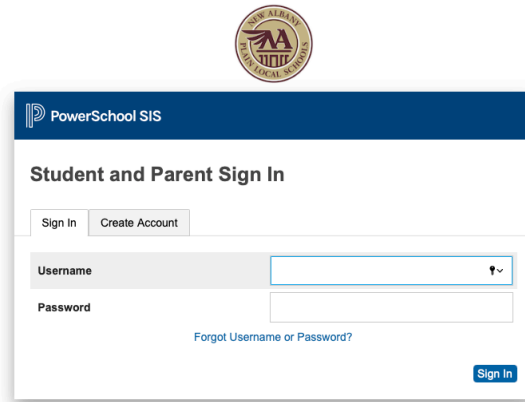
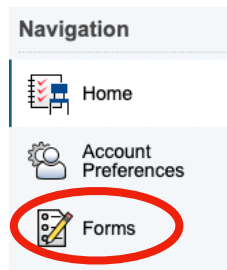


# Completing Online Forms in PowerSchool

**Step 1:** Login to the PowerSchool Student and Parent Access site: <https://ps-na.metasolutions.net/public/home.html>



**Step 2:** Click on the "Forms" link in the navigation pane along the left side.



**Step 3:** Click on one of the forms to view and/or edit its contents. The status column will indicate if the form has been submitted or not.

Status	Form Name	Form Description
Empty	1 - Student Demographic Information, Teacher Assignments for Grades K-6, and Bus Route Information	This page displays student information that is currently stored in PowerSchool. Please contact the student's school if you have any questions.
Empty	2 - Parent/Guardian AND Emergency Contact Information	This form contains parent/guardian AND emergency contacts.
Empty	3 - Emergency Medical Authorization	This form contains medical information and consent to call medical care providers and local hospitals.
Empty	4 - Annual Notification to Parents Regarding Student Records	Parents have the option to opt-out of the release of student directory information.
Empty	5 - Anti-Bullying Pledge - Parents	Parents must sign New Albany-Plain Local Schools Anti-Bullying Pledge.
Empty	6 - Student Education Technology Acceptable Use and Safety Agreement - Parent/Guardian	This form must be completed by a parent/guardian.
Empty	7 - Recognition of Student Handbook - Parent Acknowledgement	Parents must acknowledge they have read the student handbook.
Empty	8 - Permission to Photograph and Audio-Video Record Release to Utilize	This form must be completed by a parent/guardian.

**Step 4:** Complete the form by entering the requested information. Not all the fields on the form are required. You will be required to enter a PIN in order to submit a completed form. The PIN will be sent to parents/guardians who are marked in PowerSchool as living with the student. All parents/guardians will be able to view the form data, but only parents marked as living with the student will be able to edit the form. Please contact the student's school if this information needs to be changed.

**3 - Emergency Medical Authorization**

This form contains medical information and consent to call medical care providers and local hospitals.

**Instructions**

All parents/guardians with a PowerSchool Parent Access Account will be able to view information, but only parents/guardians marked in PowerSchool as having "Custody" and "Lives with" the student will receive a PIN to edit the form. The PIN will be emailed to parents prior to the start of the school year, and it can be used all year long to make changes as needed. The PIN will be entered at the bottom of this form.

**Step 5:** Enter the PIN in order to submit the form data.

**PIN \***

Enter the PIN emailed to you in order to complete this form online. All parents/guardians with a PowerSchool Parent Access Account will be able to view information, but only parents/guardians marked in PowerSchool as having "Custody" and "Lives with" the student will receive a PIN to edit this form.

**Step 6:** Navigate to additional forms by either using the "Forms" link along the left side, or by clicking on the tab above the form you are currently viewing.

**Navigation**

- Home
- Account Preferences
- Forms**

1 - Information   2 - Parent/Guardian AND Emergency Contact Information   **3 - Emergency Medical Authorization**   4 - Annual Notification to Parents Regarding Student Records

There are no previous responses to this form.

**3 - Emergency Medical Authorization**

This form contains medical information and consent to call medical care providers and local hospitals.

**Step 7:** Complete all the required forms listed in your account.