

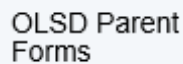
2019-20 Back-to-School Forms and PowerSchool Update Instructions

Parents will be able to access and fill out all mandatory and optional medical forms in the PowerSchool Parent Portal. **The forms will become accessible in PowerSchool beginning August 7, 2019.** The Emergency Medical Form and the Student Handbook Awareness Statement are mandatory and must be filled out in PowerSchool **by September 4, 2019.** These forms have been consolidated into one form - the Emergency Medical Form. Once you have completed the mandatory forms, your PowerSchool account will also be updated, which will ensure you receive important communications from your building and the district.

To allow additional time to complete the medical forms requiring a physician's signature, those forms are accessible now from the district website on the [District Forms](#) page. Once completed, forms that require a physician's signature should be returned to your child's school.

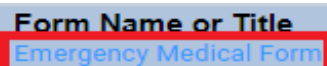
Use the directions below to complete your back-to-school forms electronically in PowerSchool.

- 1.) Login to PowerSchool with your parent username and password. If you do not know your username and/or password, please contact your child's school building.
- 2.) Once logged in, select the "OLSD Parent Forms" button on the left side of the page.



OLSD Parent
Forms

- 3.) The Enrolled Student Dashboard will open. Select the "Emergency Medical Form" button on the left side within the grey "Emergency Medical Form" box. **Note:** The form will take a moment to load.



Form Name or Title
Emergency Medical Form

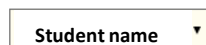
- 4.) Complete the Emergency Medical Form then select the green "Save & Submit to District" button.



Save & Submit to District

- 5.) If you have multiple children in the district, you can switch between them by navigating back to the top of the page and selecting the "Dashboard Homepage" button on the right side, then select the dropdown menu in the "My Student Accounts" section.

MY STUDENT ACCOUNTS



Student name ▼

Note: For your security, all information viewed or submitted in PowerSchool is encrypted at all times.