## **Accessing Forms in PowerSchool Parent Portal**

STEP ONE: Log into your PowerSchool Parent Portal account at

<u>https://powerschool.methacton.org/public/home.html</u> by entering your username and password. Click <u>HERE</u> if you forgot your PowerSchool Parent Portal username and/or password.

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Student and P	arent Sign In									
Sign In Create Accou	Int									
Username										
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	Forgot Username or Password?									
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Click HERE for PowerSch	pol FAQ.									
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**STEP TWO** - Once you have successfully logged into PowerSchool Parent Portal, select a student from the banner at the top of the page.

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**STEP THREE** - On the left side menu, select "Forms". (Please note that you can only view and update the set of forms under one student at a time. If you have more than one student in the district, you will have to go to each student tab to view and submit their forms.)

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**STEP FOUR** - The following forms will be displayed in your child's Parent Portal account under the "General Forms" tab:

- Acknowledgements (for Student Handbook/Code of Conduct/Board Policies/Acceptable Use Policy)
- Student Health Form Update
- Emergency Contacts
- Publicity Refusal Form/Release of Information

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Navigation	General Forms	Class Forms	Enrollment	Student Support							
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**STEP FIVE** - Click on one of the forms to access its contents. The status column will indicate if the form has been submitted or not. Complete the forms by entering the requested information and selecting the submit button at the end of the form.

**STEP SIX** - Navigate to additional forms by using the "Forms" link along the left side menu.

**STEP SEVEN** - Complete all the required forms listed in your account for each child.