

Uploading Files to PowerSchool as a Parent

Updated Monday, April 6, 2020

We are pleased to announce a new feature that enables parents to securely upload files directly in the PowerSchool Parent Portal. This new feature allows parents to submit documents to the school such as:

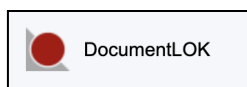
- Athletic physicals;
- Birth certificates;
- Immunization records; and
- Residency documentation.

All files that are uploaded by parents will be reviewed by an Enrollment Office team member and will be routed for review as needed. Instructions for how to upload documents to the PowerSchool Parent Portal are presented below. If you have any questions or need further assistance, please contact the Glenbrook Technology Help Desk at helpdesk@glenbrook225.org or by phone at (847) 486-4555.

1. Navigate to <http://pshome.glenbrook225.org>
2. Log in to the PowerSchool Parent Portal using your personal username and password
3. After logging in, select the student's name at the top of the screen for whom you need to upload a document



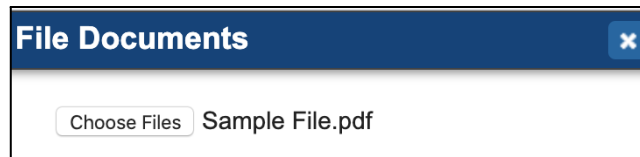
4. Using the side navigation bar, click **DocumentLOK**



5. The student's electronic file cabinet will appear; click the **File Button**

Student Documents - Gravel, Susan						File
	Category	Document Type	Description	Document Status	Creation ▼	Actions
	Uploaded by Parent	Birth Certificate	Test Document	Pending	4/6/2020 4:35:56 PM	
	Uploaded by Parent	Birth Certificate	test alla	Approved	4/6/2020 3:44:14 PM	

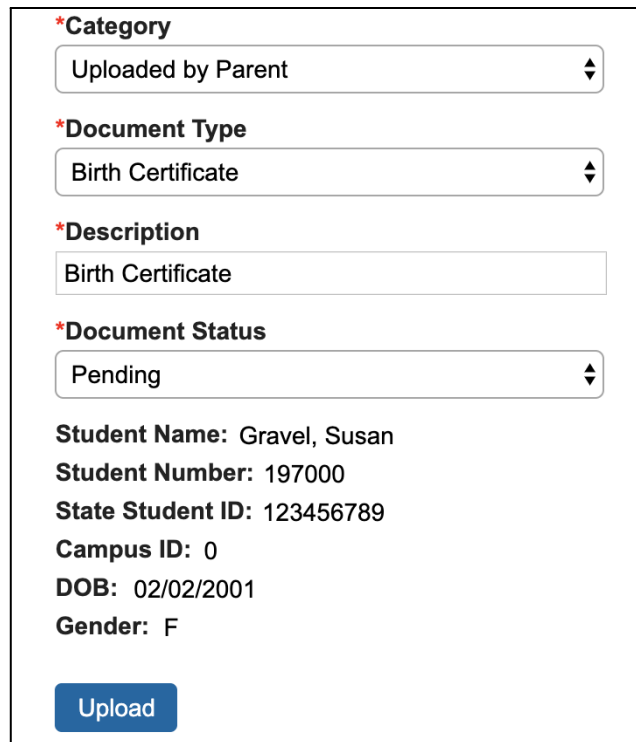
6. A sidebar will appear on the right side of the screen; click the **Choose Files** button and select the file to upload.

A sidebar titled "File Documents" with a close button (X) in the top right corner. Below the title bar, there is a "Choose Files" button and a text label "Sample File.pdf".

File Documents X

Choose Files Sample File.pdf

7. Using the **Document Type** drop-down menu, select the type of document being uploaded, and add a description (e.g., for a birth certificate, simply enter "birth certificate")

A form for uploading a document. It contains four required fields: Category (dropdown), Document Type (dropdown), Description (text input), and Document Status (dropdown). Below these fields are student information fields: Student Name, Student Number, State Student ID, Campus ID, DOB, and Gender. An "Upload" button is at the bottom.

***Category**

Uploaded by Parent

***Document Type**

Birth Certificate

***Description**

Birth Certificate

***Document Status**

Pending

Student Name: Gravel, Susan
Student Number: 197000
State Student ID: 123456789
Campus ID: 0
DOB: 02/02/2001
Gender: F

Upload

8. When ready to do so, click the **Upload** button
9. Your file will be submitted to the Enrollment Office for review