

PARENT/CAREGIVERS' GUIDE TO POWERSCHOOL FORMS

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INTRODUCTION

PowerSchool FORMS is a data collection system. Your student's district has implemented PowerSchool Forms to share forms with you. These forms will be used to interact with the district in a variety of ways. You will see a **Forms** link on the left-hand navigation bar of the Parent Portal in PowerSchool. Use this link to access any forms shared with you—no more depending on your student to bring some of these forms home to sign! Forms submitted by you are automatically accessible to appropriate school staff via their PowerSchool portal.

We anticipate rolling out more forms throughout the year. We will notify our parents/caregivers and students when a new form becomes available.

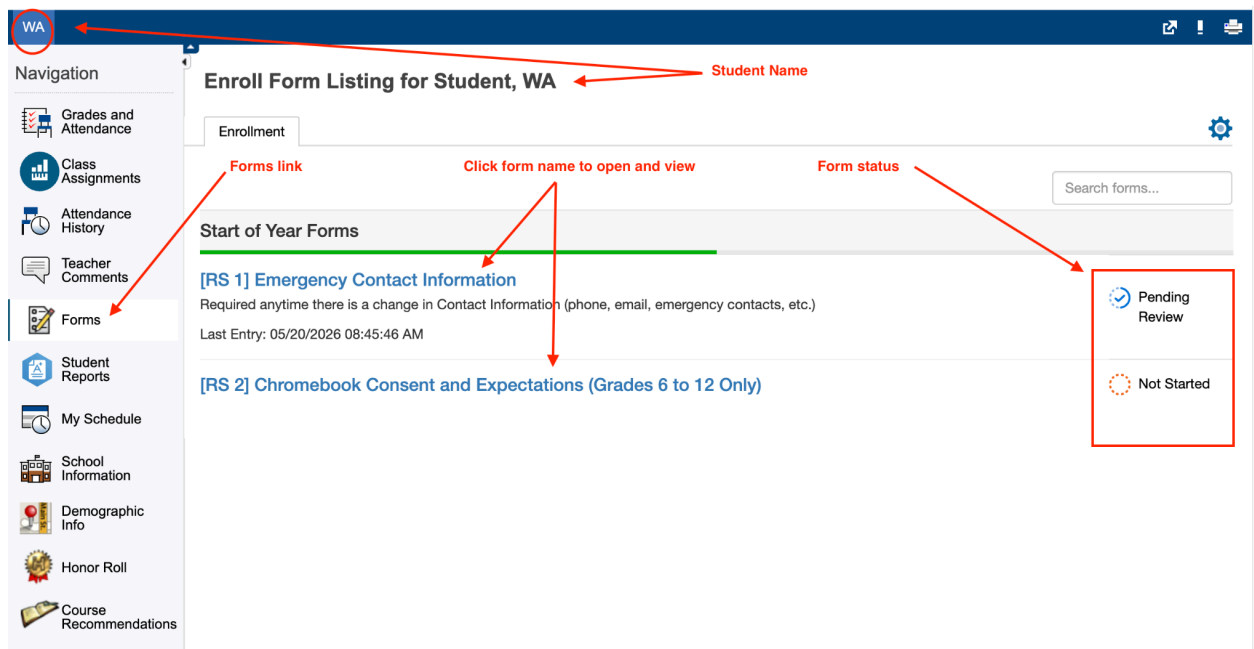
For now, or the **2026-2027** school year, we are starting off this process with two forms:

1. **Emergency Contact Review, Update and Confirm**
2. **Chromebook Consent and Expectations (Grades 6 to 12 Only)**
3. **Student Handbook & Media Release Acknowledgement Form**

We are confident PowerSchool forms will make it easier for both the school and you to complete necessary paperwork in a more efficient way.

ACCESSING POWERSCHOOL FORMS

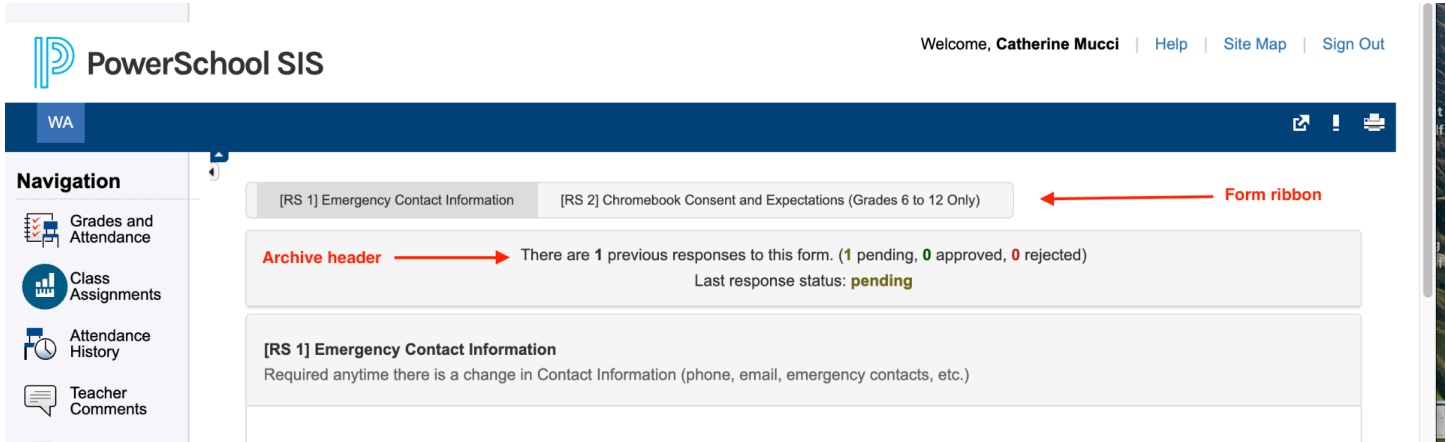
PowerSchool Forms are accessed from your PowerSchool account. No separate login is necessary. Forms are tied to your student's record and can be accessed from the **Forms** link in the left navigation panel.



Here you see all the forms the school has made available to you. Forms may be grouped into categories. The image above shows all of the required Start of Year Forms. The far right of the form displays the form status.

FILLING OUT A FORM

To open a form, click on the form name within the list.



Above the form is the Form ribbon. This allows you to move between forms within the category without having to return to the Forms page. Click on the tab that lists the form name to switch back and forth. If there is an arrow enabled, that indicates that you can scroll through forms not shown on the display.

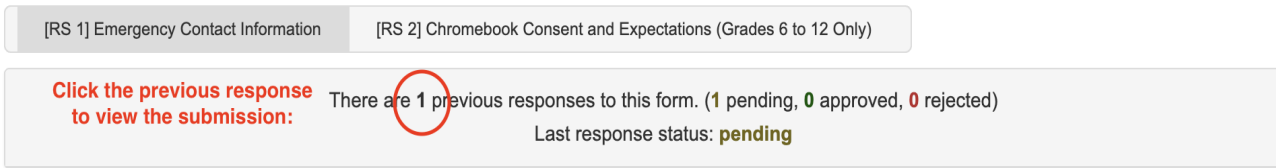
Just below the Form ribbon is the Archive header. If a form has been previously submitted, the archive header gives you the ability to view these submissions.

The rest of the page is the form itself. Fields with the * icon are required fields. They must be filled out for the form to be submitted.

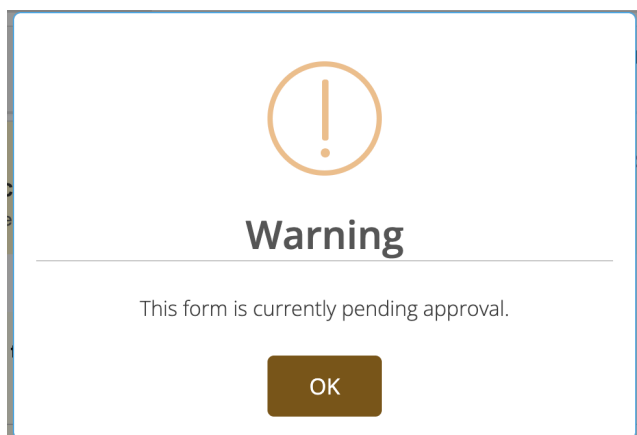
APPROVAL

A form may be set up to require a school administrator to verify the information entered on the form when submitted. When that is the case, the form will be marked **Pending Review** until the administrator approves or rejects the submission. You can check the form status on the main **Forms** page.

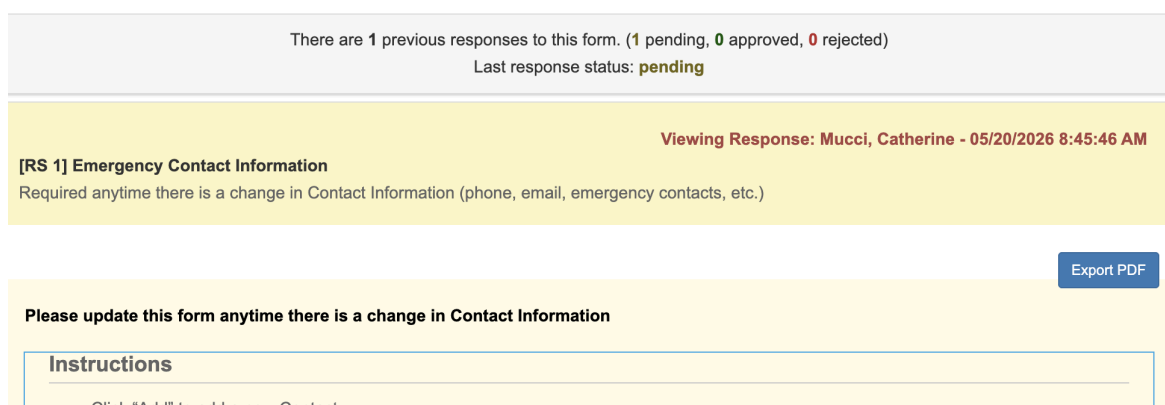
PENDING REVIEW: If you click on the Form name (hyperlink) to view the response submitted:



A pop-up window will open informing you the form is pending approval:



When the pending form is displayed, the rows of information will be highlighted in yellow.

A screenshot of a form interface. At the top, a light gray bar contains the text "There are 1 previous responses to this form. (1 pending, 0 approved, 0 rejected)" and "Last response status: pending" in a small font. Below this is a yellow bar with the text "Viewing Response: Mucci, Catherine - 05/20/2026 8:45:46 AM" in red. The main content area has a yellow background and contains the title "[RS 1] Emergency Contact Information" in bold, followed by the text "Required anytime there is a change in Contact Information (phone, email, emergency contacts, etc.)". On the right side of this section is a blue button labeled "Export PDF". Below the yellow section is a white section with the text "Please update this form anytime there is a change in Contact Information". At the bottom of the white section is a blue-bordered box with the title "Instructions" and a single bullet point: "• Click 'Add' to add a new Contact".

When the form is approved, the status will turn green and state approved.

If the form were rejected, the form would be highlighted red. Clicking the form name will display the form with a red background. A pop-up window will open letting you know the form was rejected. If the administrator has indicated a reason for the rejection, that reason will also display on the pop-up. You will be able to edit the rejected form. Once you finish making your changes, you can resubmit the form. It will return to a pending status.

SUBMITTING A FORM

Once the form is filled out, press the **Submit** button at the bottom of the page. Your form will be submitted and reloaded. If the form submission was successful, a pop-up window will open thanking you for the submission.

SAVE VS SUBMIT

Along with the **Submit** button is a **Save** button. Use the **Save** button if you do not yet want or are not yet able to send the form to the school/district but do not want to re-enter information already filled out. It is recommended that you save a form if you need to step away from your device, as PowerSchool may log you out due to inactivity.

When to Save:

- You need to step away from your computer
- You do not have all of the required information but have filled out some information you do not want to retype.

When to Submit:

- When you are ready to send the form to the school/district.

DISTRICT/SCHOOL APPROVAL

A form may be set up to require a school administrator to verify the information entered on the form when submitted. When that is the case, the form will be marked **Pending review** until the administrator approves or rejects the submission. As mentioned previously, you can monitor the form status on the main **Forms** page.

Please contact your school's main office with any questions or issues you may have.