

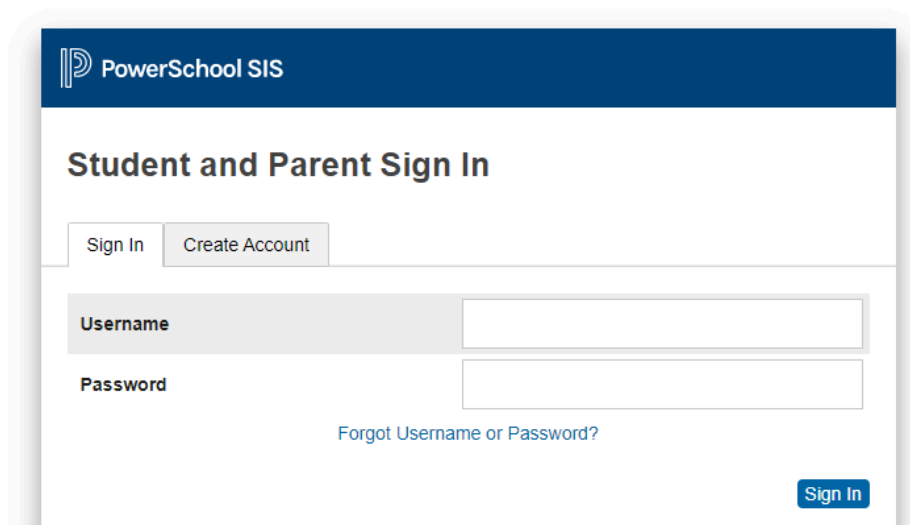
PowerSchool - Contact Information/Emergency Record

Directions to Parents for Updating Forms

Here are the directions you will need to update information through the use of Forms in PowerSchool.


Before you get started, you will need your PowerSchool username and password for YOUR access account. If you don't have that information, please contact the school office.

1. Go to <https://gbdioc.powerschool.com/> and sign in with your Parent access account login information.



The screenshot shows the PowerSchool SIS login interface. At the top, there is a blue header with the PowerSchool SIS logo. Below the header, the title "Student and Parent Sign In" is displayed. There are two tabs: "Sign In" (selected) and "Create Account". Below the tabs, there are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is positioned at the bottom right of the form area.

2. Once you have logged in, you will see a menu of options on the left side. You will want to

choose "Forms"  Forms

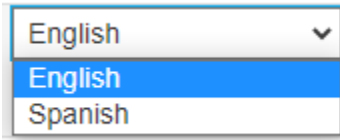
3. You should now see a list of forms that apply for your student.
4. The system will show you if you have not filled out the form for the year, if it was approved or rejected. You will see icons next to the name of the form.

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

5. Click on the first one and verify the information is correct, update if necessary.
6. Click on Submit when done.
7. Complete all the forms you have access to.
8. Repeat for all students enrolled in PowerSchool.

Here are some things to keep in mind.

1. If you would like to change the form to Spanish, you will see a dropdown menu on the right side of the screen when in the form.



A screenshot of a language selection dropdown menu. The menu is open, showing 'English' as the selected option and 'Spanish' as an available option below it.

2. If you would like to change your language form preferences, click on the “orange” Preferences button on the right side of the screen.



3. Choose the language you would like.



A screenshot of the 'Preferences' settings panel. The panel is titled 'Preferences' and contains the following options:

- Enable Parent Notifications**
Yes No
- User Selected Language:
English
English
Spanish
-

4. Click “Save”. The forms will change to the language you picked.