

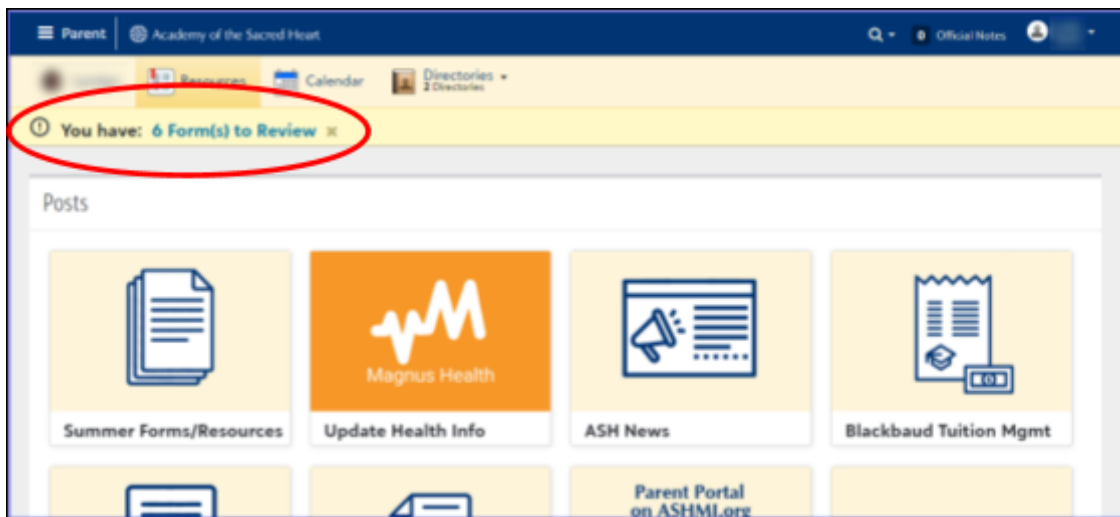


## Electronically Signing School Forms

Non-health related school forms are completed within the Parent/Student Portal. Some require a parent signature, while others require both a parent and student signature.

### Steps:

1. Go to the Parent/Student Portal: <http://ashmi.myschoolapp.com>.
2. After logging in, click the banner that indicates you have forms to review.



3. On the **File & Forms** page, you will see the school forms you need to complete. Click the appropriate buttons next to form names. After reading a form, you will see a box within which to type your name as your signature.

### Notes:

- Forms typically only require one parent signature. If a form also requires a student signature, the student will need to log in with her/his credentials and digitally sign the form before it is considered complete. If a student does not yet have access to the student portal, the form can be signed once access is granted regardless of the due date of the form.
- Students log in to the Parent/Student Portal using their **school email addresses** (login-name@ashmi.org). Instead of using a password, they click the “Sign in with Google” button. Therefore, students cannot access the portal until they have access to their school email accounts.

