

PCPS Required Forms and Necessary Paperwork 2022-2023

PCPS will be utilizing paperless procedures for most forms that require information from a parent/student and/or a signature. This process will take place through your Parent Portal account, and students will complete this same process through their Student Portal Account.

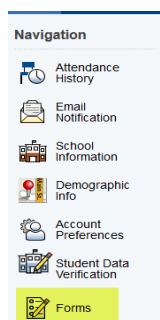
Current documents needing parent or student review and signature by September 9, 2022:

- PCPS Student Handbook & Code of Student Conduct (All PCPS)
- Student Health Verification Form (All PCPS)
- PCPS Permissions (All PCPS)
- PCPS Student Chromebook Agreement (Grades 2-12)
- PCPS iPad Agreement (Grades K-1)
- Parent Permission for Expedited SOL Assessment Retakes (Grades 3-8)

Procedures to Electronically Sign Documents

To utilize the electronic acknowledgement tool please follow the following directions:

1. Log into the Parent Portal
 - Parents will log onto the parent portal using the parent login info ***Please note: You must login from a browser (<https://ps.poquoson.org/public>), not from the app.**
 - Students will not be able to sign in the parent login screen. Students must sign into their Student Portal Account to complete this process. They will follow steps 3-4 below once they have logged in to their portal account.
2. Choose your student from the top left side if you have more than one student enrolled.
3. Select the **Forms** link on the left navigation menu



4. Select the form from the list of forms by clicking on the name of the form that is in blue (examples are in yellow highlight below). You will only see the forms that pertain to your student. Review and electronically sign by typing your name in the Parent/Guardian box and then click submit. After the form has been signed the status will change from *Empty* to *Submitted*. To complete the entire electronic acknowledgement process both the student and parent must acknowledge the forms in their portal accounts.

****Note: The Student Handbook and Code of Conduct is available electronically by clicking [HERE](#); paper copies are not being sent home. A link is also included on the Ecollect Permission form.**

Ecollect Agreements

Status	Form Name
Empty	Poquoson City Public Schools Student Chromebook Agreement

Ecollect Permissions

Status	Form Name
Empty	PCPS Student Handbook & Code of Student Conduct