



# How to Submit a Referral Form via PowerSchool

**2023-2024**





# Screening Timeline

The referral deadlines are set to align with testing windows during the ACPS school year, including, NNAT or CogAT assessments, Measure of Academic Progress (MAP) assessments, and end-of-quarter progress reports.

Current Grade and Service Type	Referral Window Opens	Referral Deadline	Parent/Guardian eligibility notification will occur by:
Grades 5-8 SAA	August 21, 2023	September 30, 2023	November 1, 2023
Grades K-8	October 1, 2023	January 31, 2024	By May 2024
New Students to ACPS in Grades 4-8	First Day of Entry	Within 30 days of enrollment	Within 90 days of the Permission to Screen form signed



# PowerSchool: Forms

- Referral Forms (required)

**REFERRAL FORM OF STUDENT FOR ADVANCED ACADEMIC SERVICES (AAS)**

Please complete this referral form for a student you wish to refer for Advanced Academic Services (AAS). AAS are provided for students whose achievement exceeds the grade level curriculum despite significant differentiation. Please submit the completed form to the AAS Screening Lead at the student's school by the deadlines noted on the second page of this form.

<b>Student First and Last Name:</b>		
<b>School:</b>	<b>Grade:</b>	<b>ID #:</b>

Please explain why the student should be considered for AAS in the space below.

PowerSc

Navigation

- Link to Canvas
- Grades and Attendance
- Grade History
- Attendance History
- View Contact Information
- Student Information
- Teacher Comments
- Forms**



# Power School Form Steps: Referral Steps 1-3

**Step 1:** Log into your PowerSchool Parent Access account.

**Step 2:** Choose the Student

**Step 3:** Click on Forms

The screenshot shows the PowerSchool SIS login interface. At the top, it says "PowerSchool SIS". Below that is the heading "Student and Parent Sign In". There are two tabs: "Sign In" (selected) and "Create Account". The "Sign In" tab contains a "Username" field with a cursor, a "Password" field, and a "Forgot Username or Password?" link. A "Sign In" button is located at the bottom right of the form.

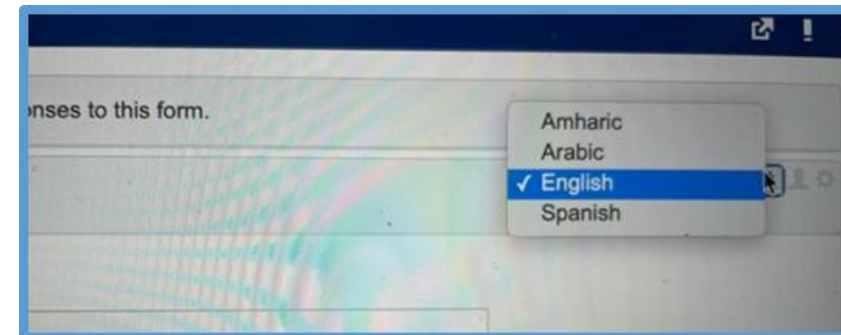
The screenshot shows the PowerSchool navigation menu. At the top is the PowerSchool logo. Below it is a "Navigation" section with the following items: "Link to Canvas", "Grades and Attendance", "Grade History", "Attendance History", "View Contact Information", "Student Information", "Teacher Comments", and "Forms". The "Forms" item at the bottom is circled in red.



# Power School Form Steps: Referral Step 4-5

**Step 4:** Choose “2023-2024 REFERRAL FORM OF STUDENT FOR ADVANCED ACADEMIC SERVICES (AAS)”

**Step 5:** Select your preferred language.





# Power School Form Steps: Referral Steps 6-7

**Step 6:** Complete the Form

**Step 7:** Click the blue SUBMIT button.