PCPS Required Forms and Necessary Paperwork
2024-2025

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.
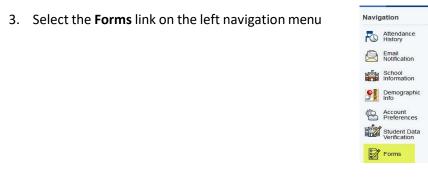
Currently, the documents needing parent or student review and signature are due by September 6, 2024:
- PCPS Permissions (All PCPS)
- PCPS Student Handbook & Code of Student Conduct (All PCPS)
- Student Address Verification (All PCPS)
- Student Health Verification Form (All PCPS)
- Parent Permission for Expedited SOL Assessment Retakes (Grades 3-8)
- Digital Consent for IDEA / 504 (IDEA / 504 students)

Procedures to Electronically Sign Documents

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

1. Sign into the Parent Portal
   - Parents will sign into the Parent Portal using their parent login information. To access the Parent Portal from a browser use ***https://ps.poquoson.org/public***
   - Students must sign into their Student Portal account to complete their process. They will follow steps 3-4 below once they sign into 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 by clicking on the name of the form. 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 to *Submitted*. To complete the entire electronic acknowledgement process both the student and parent must acknowledge the forms in their portal accounts.

   Note: Paper copies of the Student Handbook and Code of Conduct are not being sent home. A link is included on the form.