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.

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

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

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

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

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5. Click on the Form Name to complete it.

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

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