

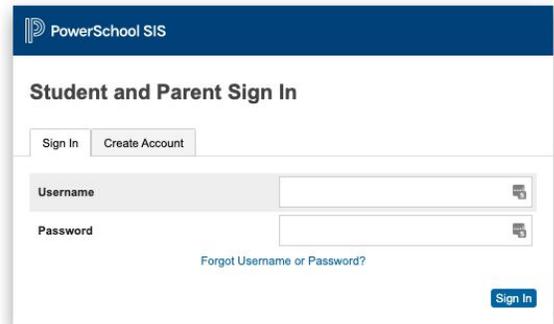
PowerSchool Annual Update

This guide has been created to assist parents/caregivers with completing the new PowerSchool Annual Update Process.

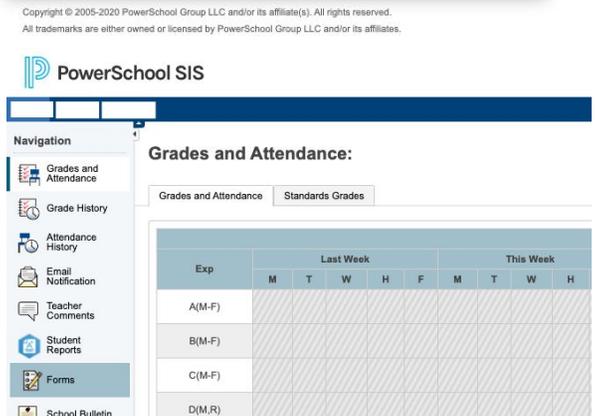
Please be sure that you are using a full web browser (Google Chrome is recommended) to complete the process. You WILL NOT be able to use the PowerSchool App.

If you have any technical issues during this process, please email: help@coventryct.org for assistance. Please be sure to indicate your name, your child's name and a method of contact in your request for support.

1. Access your parent account at:
<https://covsis.coventryct.org/public/>

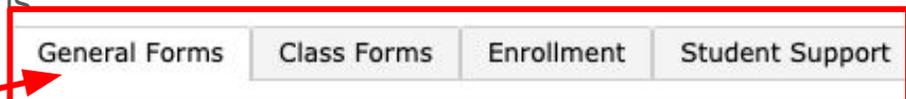


2. Select the child you will begin working with.



3. Click "Forms" on the left side of the screen.

4. You will then see the School Forms page, you should start on the General Forms Tab:



a. Section

b. Form name

c. Status

Annual Update	
Status	Form Name
Empty	Annual - Chromebook Usage Agreement for Students (6-12)
Empty	Annual - Health Information
Empty	Annual - High School Agreements
Empty	Annual - Permissions/Agreements
Submitted	Annual - Student Contacts

5. Click the Form that you want to complete.

Annual Update	
Status	Form Name
 Empty	Annual - Chromebook Usage Agreement for Students (6-12)
 Empty	Annual - Health Information
 Empty	Annual - Permissions/Agreements
 Empty	Annual - Student Contacts

6. Read through the form and complete as required.

Student Pledge for Chromebook Use

- I will take good care of my Chromebook.
- I will bring my Chromebook to school and to all of my classes every day.
- I will never leave my Chromebook unattended.
- I will never loan out my Chromebook to other individuals.
- I will know where my Chromebook is at all times.
- I will charge my Chromebook's battery every night.
- I will keep food and beverages away from my Chromebook since they may cause damage to the device.
- I will not disassemble any part of my Chromebook or attempt any repairs.
- I will keep my Chromebook protected against damage (i.e. in a case).
- I will use my Chromebook in ways that are educational, appropriate, and meet Coventry Public Schools' expectations.
- I understand that my Chromebook is subject to inspection at any time without notice.
- I will be responsible for all damage or loss caused by neglect or abuse.
- I will keep unauthorized applications off of my Chromebook.
- I will not remove, alter, or modify any district installed programs or tools.

If you have any questions about the above policies, please contact your child's school.

I have read the above Chromebook Usage Agreement for Students in its entirety with my child and agree to the terms of this usage agreement.

Yes, I Agree

Signature * Date *

7. At the bottom of the page, type your name and date if required.

8. Click Submit when the form is complete.

Submit

*Please note that all areas with a * are **REQUIRED**.

9. When you successfully SUBMIT a form, you will receive a confirmation pop-up. Be sure to read the message.



Thank You!

To fill out another form, please click the appropriate tab at the top of your screen.

10. Click OK

11. You can fill out another form by clicking on the proper tab at the top of your screen.

16. To EDIT a contact, click the pencil on the right of the contact you want to edit.



17. Update the information as needed.

18. You can apply the contact to each child.

A screenshot of a web form titled "Edit". It contains several sections: "Personal Information" with fields for First Name, Middle Name, Last Name, Gender (Female), Relationship (Mother), and Employer (Town of Coventry-CHS); "Address" with fields for Street Line 1, Street Line 2, City (Coventry), Zip (06238), Country (United States), and State (Connecticut); "Phone" with a table for adding phone numbers (Type: Mobile, Work, Home; Phone Number; Preferred; Add); "Email" with a table for adding email addresses (Type: Current; Email; Primary; Add); and "Permissions" with radio buttons for: Lives with Student, Emergency Contact, Has Custody, School Pick Up, and Receives Mail. A red box highlights the "Apply Contact to:" section with two checkboxes. A "Save" button is at the bottom right.

19. Click Save to complete the changes.

20. To REMOVE a contact, click the X on the right of the contact you want to remove.



21. Once you click the X you will be prompted to confirm that you want to remove the selected contact.

A confirmation dialog box with a yellow warning icon. The text reads: "Are you sure? Once you remove [name] as a contact, you cannot add them again using this form. Removing this contact will not delete their record." There are two buttons: "Cancel" and "Yes, remove".

22. Click Yes, remove.

23. Click OK to continue.

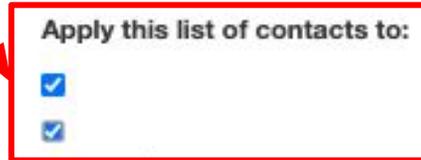
A confirmation dialog box with a green checkmark icon. The text reads: "Contact deleted [name] has been removed. This change will be saved when you submit the form." There is one button: "OK".

24. If you have more than one child, you can click the checkbox next to each child to apply the contact additions and edits.



The screenshot shows a table with two columns: 'Name' and 'Relations'. There are three rows of data. Each row has a blue pencil icon for editing and a blue 'X' icon for deleting. An 'Add' button is located in the top right corner.

Name	Relations
	Mother  
	Father  
	Grandmot  



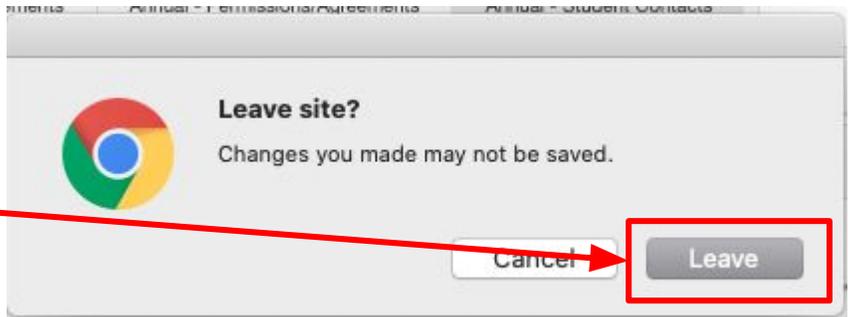
The screenshot shows a section titled 'Apply this list of contacts to:' with two checked checkboxes.

25. Click Submit when finished.



The screenshot shows a blue 'Submit' button with a small upward-pointing arrow on the right side.

26. When leaving a page or signing out, you may see a pop-up warning. As long as you have submitted the form, it is okay to click Leave.



The screenshot shows a 'Leave site?' dialog box with the Chrome logo. The text says 'Changes you made may not be saved.' There are 'Cancel' and 'Leave' buttons. The 'Leave' button is highlighted with a red box.

27. Click Sign Out when you are finished.



The screenshot shows a user interface with 'Welcome,' on the left and 'Sign Out' on the right. The 'Sign Out' button is highlighted with a red box. Below this is a dark blue navigation bar with icons for home, search, and other functions.