

# 4 STEPS

## TO ACCESS YOUR CHILD'S DOCUMENTS

**#1**



### Log In to the Parent Portal

Go to <https://ps.ucfsd.org>. If you do not remember your login info, contact your child's school.

**#2**



### Launch PowerSchool Special Programs

Click on the Application Arrow in the top-right of your screen. Click on "Special Education/504 Home" to launch PowerSchool Special Programs.

**#3**



### Access Self-Service Documents

From the Homepage, Click on "Access Self-Service Documents." A list of your child's documents will appear. Click on the document you'd like to view.

**#4**



### Print/Save Documents

Click on the Section drop-down and select the desired document you'd like to print or save.