

Back-to-School Form Update Instructions

Parents can access and complete the necessary form through the PowerSchool Parent Portal. The form will be accessible in PowerSchool beginning **August 24, 2020**.

The Emergency Medical Form is required and must be completed by **September 14, 2020**. Once you have completed the form, your child's record in PowerSchool will be updated. This will ensure that you receive important communications from your building and the district. Parents may revisit the form throughout the year to update phone numbers, email addresses, and contacts.

Follow the instructions below to complete your back-to-school form electronically.

1. Log in to PowerSchool with your parent username and password. If you have not created a parent account or do not know your user credentials, please contact the school office.
2. In PowerSchool, select the OLSD Parent Forms link in the navigation pane on the left side of the screen.
3. The Enrolled Student Dashboard will display. Select the Emergency Medical Form link within the gray Emergency Medical Form box.



4. Complete the Emergency Medical Form, then click the Save and Submit to District button.



If you have multiple children in the district, switch between children by navigating back to the top of the page and selecting the Dashboard Homepage button on the right. In the My Student Accounts section, click the drop-down menu arrow to choose another child.

