



Parent/Guardian Directions for Updating Student Information Using *PowerSchool Forms* within PowerSchool Parent Portal or PowerSchool Mobile app

INTRODUCTION

PLEASE COMPLETE THE FORMS AT THE START OF EVERY SCHOOL YEAR TO ENSURE THAT YOUR SCHOOL HAS ALL OF THE INFORMATION THAT THEY NEED FOR YOUR STUDENT TO HAVE A SUCCESSFUL YEAR. VISIT <https://ncsuvt.powerschool.com/> TO GET STARTED OR DOWNLOAD THE APP.

If you don't have internet access, please contact your child's school for other options.

There are two ways to provide your school with updated student information.

[PowerSchool PARENT PORTAL ACCESS](#)

[PowerSchool Mobile App for Families and Students](#)

[Additional Information](#)

[SUBMITTING DOCUMENTS/FILES IN ENROLLMENT EXPRESS](#)

[Setting Preferences to Receive Notification when forms have approved](#)

1. PowerSchool PARENT PORTAL ACCESS

1. Go to <https://ncsuvt.powerschool.com/> in your computer or laptop browser.
2. Enter your Username and Password you created and click Sign In. *If you do not remember, select Forgot Username or Password? Be sure to enter the email address you associated with the account, and you should receive a link to reset in your email. Please check your spam folder or add powerschool@ncsuvt.org to your contacts. If you do not receive an email or do not know what email address is associated with the account, reach out to your child's school.*

FORMS- Enrollment to update or verify your student information is correct

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- Forms

1. Click the "Forms" link on the left-hand navigation bar within the PowerSchool Parent Portal.

2. The next screen will show you the forms that will need to be entered/updated for your student. Click the blue hyperlink for the first form (Student Demographics).

3. For each form, verify the information is correct or make any necessary changes. You will also have to accept and acknowledge school policies and procedures.

Note: Please reach out to your child’s school with any questions.

NCSU

[A. Student Demographics](#)

[B. Student Address](#)

[C. Student Contacts & Custody](#)
Last Entry: 04/26/2023 3:18:22 PM

[D. Health Information](#)
Please complete the health information for your student.

[E. Housing Information](#)

[F. Home Language](#)

[G. Household Income Form](#)

[H. Employment Survey - NS](#)

[I. Policies/Information/Agreements - Troy School](#)

[Signature/Acknowledgment of Completion](#)

Physical Address

Street *

City *

State *

VT

Zip Code *

Primary Phone *

Mailing Address

[Copy from Physical](#)

Mailing Street *

Mailing City *

Mailing State *

VT

Mailing Zip Code *

New Student only- Upload Proof of Residency

Upload

4. When you are done with each form, click the blue Submit button at the bottom of the page (even if there are no changes). After a form is submitted, you will see a green checkmark. Then navigate to the next tab to complete the next form.

Save for Later

Submit

If you’d like to save the form to submit it later, click the green Save for Later button instead.

Please complete and submit all forms.

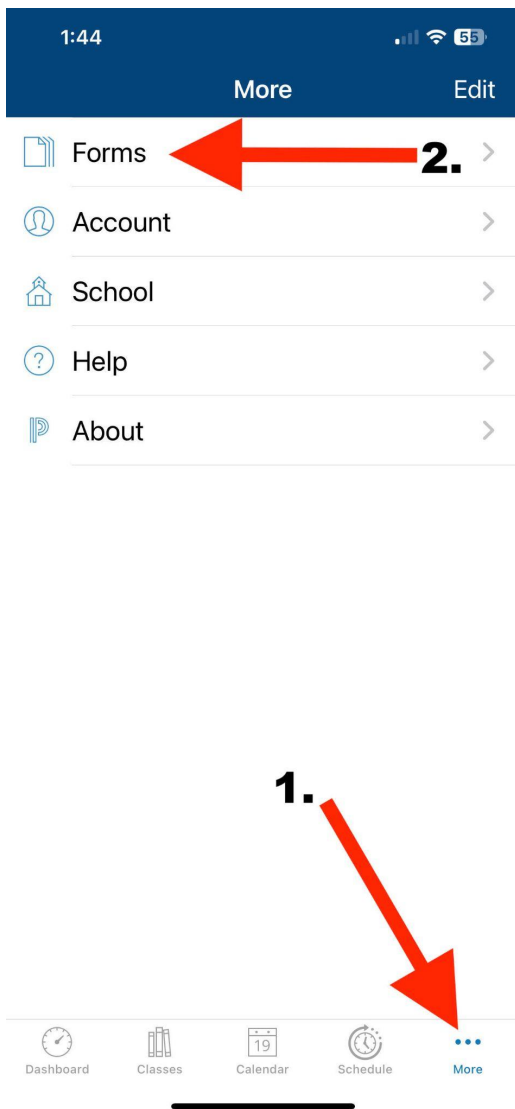
2. PowerSchool Mobile App for Families and Students

1. Download the app from the [Apple app store](#) or [Google Play](#).
2. Enter the district code - **DJRN**.
3. Sign in using your PowerSchool Parent Portal username and

District Code
DJRN

password.

Note: If you do not remember, select Forgot Username or Password? Be sure to enter the email address you associated with the account, and you should receive a link to reset in your email. If you do not receive an email or do not know what email address is associated with the account, reach out to your child's school.



4. Once you have logged into the app, click “More” and “Forms”.

5. On the forms screen, click on the title of the form to open the form. When all information has been updated or filled in, click [Submit](#), [Submit for Family or](#) [Save for later](#) at the bottom of the page.

Submit
Submit for Family
Save for Later

6. Continue to move through completing each form. You will know they are complete when you see the green circle with checkmark.

Additional Information

SUBMITTING DOCUMENTS/FILES IN PowerSchool Parent portal forms

To upload a file into PowerSchool Forms (guardian paperwork, etc.) you will need to follow the steps below:

1. The document must be saved to a folder on device.
2. Click UPLOAD.
3. Click BROWSE to search for your saved document on your device.
4. Choose the document and click OPEN.

Court Orders

Is there anyone, documented by a Court Order, that we CANNOT release your child to? *

☐ Yes ☒ No

Court Order Documenta

Upload

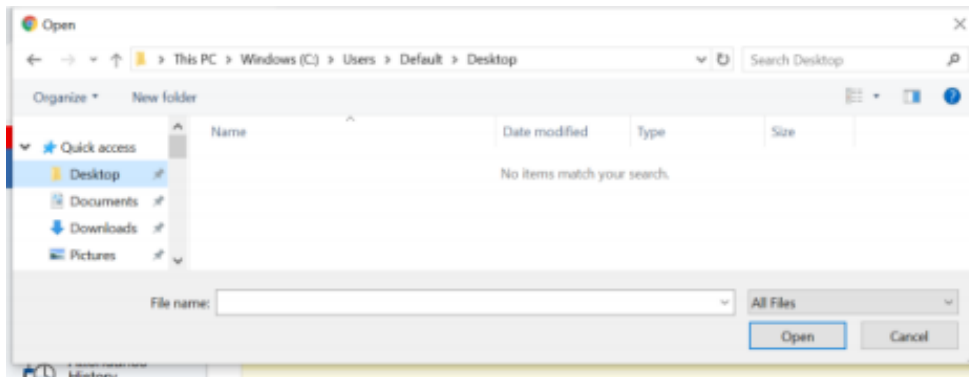
SIS Document Attachment

Click the Browse button to select a file

Browse

Upload

your



5. Once you have attached the document the file name will show and you will then click on UPLOAD.

File name: ParentDirectionsforUpdatingPowerSchoolInformationEnrollmentExpressUPDATED10.8.2020.pdf

Browse

Upload

6. The document will show under Document Name once you have successfully attached it. You will have to upload each document separately (5 MG Max)

Setting Preferences to Receive Notification when forms have been approved

Click the gear if you would like notifications when your Forms have been approved.

Click “Yes” to enable parent notifications.

Enter the email addresses that should receive notifications.

Enroll Form Listing for

Your preferences haven't been configured.

To configure if and how you'll receive notifications for forms, please use the button below to set your preferences.

Enrollment

General Forms

Class Forms

Student Support

NCSU

A. Student Demographics

1.

2.

3.

Preferences

Enable Parent Notifications

Yes ☒ No ☐

Notification Email

To add more than one email address, separate by commas; e.g. "janedoe@mail.com,billdoe@mail.com"

User Selected Language:

English

Save

Cancel