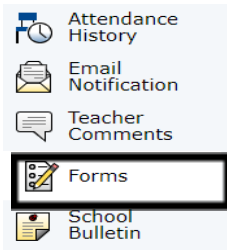<div align="center">**Using a Web Browser for Registration**</div>

Registration forms are accessed from your PowerSchool account. No separate login is necessary. Forms are tied to your child's record and can be accessed from the Forms link in the left navigation column.

In the left menu, scroll down and click Forms.

The E-Registration process begins with the Enrollment tab.

Parents will have the following forms to complete/update under Enrollment:
- Student Demographics
- Student Address (Can be submitted for family)
- Student Contacts (Can be submitted for family)
- Health Information
- Permissions (Can be submitted for family)
  - Parents grant or deny permission for their student's school activities
  - Link to Web Store to pay fees
  - Link to other health forms and athletic forms that will need to be printed and returned
- Transportation Request Form (Can be submitted for family)
- Free and Reduced Meal Price Application (Can be submitted for family)
- Iowa MEP (Can be submitted for family)
- Chromebook and Device Use Agreement (Can be submitted for family)
- School Communication (Can be submitted for family)
- Acknowledgment of Completion   (Can be submitted for family)
- **Optional form:**Student Fee Waiver Application (Can be submitted for family)

<div align="center">1</div>

SUBMITTING A FORM

Once the form is filled out, press the Submit button at the bottom of the page. Your form will be submitted and reloaded. If the form submission was successful, a pop-up window will open thanking you for the submission.

Next to the Submit button is an arrow that brings up a couple of options for submission.

For some forms, the first may be "Submit for Family". Choosing this option will allow you to choose which of your children you would like this submission to apply to. This is useful for a form that is not student specific, such as Emergency Contacts. It should not be used on forms that have student specific fields, such as the student's name or birth date. Using "Submit for Family" will change the name, for instance, for all the children for which you submit the form to the same name within the school/district records.
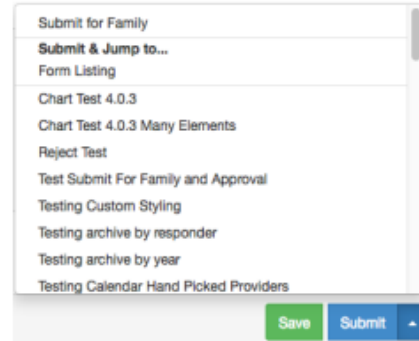
The other option is to "Submit & Jump to…". Below this option is a list of pages you can open after submitting this form, either the Ecollect Forms page or a different form.

SAVE VS. SUBMIT

Along with the Submit button is the Save button. Use the Save button if you do not yet want or are not yet able to send the form to the school/district but do not want to re-enter information already filled out. It is recommended that you save a form if you have to step away from your computer, as PowerSchool may log you out for inactivity.

Saved forms are saved locally on your computer. You can access the saved entry from your same user on the same browser. You will not be able to access the saved data from another device. A form with a saved entry will appear Empty in the form listing.

When to Save:
- You need to step away from the computer
- You do not have all the required information but have filled out some of the information

When to Submit:
- You are ready to send the form to the school/district

APPROVAL

A form may be set up to require a school or district administrator to verify the information in a form when it is submitted. When that is the case, the form will go into a pending state until the administrator approves or rejects the submission. A pop-up window will open on submission, informing you the form is pending approval.
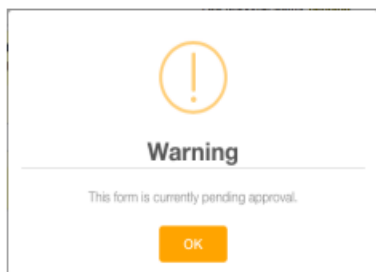
The form will have a yellow background and edited fields that need approval will have a red flag beside them. Hovering over the flag will show the current and previous response for that field. On the Ecollect Forms page, a pending form will have the status of 🍃 Pending and the row will be highlighted yellow.

If the form is approved, the status will be 🍃 Approved and the form background return to white.

If the response to the form was rejected, the form will be highlighted red in the form list and the status will be 🍂 Rejected. Clicking the form name will display the form with a red background. A pop-up window will open, letting you know the form was rejected. If the administrator indicated a reason the form was rejected, that reason will also display on the pop-up.
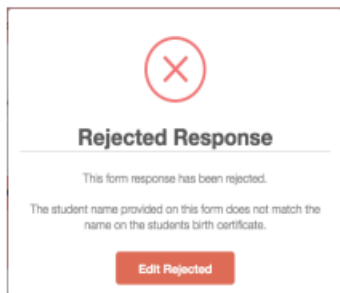
Click the Edit Rejected button to be able to edit your submission. Once you finish making your changes, resubmit the form. It will return to pending status.

If the form is set up to send parent notifications and you have enabled them on your account, you will receive an email when a form's status moves from Pending to Approved or Rejected.