

## Back-to-School Form Update Instructions

---

Parents can access and complete the necessary form through the PowerSchool Parent Portal. The form will be accessible in PowerSchool starting one week prior to the first day of school.

The Emergency Medical Form is required and must be completed by **August 30**. Once you have completed the form, your child's record in PowerSchool will be updated. This will ensure that you receive important communications from your building and the district. Parents may revisit the form throughout the year to update phone numbers, email addresses, and contacts.

Follow the instructions below to complete your back-to-school form electronically.

1. Log in to PowerSchool with your parent username and password. If you have not created a parent account or do not know your user credentials, please contact the school office.
2. In PowerSchool, select the Back to School Forms link in the navigation pane on the left side of the screen.



3. Once the form introduction page loads, please review the instructions and click next when you are ready to complete the form.



4. Complete each page and click Next when you are ready to proceed. Please note you will have an opportunity at the end of the form to enter an email address to receive your form confirmation.
5. If you have multiple children in the district, complete the form, submit it, then close the form window in your browser, go back to the PowerSchool Parent Portal, switch to your other student and repeat the process.

The form will load information from PowerSchool to help speed the process along.