

How to Complete Forms in Parent and Student Portals

This article will show how to view and complete forms in the Parent and Student Portals.

Helpful Tip: Click the arrows next to the navigation menu or header to close the menus.

image1623768528873.png

1. Login to Portal. It will default to the Grades and Attendance page.

image1623766971017.png


2. Click "Forms" on the left side navigation menu.

image1623775644917.png

3. A list of forms and other tabs will appear on the next page.


| Annual Completion Forms |
|---|
| <div>Demographic Verification</div> <div>Update student demographic information, verify address, and validate residency status.</div> <div>Last Entry: 08/11/2024 5:00:08 PM</div> |
| <div>Emergency Medical Authorization</div> <div>Consent to medical care in case of emergency.</div> |
| <div>Parent Acknowledgements (Secondary)</div> <div>Annual parent/guardian acknowledgement form for secondary students grade 7-12. Incl</div> <div>by the parent/guardian and the student.</div> <div>Last Entry: 08/11/2024 5:00:40 PM</div> |

4. The status column will show if the form is completed or not.

 Submitted

 Approved

eted  Submitted

 Not Started

5. Click on the Form Name to complete it.

Verification

Demographic Verification

Update student demographic information, verify address

Last Entry: 08/11/2024 5:00:08 PM

Parent Acknowledgements (Secondary)

Annual parent/guardian acknowledgement form for secc
by the parent/guardian and the student.

Last Entry: 08/11/2024 5:00:40 PM

6. Fill in the information and click "Submit".

image-1623775978008.png

Image not found or type unknown

Revision #7

Created 15 June 2021 14:07:59 by Brittany Hice

Updated 17 January 2025 18:50:28 by Kelly Clark