

Returning/Current Student Forms Directions



Every year, the school needs to update records and collect information and permissions for the various activities throughout the year. This year, the majority of these forms are in PowerSchool Parent Portal and must be filled out online. Not only will this help streamline the efficiency for both you and our administrative assistants, but it will help us ensure we have the most up-to-date information in our Student Information System, PowerSchool. Please use the steps below:

[1. Log in to or Set up a Parent Portal and link all students](#)

[2. Navigate to Forms](#)

[3. Filling Out Forms](#)

Log in to or Set up a Parent Portal and link all students

Important!

If you already have a PowerSchool Parent Portal account, DO NOT create a new one - follow the steps for "Users WITH PowerSchool Account" below.

If you need assistance, please contact the building office where you are enrolling your student or email tech-help@ithacaschools.net.

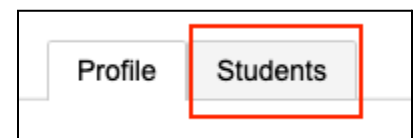
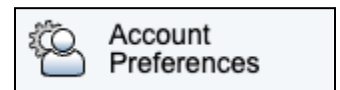
- **Users WITHOUT a PowerSchool Parent Portal Account:**

1. Navigate to ps.ithacaschools.net
2. Click on "Create New User" Tab
3. Use your preferred **email address** as your username. Fill in your desired password.
4. Enter your student's full name, **Access ID and Access Password** (emailed to you or hard copy given out)



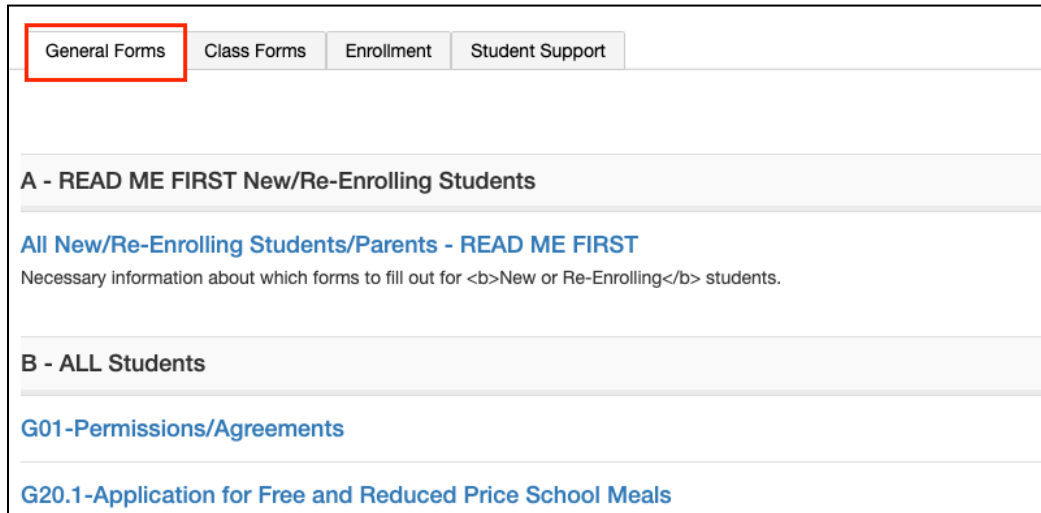
- **Users WITH a PowerSchool Parent Portal Account (Linking Additional Students)**

1. Navigate to ps.ithacaschools.net and sign in to your account.
2. Click the "Account Preferences" tab on the bottom left.
3. Click the "Students" tab at the top of that page.
4. Choose Add and use the Access ID and Access Password to add your student to your account (in enrollment email)

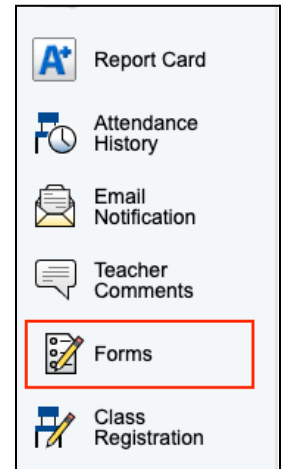


Navigating to Forms

1. In PowerSchool, select the student (top of page) and click on the Forms link with the left navigation menu. Each student has their own forms. You must go to the top, change the student, and click on Forms to fill out forms for each student.
2. Click on the **General Tab** where all forms for current students are located.



The screenshot shows the PowerSchool interface with the 'General Forms' tab selected and highlighted with a red box. Below the tabs, the content area displays a section titled 'A - READ ME FIRST New/Re-Enrolling Students' with a link 'All New/Re-Enrolling Students/Parents - READ ME FIRST'. Below this is a section titled 'B - ALL Students' with links for 'G01-Permissions/Agreements' and 'G20.1-Application for Free and Reduced Price School Meals'.

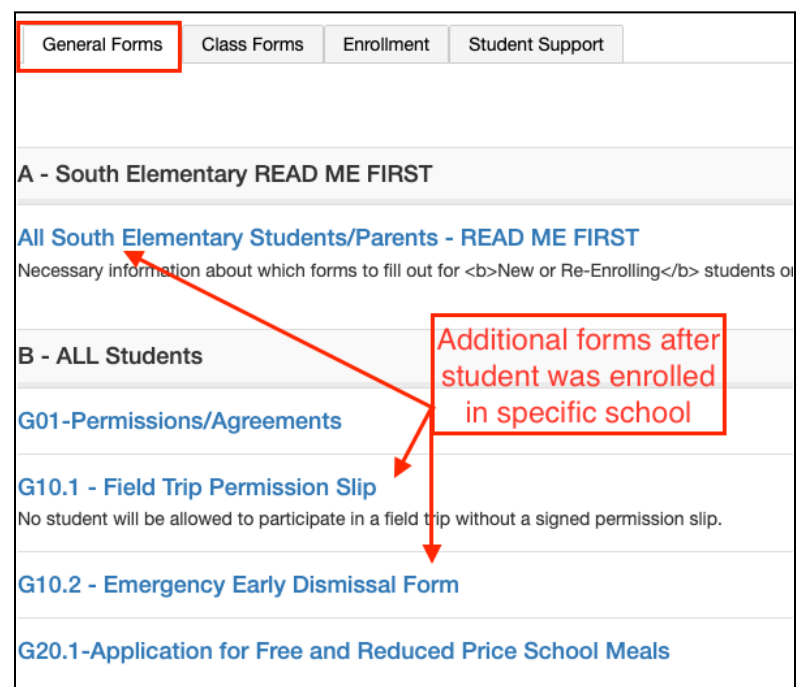


The screenshot shows the PowerSchool left navigation menu with the 'Forms' link highlighted by a red box. Other links visible include Report Card, Attendance History, Email Notification, Teacher Comments, and Class Registration.

Filling Out Forms

Each student has their own forms, and different buildings may have different forms. Do not be concerned if forms differ from building to building. After finding the forms from the steps above, you will need to click on each form in that section to fill it out and submit.

1. When you first click on Forms for your student, you will be in the General tab.
2. Please complete all forms in the General tab by clicking on them, filling in the required information, and choosing submit.



The screenshot shows the PowerSchool interface for a specific student, with the 'General Forms' tab selected and highlighted. The content area displays a section titled 'A - South Elementary READ ME FIRST' with a link 'All South Elementary Students/Parents - READ ME FIRST'. Below this is a section titled 'B - ALL Students' with links for 'G01-Permissions/Agreements', 'G10.1 - Field Trip Permission Slip', 'G10.2 - Emergency Early Dismissal Form', and 'G20.1-Application for Free and Reduced Price School Meals'. Red arrows point from the 'All South Elementary Students/Parents - READ ME FIRST' link to the 'G10.1 - Field Trip Permission Slip' link, and from the 'G10.1 - Field Trip Permission Slip' link to the 'G10.2 - Emergency Early Dismissal Form' link. A red box highlights the text 'Additional forms after student was enrolled in specific school' with an arrow pointing to the 'G10.2 - Emergency Early Dismissal Form' link.