

# PARENTS' GUIDE TO POWERSCHOOL FORMS

## TABLE OF CONTENTS

Introduction .....	2
Accessing PowerSchool Forms .....	3
PowerSchool Forms Preferences .....	4
Filling Out a Form .....	5
Submitting a Form .....	5
Save vs. Submit .....	6
Approval .....	6

## INTRODUCTION

PowerSchool Forms is a data collection system. Your student's district has implemented PowerSchool Forms to share forms with you. These forms will be used to interact with the district in a variety of ways. All forms will be shared with you via the Parent Portal in PowerSchool. You will see a new **Forms** link on the left-hand navigation bar. Use this link to access any forms shared with you – no more depending on your student to bring them home! Forms submitted by you are automatically accessible to school staff via their PowerSchool portal.

We are confident PowerSchool Forms will increase communication with your student's school and make it easier for both the school and you to complete necessary paperwork in an easier, more efficient way.

## ACCESSING POWERSCHOOL FORMS

PowerSchool Forms are accessed from your PowerSchool account. No separate login is necessary. Forms are tied to your child's record and can be accessed from the **Forms** link in the left navigation column.

PowerSchool SIS

Welcome, Jace Yantis | Help | Sign Out

Jeffrey Nick

Navigation

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

School Form Listing for Danger, Nick EXTREME

General Forms | Class Forms | Enrollment | Student Support

Your preferences haven't been configured.

To configure if and how you'll receive notifications for forms, please use the button below to set your preferences.

Enable email notifications → Preferences

Forms

Category

Search box → power

Category progress bar →

Status	Form Name	Form Description	Category	Last Entry
Approved	[PowerSchool ISD] A - Student Demographics	Basic student data	General	2020-12-09 15:46:51.0
Empty	[PowerSchool ISD] B - Student Address		General	2020-12-09 15:49:47.0
Empty	[PowerSchool ISD] C - Student Contacts		General	

Here you can see all the forms that the school has made available to you.

Forms may be grouped into categories. As you complete forms, the status bar for that category will change from red to green.

You can search for forms by Status, Form Name, Form Description, or Category using the search box.

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

**Legend**

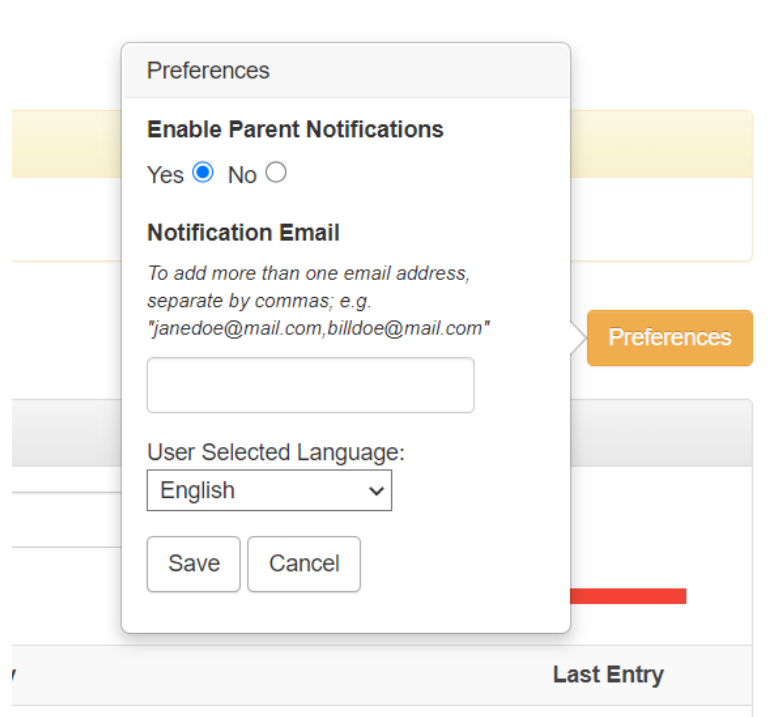
Icons

- Form Empty
- Form Approved / Populated
- Form Not Approved
- Form Rejected

The status of "Empty" indicates that the form has not yet been submitted; "Submitted" indicates that the form has been successfully submitted.

## POWERSCHOOL FORM PREFERENCES

A form may be set up to send notifications to parents when it is submitted for the student by a teacher or administrator or when the status of a pending form changes. Use the **Preferences** on the Forms page to indicate whether you would like to receive these notifications.

The image shows a 'Preferences' dialog box overlaid on a web interface. The dialog box has a title bar 'Preferences' and contains the following sections: 'Enable Parent Notifications' with radio buttons for 'Yes' (selected) and 'No'; 'Notification Email' with a text input field containing the example email addresses 'janedoe@mail.com, billdoe@mail.com' and a 'Preferences' button to its right; and 'User Selected Language:' with a dropdown menu showing 'English'. At the bottom are 'Save' and 'Cancel' buttons. The background interface shows a 'Last Entry' button and a red progress bar.

Clicking on the button will open the Parent Preferences dialog. Here you can choose whether you wish to receive notifications and, if you do, to which email address(es) you would like them sent.

In addition to the Notification Preferences, you can also choose what language you would like to see forms translated in. Not all forms will necessarily be available in each language you are able to choose from.

Once your preferences are set, the button changes from golden to white.

You can access these settings any time from the Forms page.

## FILLING OUT A FORM

To open a specific form, click on the form name within the form list.

PowerSchool SIS

Welcome, Jace Yantis | Help | Sign Out

Jeffrey Nick

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- Forms
- School Bulletin
- Class Registration
- Balance
- My Schedule
- School Information
- Account Preferences

[PowerSchool ISD] A - Student Demographics [PowerSchool ISD] B - Student Address [PowerSchool ISD] C - Student Contacts [PowerSchool ISD] Z - Acknowledgment of Completion [RockyMountain]

Archive header → There are no previous responses to this form.

Form ribbon

Language selector →

[PowerSchool ISD] B - Student Address

Physical Address

Street \*  
2707 Woodside Dr

City \*  
Jackson

State \*  
MS

Zip Code \*  
39204

Home Phone \*  
999-999-9999

Mailing Address

Copy from Physical

Street \*  
2707 Woodside Dr

District Code  
RGMS

Above the form is the Form Ribbon. This allows you to move between forms within a category without having to return to the Forms page. Use the arrows on either end of the ribbon to scroll to see more forms.

Just below the Form Ribbon is the Archive Header. If a form has been previously submitted, the archive header gives you the ability to view these submissions.

The rest of the page is the form itself. Fields with the \* icon are required fields. They must be filled out for the form to be submitted.

## SUBMITTING A FORM

Once the form is filled out, press the **Submit** button at the bottom of the page. Your form will be submitted and reloaded. If the form submission was successful, a pop-up window will open thanking you for the submission.

Next to the **Submit** button is an arrow that brings up a couple of options for submission.

Submit for Family

Submit & Jump to...  
Form Listing

[Elk] - Field Trip Information - Chaperones  
[Great River] G - Volunteer Information Form  
[PowerSchool ISD] A - Student Demographics  
[PowerSchool ISD] B - Student Address  
[PowerSchool ISD] C - Student Contacts  
[PowerSchool ISD] Z - Acknowledgment of Completion

Submit

Additional Family Members to Submit for:

☒ Briggs, Jeffrey  
☒ Danger, Nick EXTREME

Submit

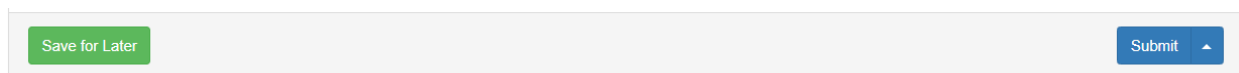
For some forms, the first may be **Submit for Family**. Choosing this option will allow you to choose which of your children you would like this submission to apply to. This is useful for a form that is not student specific, such as Emergency Contacts. It should not be used on forms that have student specific fields, such as the student's name or birth date. Using **Submit for Family** on a form with a student's name field, for instance, will change the name of all students selected within the school/district records.

The other option is to **Submit & Jump to...** Below this option is a list of pages you can open after submitting this form, either the Forms page or a different form.

## SAVE VS. SUBMIT

Along with the **Submit** button is the **Save** button. Use the **Save** button if you do not yet want or are not yet able to send the form to the school/district but do not want to re-enter information already filled out. It is recommended that you save a form if you must step away from your computer, as PowerSchool may log you out for inactivity.

Saved forms are saved locally on your computer. You can access the saved entry from your same user on the same browser. You will not be able to access the saved data from another device. A form with a saved entry will appear Empty in the form listing.



When to Save:

- You need to step away from the computer
- You do not have all the required information but have filled out some of the information

When to Submit:

- You are ready to send the form to the school/district

## APPROVAL

A form may be set up to require a school or district administrator to verify the information in a form when it is submitted. When that is the case, the form will go into a pending state until the administrator approves or rejects the submission. A pop-up window will open on submission, informing you the form is pending approval.

The image shows a 'Warning' dialog box with an orange exclamation mark icon. The text inside the dialog says 'Warning' and 'This form is currently pending approval.' with an 'OK' button. In the background, a form titled '[PowerSchool ISD] A - Student Demograph' is visible, showing fields for 'First Name' (Jeffrey), 'Gender' (Male), and 'Grade Level' (9).

The form will have a yellow background and edited fields that need approval will have a red flag beside them. Hovering over the flag will show the current and previous response for that field. On the Forms page, a pending form will have the status of Pending and the row will be highlighted yellow.

If the form is approved, the status will be Approved and the form background will return to white.

If the response to the form was rejected, the form will be highlighted red in the form list and the status will be Rejected. Clicking the form name will display the form with a red background. A pop-up window will open, letting you know the form was rejected. If the administrator indicated a reason the form was rejected, that reason will also display on the pop-up.

The image shows a 'Rejected Response' dialog box with a red 'X' icon. The text inside the dialog says 'Rejected Response' and 'This form response has been rejected. Incorrect format on email address for father.' with 'Show Previous' and 'Edit Rejected' buttons. In the background, a form titled '[PowerSchool ISD] C - Student Contacts' is visible, showing a table for 'Guardians and Emergency Contacts'.

Name	Relationship	Contact Type	Home	Cell	Work	Emergency
Brandi Briggs	Mother	Mother				
Eric Briggs	Father	Father	Home	1-555-555-1776		

Click the **Edit Rejected** button to be able to edit your submission. Once you finish making your changes, resubmit the form. It will return to pending status.

If the form is set up to send parent notifications and you have enabled them on your account, you will receive an email when a form's status moves from Pending to Approved or Rejected.