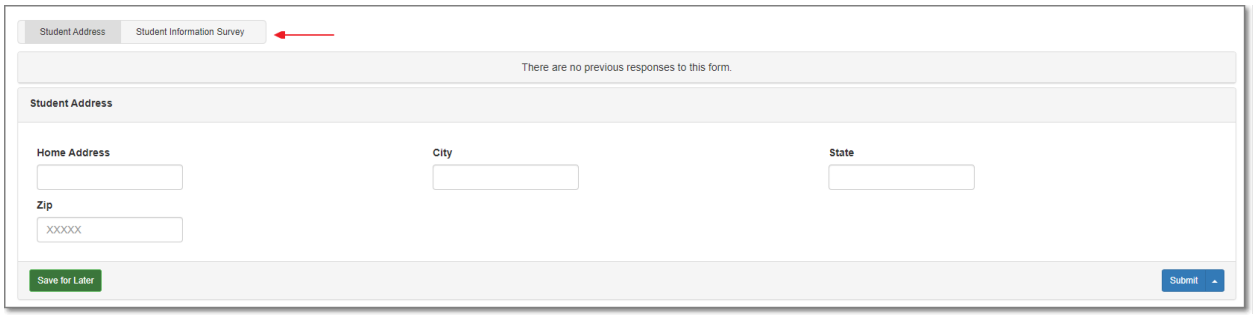

9. Repeat steps 6-7 if any additional forms need to be completed.

Accessing forms through the PowerSchool Mobile App:

***Please make sure you are on the most recent version of the app prior to logging in.**

1. Locate your 'District Code.'
    a. The district code can be found in the bottom left corner of your Parent Portal.
    b. Contact your district administrator if you cannot locate your District Code.
2. Navigate to the PowerSchool App on your mobile phone.
3. Enter your 'District Code' and click Submit.
4. Enter your Username and Password and log in to the mobile app.
5. From the Dashboard select 'More'
    a. Helpful Tip: You can also click 'Edit' then drag the 'Forms' icon to the navigation bar to organize tabs.

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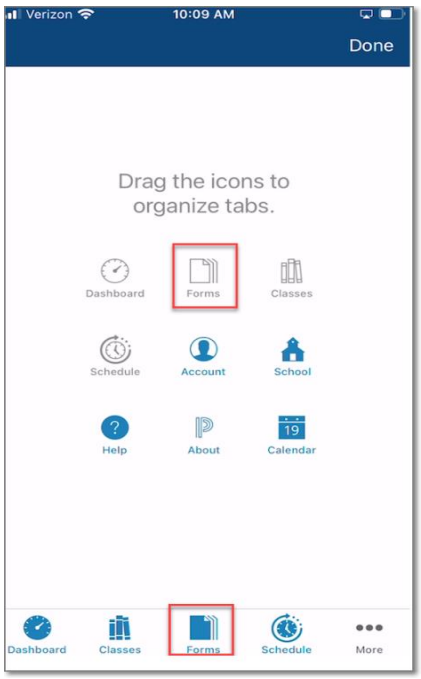
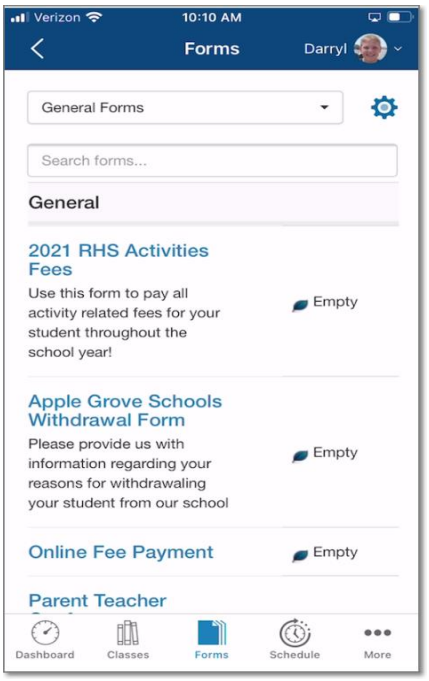
Accessing Forms through the Parent or Student Portal





6. Click on 'Forms' to access forms that have been sent to the student account.
7. Forms to be completed will appear in one of the five tabs (All Forms, General Forms, Class Forms, Enrollment, Student Support). Tabs may vary based on your District.
8. Click on the form title to open the form.
9. Complete the necessary information and click 'Submit.'
10. Repeat steps 8-9 if any additional forms need to be completed.

Student Portal

Accessing forms through the browser:

1. Navigate to the Student Portal login page.
2. Select the Language in to view forms.
    a. Any forms that include translations will appear in selected language.
3. Enter your Username and Password to login to your Student Portal Account.

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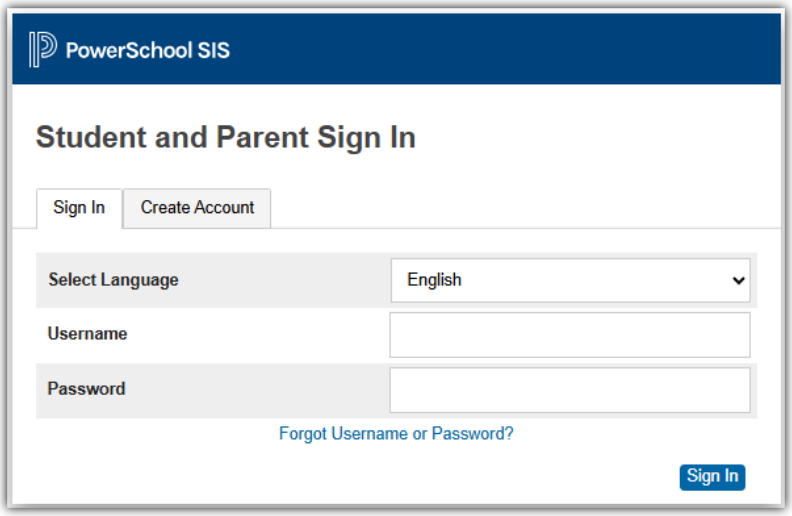
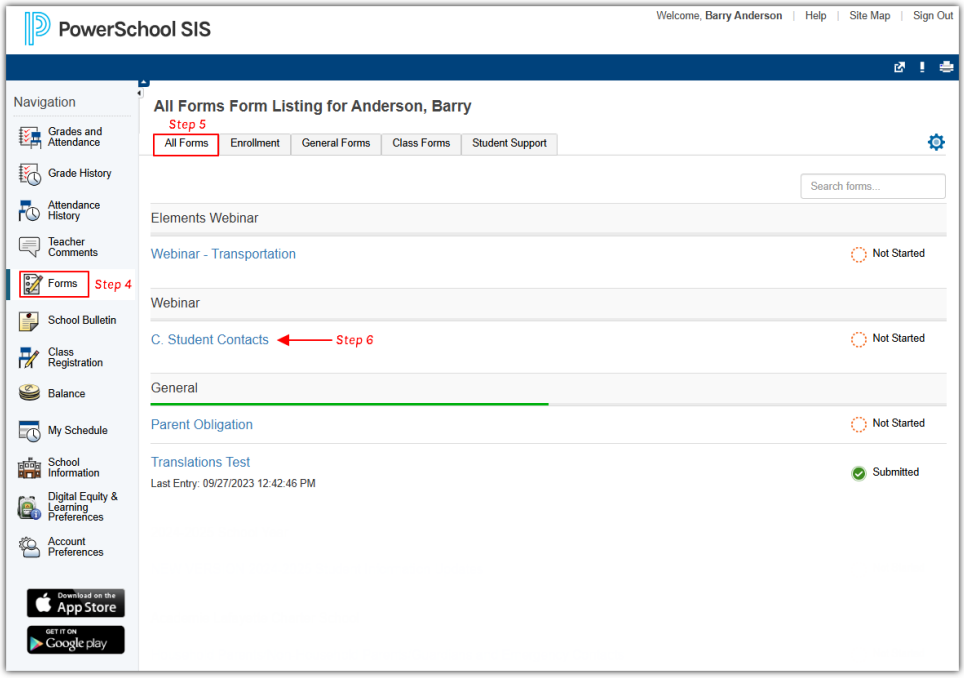
a. Contact your district administrator if you do not have a Student Portal Account.



4. Select the 'Forms' link from the left-hand Navigation bar.
5. Forms to be completed will appear in one of the five tabs (All Forms, General Forms, Class Forms, Enrollment, Student Support). Tabs may vary based on your District.
6. Click on the form title to open the form.



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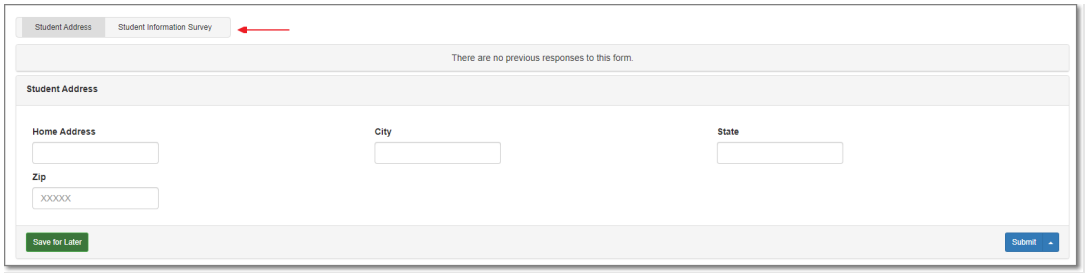

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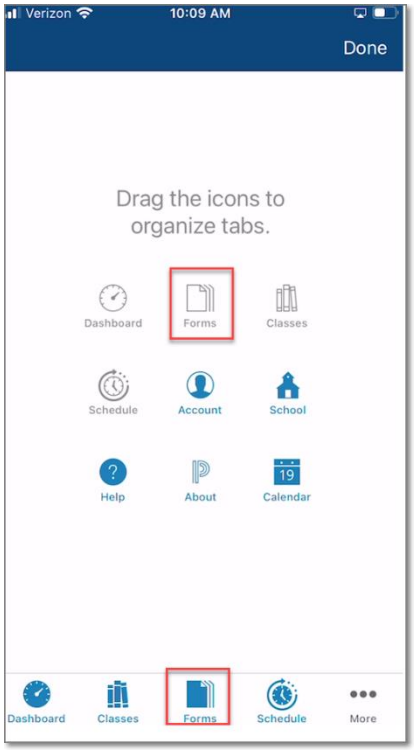

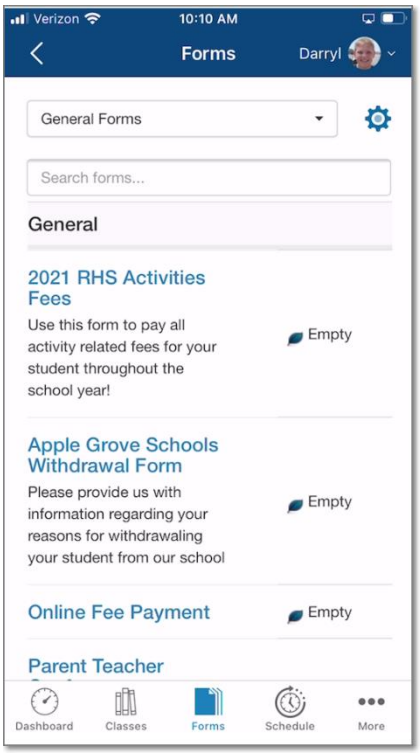

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