

For parents – How to fill out Back to School forms in the Parent Portal

1. Log into the parent portal at <http://ps.newpaltz.k12.ny.us> as a parent (not with a student sign-on). Also, the PowerSchool phone app does not contain the forms.

2. Click on Ecollect Forms on the left.



3. Under School Forms, you will see 2 required forms. The first form, “Emergency Contact...” is fillable. The second form, “Important letters and forms”, takes you back to our website, <http://www.newpaltz.k12.ny.us/back2school>, where you will see forms that may apply to your situation, such as medication forms (if you child takes medication during the school day), free and reduced lunch application, etc.

Back to School	
Status	Form Name
Empty	1. Emergency Contact/Code of Conduct/Computer Use
Empty	2. Important letters and forms

4. Click on the name of the Emergency Contact/Code of Conduct/Computer Use form to open it.

5. Correct any information in the form. Be sure to type your name or child’s name into the Signature boxes.

6. Scroll down to the bottom of the form. Type in your name, today’s date, and click Submit.

Signature of Parent/Guardian *

Type name here

Janet Doe

Date *

Today's date

9/2/2016

Submit

7. Since the medical information is unique to each child, *you must fill out one form for each child.*

Questions? Visit our PowerSchool support site at <http://www.newpaltz.k12.ny.us/portalhelp>