



# Instructions to Complete Back to School Forms

## 1. Navigate to the PowerSchool Parent Portal:

<https://ps-de.metasolutions.net/public>

## 2. Sign in to your **PowerSchool Parent Account\***.

\*This is the same log in that you use to view grade cards.

**Don't have an account or can't remember your login? Contact your student's school office to request assistance.**

Status	Form Name
Empty	A - Demographics
Empty	B - Student Contacts
Empty	C - Health Information with Emergency Authorization

3. Select “**Ecollect Forms**” from the navigation bar on the left side of the screen and a list of forms will appear. Begin reviewing/updating your student's information on each form.

**IMPORTANT!** Please make sure to click the “Submit” button on each form.

### Helpful Notes:

1. Questions with a red \* are required to be completed. Other fields are optional if information is known.
2. Copies of linked documents (handbooks, AUP policy, etc.) can be found on the school website
3. Parents with shared parenting should communicate on which parent is completing the online forms.
4. Once you click on the first form, the rest of the forms will be available as tabs near the top of the page.

