

Accessing Ecollect Forms

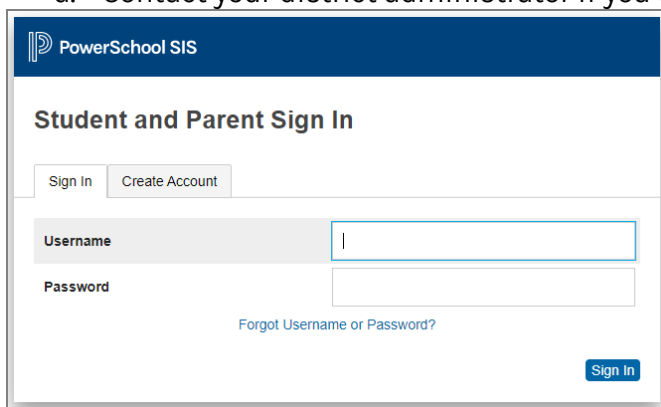
Ecollect Forms can be accessed through the Parent, Student, Teacher, and Admin Portals. Parents and Students can also access forms through the PowerSchool Mobile App. Below are instructions on how to access forms through the various portals and mobile app. Please select the appropriate portal below to be taken directly to the instructions on how to access forms:

- [Parent Portal](#)
 - [Accessing forms through the browser](#)
 - [Accessing forms through the PowerSchool Mobile App](#)
- [Student Portal](#)
 - [Accessing forms through the browser](#)
 - [Accessing forms through the PowerSchool Mobile App](#)
- [Teacher Portal](#)
 - [Accessing staff forms through the browser](#)
 - [Accessing student forms through the browser](#)
- [Admin Portal](#)
 - [Accessing student forms through the browser](#)
 - [Accessing staff forms through the browser](#)

Parent Portal

Accessing forms through the browser:

1. Navigate to the Parent Portal login page.
2. Enter your Username and Password to log into your Parent Portal Account.
 - a. Contact your district administrator if you do not have a Parent Portal Account.

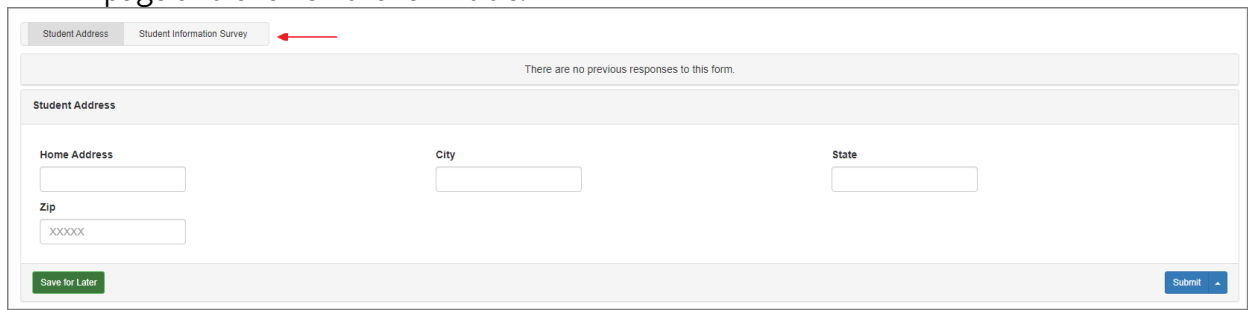
The screenshot shows the 'Student and Parent Sign In' page of the PowerSchool SIS. It features a dark blue header with the PowerSchool SIS logo. Below the header, there are two buttons: 'Sign In' and 'Create Account'. The 'Sign In' button is highlighted. Below the buttons, there are two input fields: 'Username' and 'Password'. A 'Forgot Username or Password?' link is located below the password field. A 'Sign In' button is at the bottom right of the form.

3. Select the Forms link from the left-hand Navigation bar.
4. State survey forms to be completed will appear on the 'General Forms' tab.
5. Click on the form title to open the form.

The screenshot shows the 'School Form Listing for Aamold, Carrie BB' page. It features a left-hand navigation bar with various links. The 'Forms' link is highlighted with a red box and labeled 'Step 3'. The main content area shows a 'Step 4' tab for 'General Forms'. Below the tabs, there is a search bar and a table of forms. The table has columns for 'Form Title', 'Status', and 'Action'. The first row is 'Information Update' with a status of 'Empty'. The second row is 'Student Address' with a status of 'Empty' and a red arrow pointing to it labeled 'Step 5'. The third row is 'Student Information Survey' with a status of 'Empty'. A legend at the bottom shows the status colors: blue for 'Form Empty', green for 'Form Approved / Populated', yellow for 'Form Not Approved', and red for 'Form Rejected'.

6. Complete the necessary information and click 'Submit.'

7. Forms that have been sent to the student account will appear in the top navigation bar.
 - a. You can click on the additional forms from the Navigation bar or navigate back to the 'Forms' page and click on the form title.

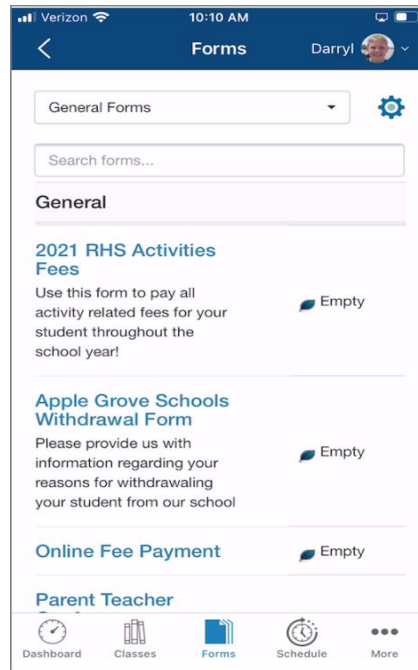
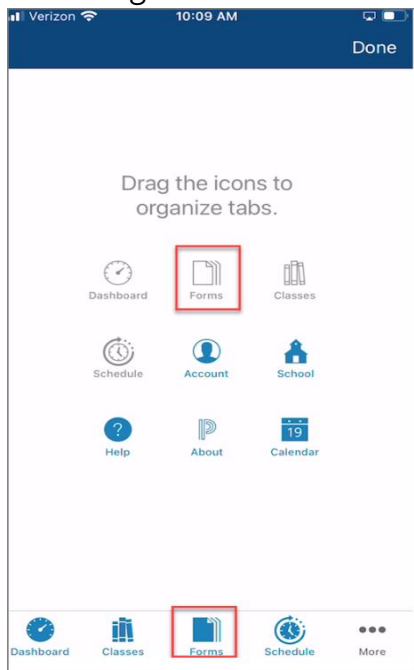


8. Repeat steps 5-6 if any additional forms need to be completed.

Accessing forms through the PowerSchool Mobile App:

****Please make sure you are on the most recent version of the app prior to logging in.**

1. Locate your 'District Code.'
 - a. The district code can be found in the bottom left corner of your Parent Portal.
 - b. Contact your district administrator if you cannot locate your District Code.
2. Navigate to the PowerSchool App on your mobile phone.
3. Enter your 'District Code' and click Submit.
4. Enter your Username and Password and log in to the mobile app.
5. From the Dashboard select 'More'
 - a. Helpful Tip: You can also click 'Edit' then drag the 'Forms' icon to the navigation bar to organize tabs.

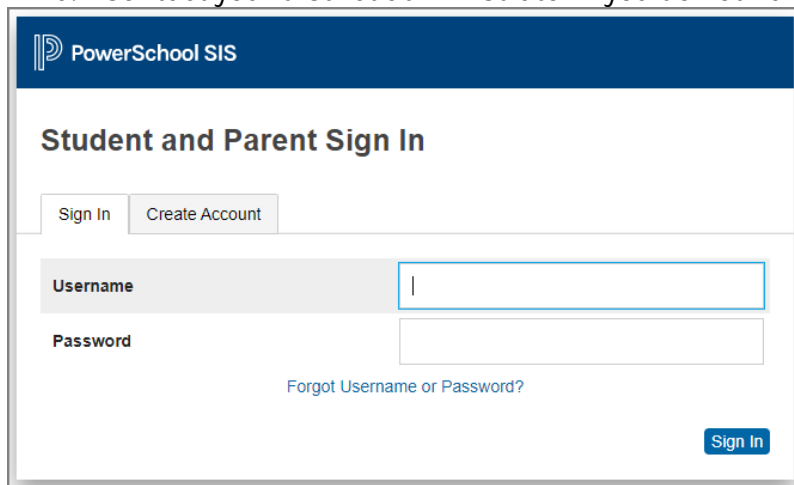


6. Click on 'Forms' to access forms that have been sent to the student account.
7. State Survey forms to be completed will appear on the 'General Forms' tab.
8. Click on the form title to open the form.
9. Complete the necessary information and click 'Submit.'
10. Repeat steps 8-9 if any additional forms need to be completed.

Student Portal

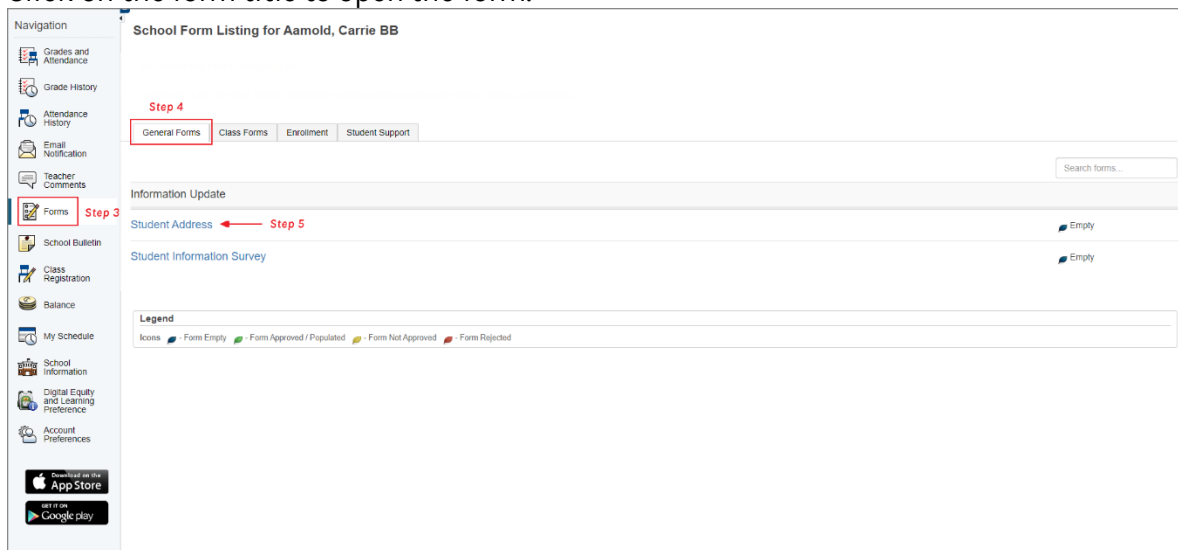
Accessing forms through the browser:

1. Navigate to the Student Portal login page.
2. Enter your Username and Password to login to your Student Portal Account.
 - a. Contact your district administrator if you do not have a Student Portal Account.



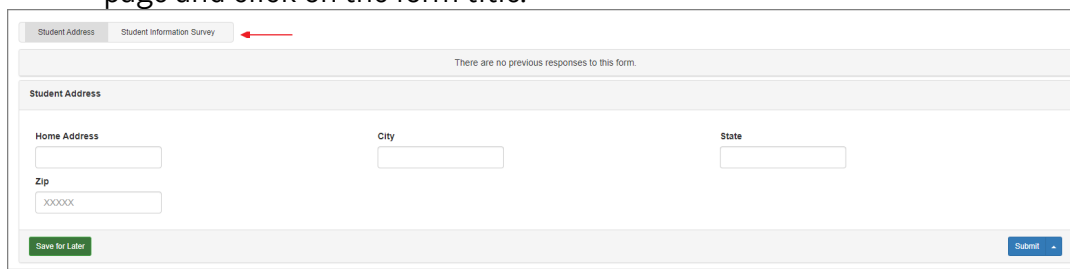
The screenshot shows the PowerSchool SIS login page. At the top is the PowerSchool SIS logo. Below it is the heading "Student and Parent Sign In". There are two tabs: "Sign In" (selected) and "Create Account". Under the "Sign In" tab, there are input fields for "Username" and "Password". Below the password field is a link that says "Forgot Username or Password?". At the bottom right is a blue "Sign In" button.

3. Select the 'Forms' link from the left-hand Navigation bar.
4. State survey forms to be completed will appear on the 'General Forms' tab.
5. Click on the form title to open the form.



The screenshot shows the "School Form Listing for Aamold, Carrie BB" page. On the left is a navigation bar with various links. The "Forms" link is highlighted with a red box and labeled "Step 3". The main content area has a tabbed interface with "General Forms", "Class Forms", "Enrollment", and "Student Support". The "General Forms" tab is selected and highlighted with a red box and labeled "Step 4". Below the tabs, there is a search bar and a section titled "Information Update". Under "Information Update", there are two items: "Student Address" (labeled "Step 5" with a red arrow) and "Student Information Survey". Both items have an "Empty" status. At the bottom, there is a "Legend" section with icons for "Form Empty", "Form Approved / Populated", "Form Not Approved", and "Form Rejected".

6. Complete the necessary information and click 'Submit.'
7. Forms sent to the student account will appear in the top navigation bar.
 - a. You can click on the additional forms from the Navigation bar or navigate back to the 'Forms' page and click on the form title.



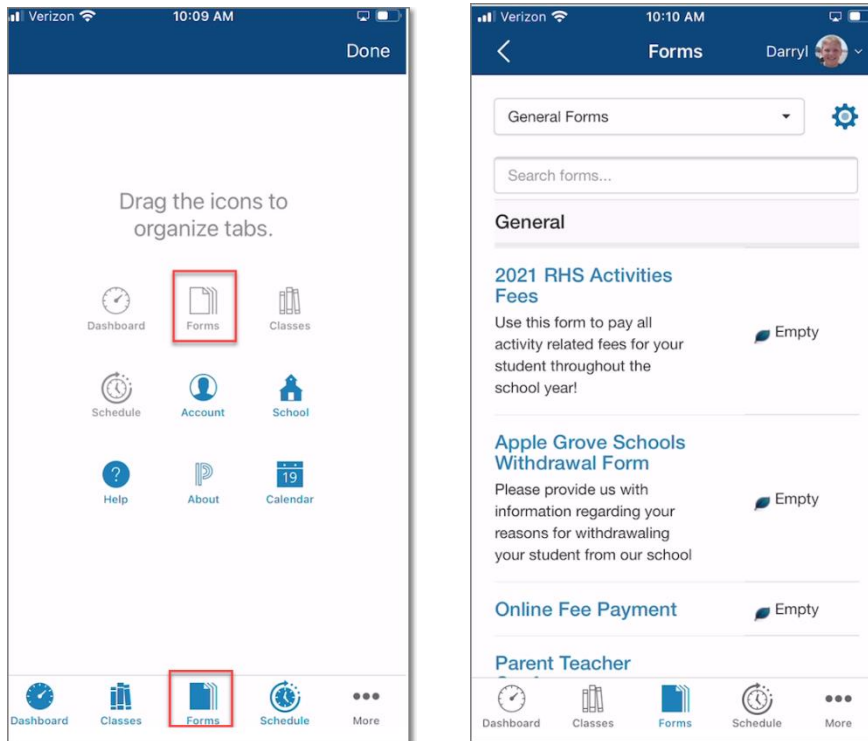
The screenshot shows the "Student Address" form. At the top, there are two tabs: "Student Address" (selected) and "Student Information Survey". A red arrow points to the "Student Information Survey" tab. Below the tabs, there is a message that says "There are no previous responses to this form." The form itself has several input fields: "Home Address", "City", "State", and "Zip". The "Zip" field has a placeholder "XXXXX". At the bottom left is a green "Save for Later" button, and at the bottom right is a blue "Submit" button.

8. Repeat steps 5-6 if any additional forms need to be completed.

Accessing forms through the PowerSchool Mobile App:

****Please make sure you are on the most recent version of the app prior to logging in.**

1. Locate your 'District Code.'
2. Navigate to the PowerSchool App on your mobile phone.
3. Enter your 'District Code' and click Submit.
4. Enter your Username and Password and login to the mobile app.
5. From the Dashboard select 'More.'
- a. Helpful Tip: You can also click 'Edit' then drag the 'Forms' icon to the navigation bar to organize tabs.
6. Click on 'Forms' to access forms that have been sent to the student account.

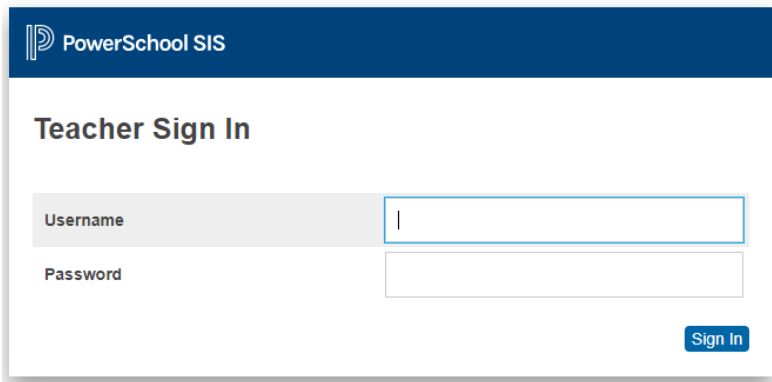


7. State Survey forms to be completed will appear on the 'General Forms' tab.
8. Click on the form title to open the form.
9. Complete the necessary information and click 'Submit.'
10. Repeat steps 8-9 if any additional forms need to be completed.

Teacher Portal

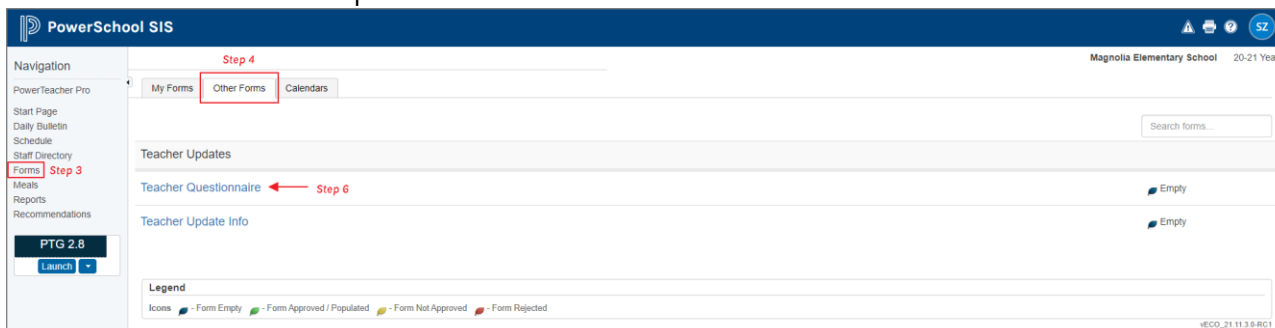
Accessing staff forms through the browser:

1. Navigate to the Teacher Portal login page (Do NOT go through Teacher Portal Pro).
2. Enter your username and password to log into your Teacher Portal account.
 - a. Contact your district administrator if you do not have a Teacher Portal account.



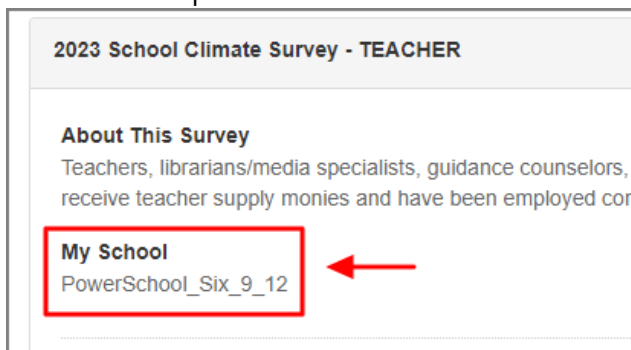
The image shows the 'Teacher Sign In' page of the PowerSchool SIS. It features a blue header with the PowerSchool SIS logo. Below the header, the title 'Teacher Sign In' is displayed. There are two input fields: 'Username' and 'Password'. A 'Sign In' button is located at the bottom right of the form.

3. Select 'Forms' from the left Navigation bar.
 - a. Links may look different depending on your Student Information System.
4. Select 'Other Forms' tab.
5. State survey forms to be completed will appear on the 'Other Forms' tab.
 - a. Teachers who teach at multiple schools will need to toggle the school prior to seeing the next State survey, see steps 10-12.
6. Click on the form title to open the form.



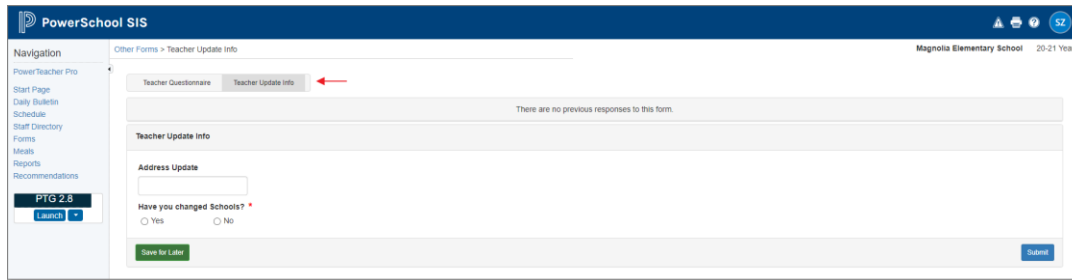
The image shows the PowerSchool SIS interface. The 'Navigation' bar on the left has 'Forms' highlighted with a red box and labeled 'Step 3'. The 'Other Forms' tab is selected and labeled 'Step 4'. The main content area shows 'Teacher Updates' with a 'Teacher Questionnaire' link highlighted by a red arrow and labeled 'Step 6'. The 'Legend' section at the bottom shows icons for 'Form Empty', 'Form Approved / Populated', 'Form Not Approved', and 'Form Rejected'.

7. Notice the school listed under 'My School' at the top of the survey.
 - a. This represents the school to which the survey will be submitted.

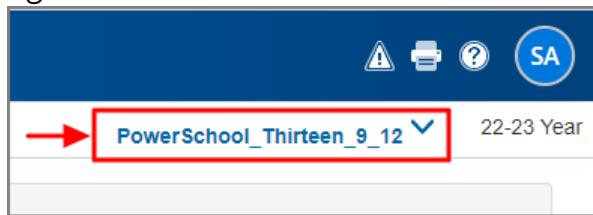


The image shows the '2023 School Climate Survey - TEACHER' form. The 'About This Survey' section states: 'Teachers, librarians/media specialists, guidance counselors, receive teacher supply monies and have been employed cor'. The 'My School' field is highlighted with a red box and labeled 'PowerSchool_Six_9_12', with a red arrow pointing to it.

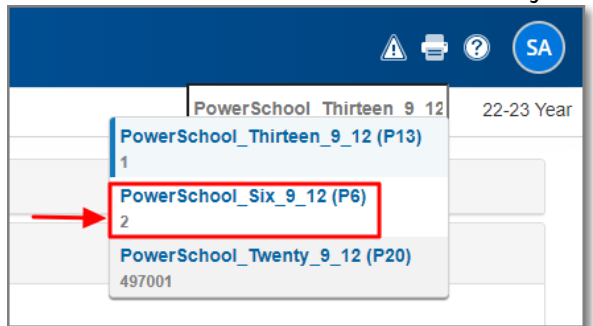
8. Complete the necessary information and click 'Submit.'
9. Other forms shared with the Teacher will appear in the top Navigation bar.
 - a. You can click on the additional forms from the Navigation bar or navigate back to the 'Forms' page and click on the form title.



10. Teachers who teach at multiple schools will need to click on the school that appears in the upper right corner of the Teacher Portal to select another school for which they wish to submit a survey.



11. Select the name of the school in which you would like to submit a survey.

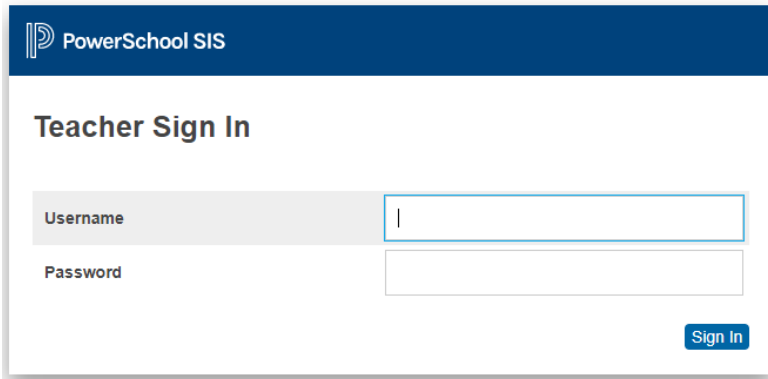


Repeat steps 4-7 to submit an additional survey.

Accessing student forms through the browser:

If permissioned, teachers can access forms associated with a student enrolled in the teacher's class through the Teacher Portal.

1. Navigate to the Teacher Portal login page (Do NOT go through Teacher Portal Pro).
2. Enter your username and password to log into your Teacher Portal account.
 - a. Contact your district administrator if you do not have a Teacher Portal account.



The image shows the 'Teacher Sign In' page of the PowerSchool SIS. It has a blue header with the PowerSchool logo and 'PowerSchool SIS'. Below the header, the title 'Teacher Sign In' is displayed. There are two input fields: 'Username' and 'Password'. A 'Sign In' button is located at the bottom right of the form.

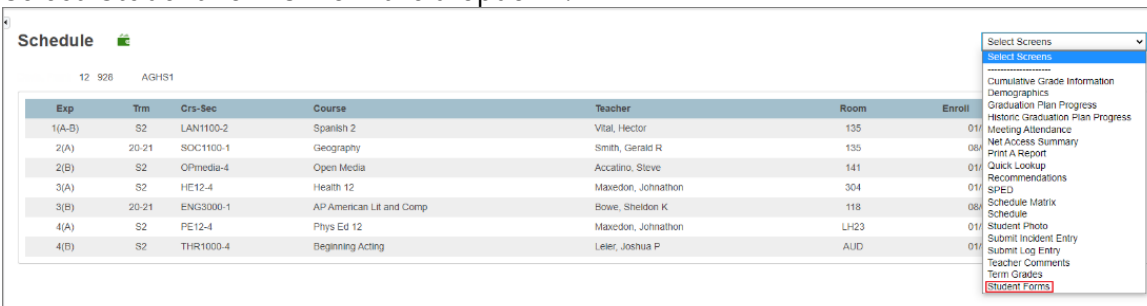


3. Select the 'Student Information' card.



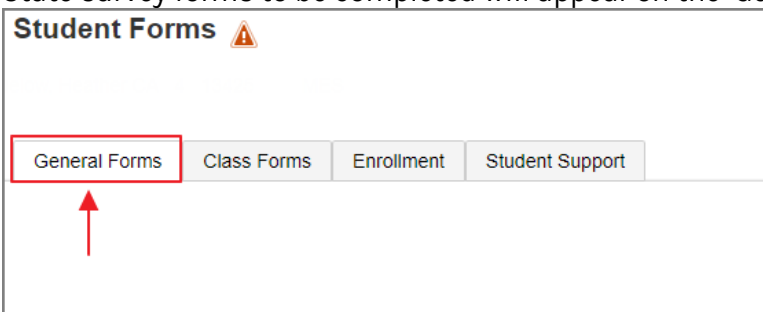
The image shows a 'Current Classes' bar. It contains a dropdown menu with '1(A-E)' selected, followed by 'Social Studies 4' and 'PowerTeacher Pro'. To the right of the text are several icons: a circular arrow, a person icon, a group of people icon, a calendar icon, a document icon, and a printer icon. A red box highlights the document icon, and a red arrow points to it from above.

4. Select a student.
5. Select 'Student Forms' from the dropdown.



The image shows a 'Schedule' page. It has a header with '12 928 AGHS1'. Below the header is a table with columns: Exp, Trm, Crs-Sec, Course, Teacher, Room, and Enroll. The table contains several rows of class information. To the right of the table is a dropdown menu titled 'Select Screens'. The menu is open, showing a list of options: Select Screens, Cumulative Grade Information, Demographics, Graduation Plan Progress, Historic Graduation Plan Progress, Meeting Attendance, Net Access Summary, Print A Report, Quick Lookup, Recommendations, SPED, Schedule Matrix, Schedule, Student Photo, Submit Incident Entry, Submit Log Entry, Teacher Comments, Term Grades, and Student Forms. The 'Student Forms' option is highlighted with a red box.

9. State survey forms to be completed will appear on the 'General Forms' tab.



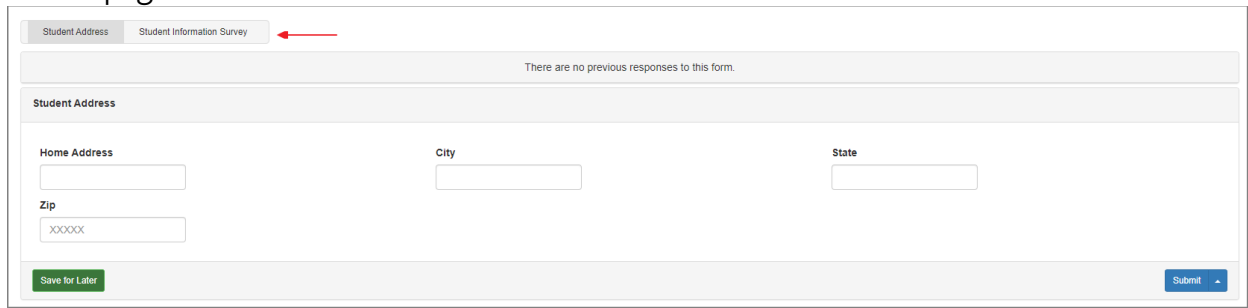
The image shows the 'Student Forms' tab. It has a title 'Student Forms' with a warning icon. Below the title are four tabs: 'General Forms', 'Class Forms', 'Enrollment', and 'Student Support'. The 'General Forms' tab is selected and highlighted with a red box. A red arrow points to the 'General Forms' tab from below.

6. Click on the form title to open the form.



The image shows the 'General Forms' page. It has a header with 'General Forms', 'Class Forms', 'Enrollment', and 'Student Support'. Below the header is a search bar with the text 'Search forms...'. Below the search bar is a section titled 'Information Update'. It contains a link 'Student Information Survey' with a red arrow pointing to it. To the right of the link is a button labeled 'Empty'.

7. Complete the necessary information and click 'Submit.'
8. Forms shared to the student will appear in the top navigation bar.
 - a. You can click on the additional forms from the Navigation bar or navigate back to the 'Forms' page and click on the form title.



Student Address Student Information Survey ←

There are no previous responses to this form.

Student Address

Home Address City State

Zip

XXXXX

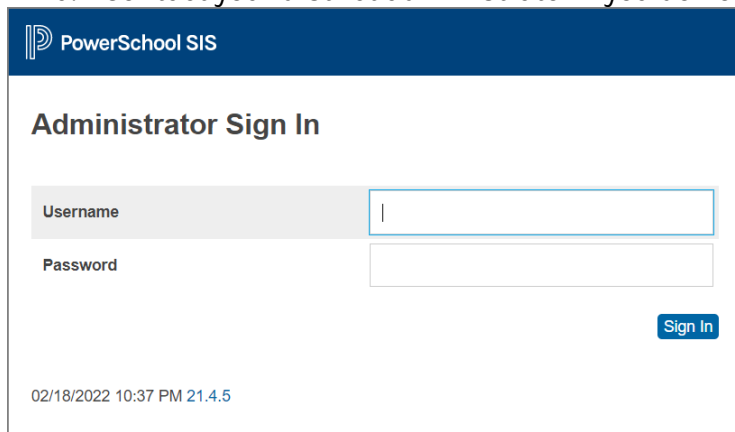
Save for Later Submit

9. Repeat step 5-6 if any additional forms need to be completed.

Admin Portal

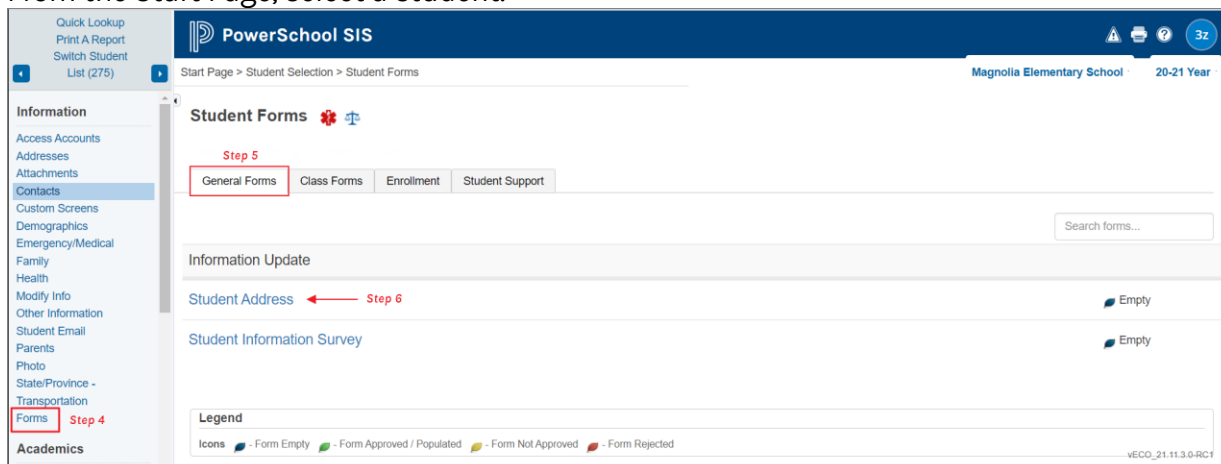
Accessing student forms through the browser:

1. Navigate to the Admin Portal page.
2. Enter your username and password to login to your Admin Portal account.
 - a. Contact your district administrator if you do not have an Admin Portal account.



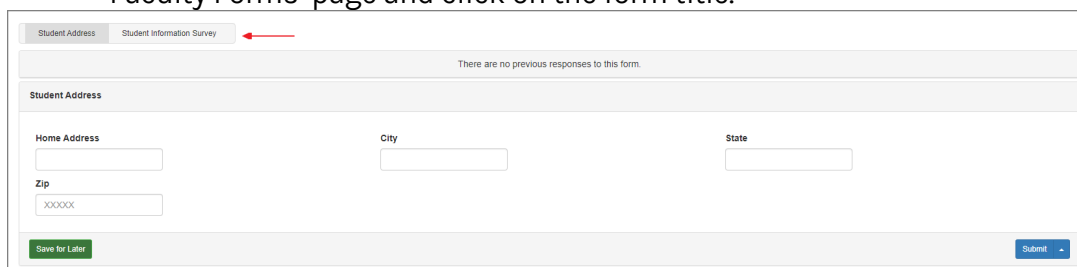
The screenshot shows the 'Administrator Sign In' page of the PowerSchool SIS system. It features a blue header with the PowerSchool logo and 'PowerSchool SIS' text. Below the header, the title 'Administrator Sign In' is displayed. There are two input fields: 'Username' and 'Password'. A blue 'Sign In' button is located to the right of the password field. At the bottom left, the date and time '02/18/2022 10:37 PM' and version '21.4.5' are shown.

3. From the Start Page, select a student.



The screenshot shows the 'Student Forms' page in the PowerSchool SIS system. The left navigation bar has 'Forms' highlighted with a red box and labeled 'Step 4'. The main content area shows the 'General Forms' tab selected, with 'Step 5' indicated. Below the tabs, there are sections for 'Information Update' with 'Student Address' (labeled 'Step 6') and 'Student Information Survey', both showing 'Empty' status. A legend at the bottom explains the form status icons: Empty (blue), Approved/Populated (green), Not Approved (yellow), and Rejected (red). The top right shows 'Magnolia Elementary School' and '20-21 Year'.

4. Select 'Forms' from the left Navigation bar.
 - a. Links may look different depending on your Student Information System.
5. State survey forms to be completed will appear on the 'General Forms' tab.
6. Click on the form title to open the form.
7. Complete the necessary information and click 'Submit.'
8. Forms shared to the student will appear in the top Navigation bar.
 - a. You can click on the additional forms from the Navigation bar or navigate back to the 'Faculty Forms' page and click on the form title.

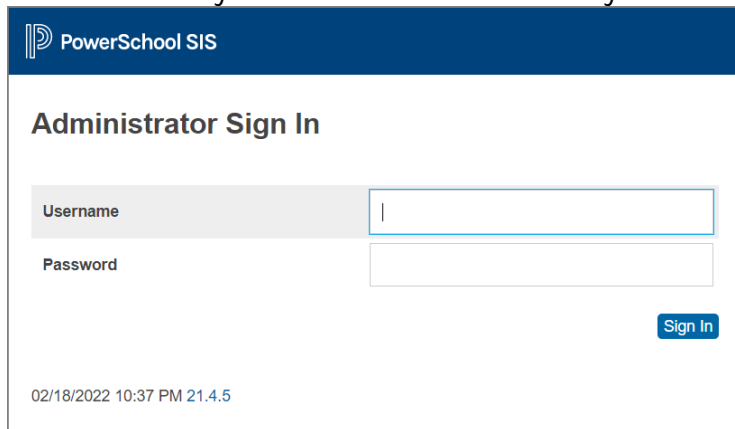


The screenshot shows the 'Student Address' form. At the top, there are tabs for 'Student Address' and 'Student Information Survey', with 'Student Address' selected. Below the tabs, a message states 'There are no previous responses to this form.' The form fields include 'Home Address', 'City', 'State', and 'Zip' (with a placeholder 'XXXXX'). At the bottom, there are 'Save for Later' and 'Submit' buttons.

9. Repeat steps 6-7 if any additional forms need to be completed.

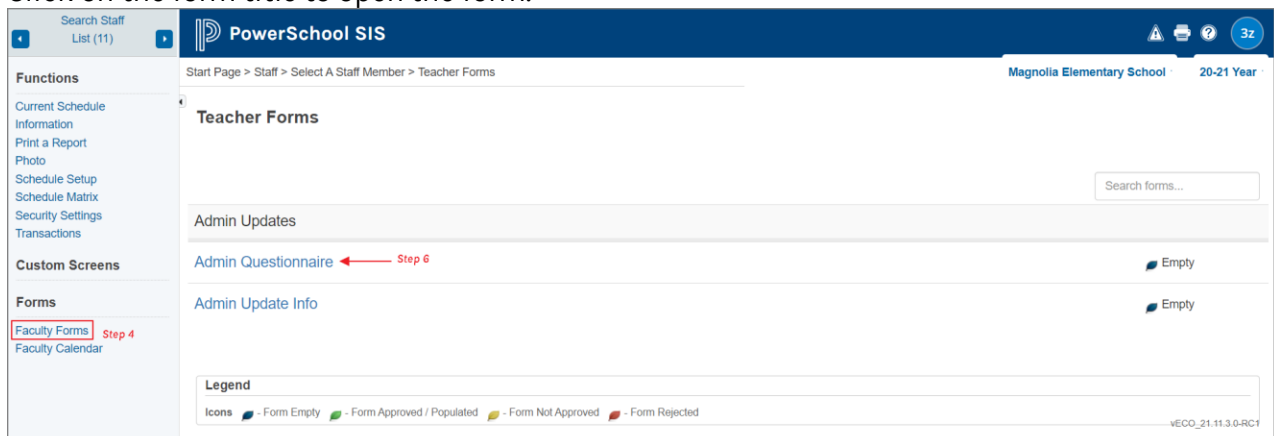
Accessing staff forms through the browser:

1. Navigate to the Admin Portal page.
2. Enter your username and password to login to your Admin Portal account.
 - a. Contact your district administrator if you do not have an Admin Portal account.



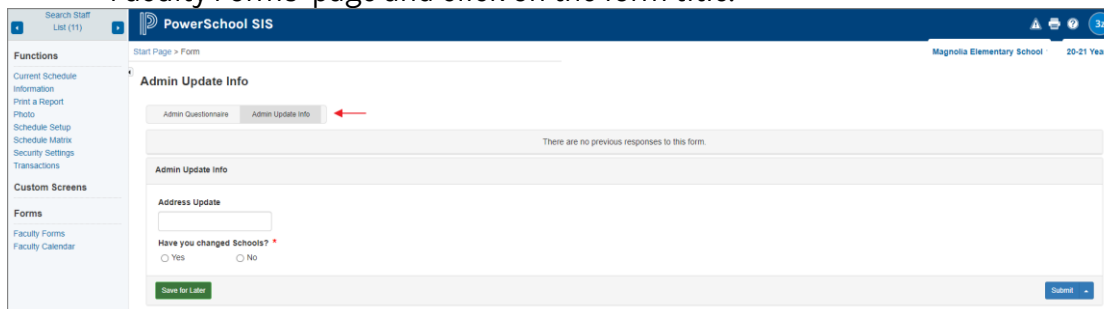
The image shows the 'Administrator Sign In' page of the PowerSchool SIS. It features a blue header with the PowerSchool SIS logo. Below the header, there is a 'Username' field, a 'Password' field, and a 'Sign In' button. At the bottom left, the date and time '02/18/2022 10:37 PM 21.4.5' are displayed.

3. From the Start Page, navigate to your Staff Record.
4. Select 'Faculty Forms' from the left Navigation bar.
 - a. Links may look different depending on your Student Information System.
5. State Survey forms to be completed will appear here.
6. Click on the form title to open the form.



The image shows the 'Teacher Forms' page in the PowerSchool SIS. The left navigation bar has 'Faculty Forms' highlighted with a red box and labeled 'Step 4'. The main content area shows a list of forms: 'Admin Updates', 'Admin Questionnaire' (labeled 'Step 6'), and 'Admin Update Info'. A search bar is at the top right. A legend at the bottom explains the form status icons: blue for 'Form Empty', green for 'Form Approved / Populated', yellow for 'Form Not Approved', and red for 'Form Rejected'.

7. Complete the necessary information and click 'Submit.'
8. Forms shared to the admin will appear in the top Navigation bar.
 - a. You can click on the additional forms from the Navigation bar or navigate back to the 'Faculty Forms' page and click on the form title.



The image shows the 'Admin Update Info' form. The left navigation bar has 'Faculty Forms' highlighted. The main content area shows the 'Admin Update Info' form with fields for 'Address Update' and 'Have you changed Schools?'. A red arrow points to the 'Admin Update Info' tab. At the bottom, there are 'Save for Later' and 'Submit' buttons.

9. Repeat steps 6-7 if any additional forms need to be completed.