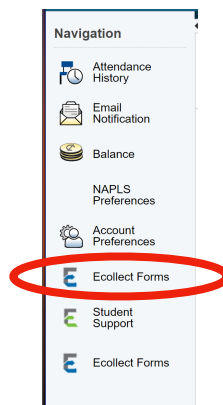


Completing Online Forms in PowerSchool

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

Step 2: Click on the "Ecollect Forms" link in the navigation pane along the left side (as of July 20, 2017, there is a bug on the site that causes the Ecollect link to show up twice; you can click on either of the links without causing any issues).



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. The "Student Information" form is a read-only form so nothing needs to be submitted on it.

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

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 having the "Same address as" the student." All parents/guardians will be able to view the form data, but only parents with the "Same address as" the student will be able to edit the form. Please contact the student's school if the "Same address as" information needs to be changed.

The screenshot shows a web form titled "Ecollect 2 - Emergency Medical Authorization". At the top, there is a navigation bar with four tabs: "1 - Student Information", "2 - Emergency Medical Authorization" (which is active), "3 - Annual Notification to Parents Regarding Student Records", and "4 - Anti-Bullying Pledge". Below the title, a sub-header reads "This form contains emergency contact information, medical information, and consent to call medical care providers and local hospitals." Underneath, an "Instructions" section states: "All parents/guardians with a PowerSchool Parent Access Account will be able to view information, but only parents marked in PowerSchool as having 'Same address as' 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. Please contact the student's school if any changes to the 'Same address as' information needs to be updated. The PIN will be entered at the bottom of this form."

Step 5: Enter the PIN in order to submit the form data. PINs will be emailed to parents marked as having the "Same address as" the student in PowerSchool. Please contact your child's school if this information needs to be changed.

This screenshot shows the PIN entry section of the form. It features a label "PIN *" followed by a text box. Below the text box is a "Submit" button. A small lock icon is visible to the right of the text box. The text below the label reads: "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 marked in PowerSchool as having 'Same address as' the student will receive the PIN to edit the form. Please contact the student's school if any changes to the 'Same address as' information needs to be updated."

Step 6: Navigate to additional forms by either using the Ecollect link along the left side, or by clicking on the form tab above the form your currently viewing.

The screenshot shows the PowerSchool user interface. At the top left is the PowerSchool logo. At the top right, it says "Welcome, Michael Voss | Help | Sign Out". Below this is a navigation bar with four tabs: "1 - Student Information", "2 - Emergency Medical Authorization", "3 - Annual Notification to Parents Regarding Student Records", and "4 - Anti-Bullying Pledge". The "3 - Annual Notification to Parents Regarding Student Records" tab is circled in red. On the left side, there is a "Navigation" menu with several options: "Attendance History", "Email Notification", "Balance", "NAPLS Preferences", "Account Preferences", and "Ecollect Forms". The "Ecollect Forms" option is also circled in red. The main content area shows the "Ecollect 2 - Emergency Medical Authorization" form, which is the same form shown in the previous screenshots.

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