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.

image-1623768528873.png

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

image-1623766921017.png

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

image-1623775644917.png

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

Annual Completion Forms

Demographic Verification Update student demographic information, verify address, and validate residency status. Last Entry: 08/11/2024 5:00:08 PM

Emergency Medical Authorization Consent to medical care in case of emergency.

Parent Acknowledgements (Secondary)

Annual parent/guardian acknowledgement form for secondary students grade 7-12. Inclu by the parent/guardian and the student.

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

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

	•	Submitted	
	⊘	Approved	
eted	•	Submitted	
	0	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".

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