

Registration: Forms-Parent Portal Guide:

Login to PowerSchool Parent Portal: <https://powerschool.milan.k12.in.us/public/home.html>

Student and Parent Sign In

Sign In Create Account

Username

Password

[Forgot Username or Password?](#)

Sign In

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If you have forgotten your Username or Password please click here

1. After logging into your parent account click on your student's name on the top menu bar. If you have multiple students you will need to complete this process with each student. After clicking on your student name scroll down under the left navigation and select Forms. Forms will be located on the enrollment tab.

Test2 Test Student

Navigation General Forms Class Forms Enrollment Student Support

Student Name

Forms

2.
 - Click on Preferences (right side of page) clicking on the button will open the Parent Preferences dialog. Here you can choose whether you wish to receive notifications and, if you do, which email address(es) you would like them sent. ****Notifications are email messages sent to alert you when a form has been approved, rejected, or submitted.**

Student forms listing for test student (19000)

Status	Form Name	Form Description	Category	Last Entry
Empty	1. Registration enrollment type	Survey on how you plan to enroll your child for this school year	Milan - Returning Student Form	
Empty	1. Student Demographics	Student information	Milan - Returning Student Form	
Empty	10. Legal Guardians	Legal Guardians - if not parents, must have legal documents on file with school	Milan - Returning Student Form	
Empty	10. Student Address	Physical and mailing address of student	Milan - Returning Student Form	
Empty	11. Emergency Contacts	Emergency Contacts - other than parents/guardians in case of emergency.	Milan - Returning Student Form	
Empty	13. Health Information and Authorization	Medical Form - Mandatory form	Milan - Returning Student Form	
Empty	14. Chromebook Policy Handbook Sign-Off and Student Pledge	Chromebook Policy Handbook Sign-Off and Student Pledge	Milan - Returning Student Form	
Empty	15. Permission Slip	Permission Slip	Milan - Returning Student Form	

Preferences

3.

- Next click on the first form under the Enrollment label “Registration Enrollment Type” this will choose the type of enrollment for your child for this school year.
- Fill out the form and click the blue submit button at the bottom of the right side of the page.
- After submitting it will display a message that says Thank You form submitted. After clicking ok, it will take you on to the next form.
- You will continue through until you have completed and submitted all forms.
- You can also use the green save button (on the bottom left side of the page) if you need to stop and come back to that form at a later time. Clicking the save button does not submit the information on the form. You will need to come back to the form and submit. If you choose to save the form it saves to your local computer. You cannot complete the form on another device the form will be empty if you try to complete it from another device.

Enrollment
label-Form
Name

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Physical and mailing address of student

Physical Address

Street *

City *

State *

Zip Code *

County of Residence *

Home Phone *

Mailing Address

Street *

City *

State *

Zip Code *

Save
for
later
button

Submit
button

When you have completed the submission of all forms the status bar will be completely green. Any red in the status bar indicates incomplete forms. To view the status of each form, you can click back on the Forms at the left side of page under navigation. Under the Milan – Returning Student Forms tab you will see the status of each form. If it has been submitted the leaf will be green. You can view the date and time of the form submission in the last entry column.

The screenshot displays a web interface for managing forms. At the top right, a search bar is labeled "Search forms...". Below it, the title "Milan - Returning Student Form" is shown. A red horizontal bar is positioned above the table, with a callout box labeled "Status Bar" pointing to it. The table has five columns: "Status", "Form Name", "Form Description", "Category", and "Last Entry". The first row shows a status of "Empty" (represented by a blue leaf icon), the form name "1. Registration enrollment type", a description "Survey on how you plan to enroll your child for this school year", and the category "Milan - Returning Student Form". Below the table is a legend titled "Legend" with the heading "Icons". It lists four status types with corresponding icons: a blue leaf for "Form Empty", a green leaf for "Form Approved / Populated", a yellow leaf for "Form Not Approved", and a red leaf for "Form Rejected". A callout box on the left explains that the status column displays the status of forms and refers to the legend for descriptions. The version number "VECO_20.3.2.0" is visible in the bottom right corner.

Status	Form Name	Form Description	Category	Last Entry
Empty	1. Registration enrollment type	Survey on how you plan to enroll your child for this school year	Milan - Returning Student Form	

Legend
Icons

- Form Empty
- Form Approved / Populated
- Form Not Approved
- Form Rejected

VECO_20.3.2.0