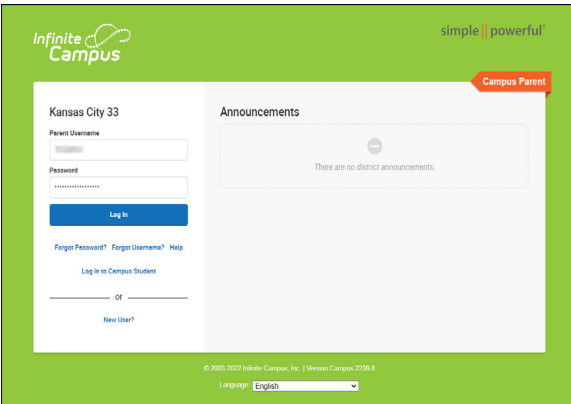# KANSAS CITY
PUBLIC SCHOOLS

How to Access and Sign Forms in Parent Potal
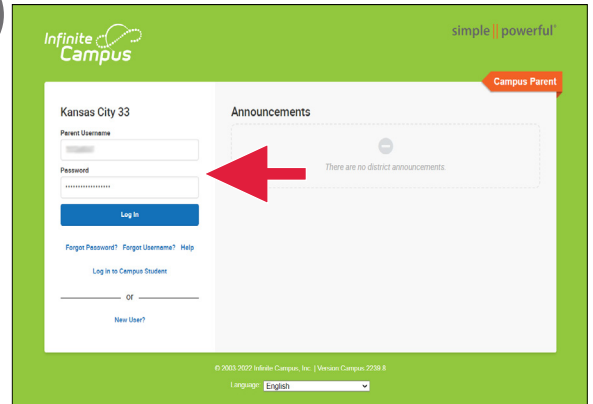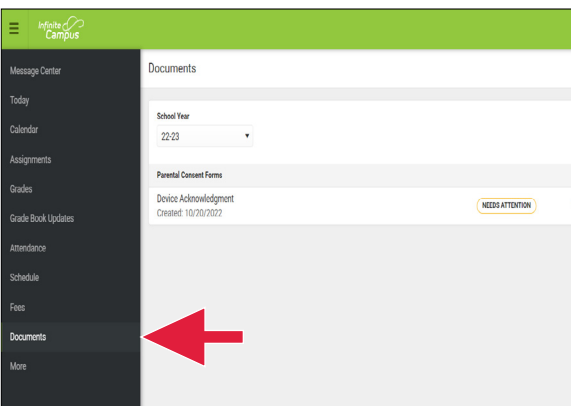## For Parents

Accesing Forms

1

First, go to your Infinite Campus parent portal by clicking the link https://kcpublicschoolsmo. infinitecampus.org/campus/portal/ parents/kansascitypublic.jsp
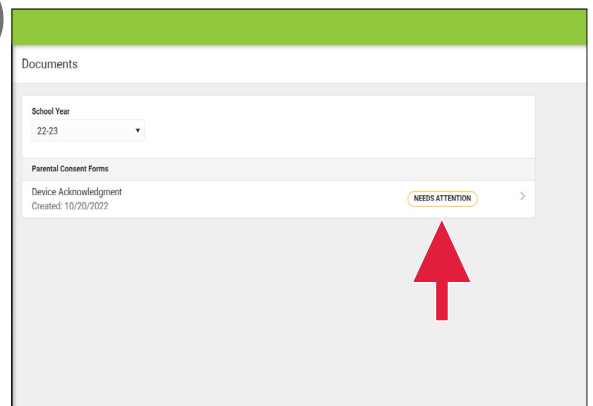

2

Login to your parent portal by entering your personalized username and password.

3

Once you've logged in, your homepage will display. Click the Documents tab from the menu on the left side of your screen.

4

Once you are in Documents, under the Parental Consent Forms section, select a form you would like to complete. The status of the form will be shown here.

You can also access documents needing attention by clicking on the bell icon and checking the notifications on the account, or under the Today tab listed under Documents Need Attention.

5

Fields that need to be filled will be marked in blue.

6

Some fields will auto populate. Changing the information in these fields will not be available.

7

Scroll in the document until you see the signature page. Click on the page and pencil icon.

8

A pop-up window will appear. Click Sign to sign. This will populate a signature and the current date on the form.

9

When ready to submit your response, click on the blue Submit button at the bottom.

10

After submitting your document, you can access it by going back into the Documents tab and clicking on the document you would like to view.