Annual Information Update
Parent User Guide

Contents

As we prepare for the upcoming school year, the Annual Information Update forms are published to all parent PowerSchool Accounts. These electronic forms will replace the multiple paper forms and the paper emergency card that were sent home at the beginning of the school year in the past. Below you will find step-by-step instructions to assist you with logging in to your parent PowerSchool Account and completing the required forms.
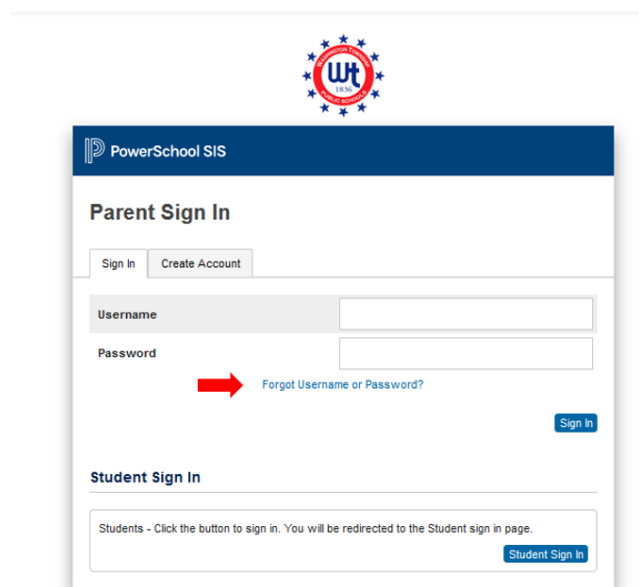
Please note, you will need to complete this process for each child enrolled in the district.

Before you begin, please note the following to ensure success when completing your forms:

- **Internet Browser -** Please use Chrome or Firefox as your internet browser. Do not use Internet Explorer.

- **PowerSchool Account** - Are you logged in to your **PARENT** account? You can NOT be logged in as your child. Forms are only published to parent accounts.
- **Device** - Forms are not always visible when using a mobile device or tablet. Try logging in using a desktop or laptop computer.
- **Clear Cache** – You may need to clear the cache on your computer. Log out of your PowerSchool account and clear your cache. To clear your cache, hold down Shift + Ctrl + Delete. A new window will pop up. Click the box next to "cache" and then click the clear button. Log back into your PowerSchool account.
- **Password Reset** – If you already set up a PowerSchool Parent account in the past but do not remember your password, please click on "FORGOT PASSWORD?" located on the log in page and follow the prompts.

Annual Information Update: List of Forms

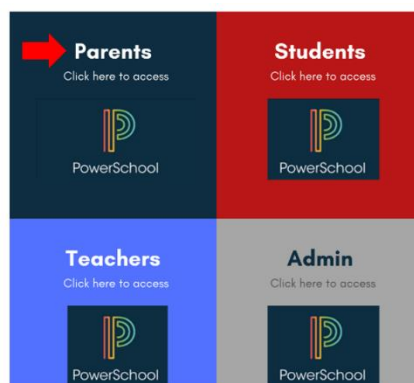Below is a brief overview of the forms that are included in the Annual Information Update.

- **Annual Information Update** – This form allows you to update residency, student demographics and legal documentation (custody, restraining orders).
- **Change of Address** – If you recently moved, our Change of Address form is now available online. This form will only populate if you indicate that you recently moved.
- **Contacts** – The information on this form is very important! The form will allow you to view the contact information that we currently have on file for parents/guardians and emergency contacts. This form replaces the previous paper "Emergency Card".
- **EDIT Contacts** - If the information we currently have on file is not correct, you will be able to update, add and delete contact information, if necessary. This form will only populate if you indicated on the Contacts form that the information we currently have on file is not accurate.
- **Health Information** – This form will collect important health information about your child including information about allergies, medications, health conditions, health restrictions and health history.
- **Information, Permissions, and Agreements** – This form provides links to important information including the WTPS Parent Handbook, Free/Reduced Lunch application, Data Technology information, Media Release, and other various permissions/agreements.
- **School Counseling Informed Consent Form** – This form allows you to give permission for your child to participate in various programs offered by our Counseling Department.
- **Technology** – This form explains the District Technology Policy and provides information regarding the optional Technology Care Plan.

Log in to your PowerSchool Parent Account/Access Annual Update Forms
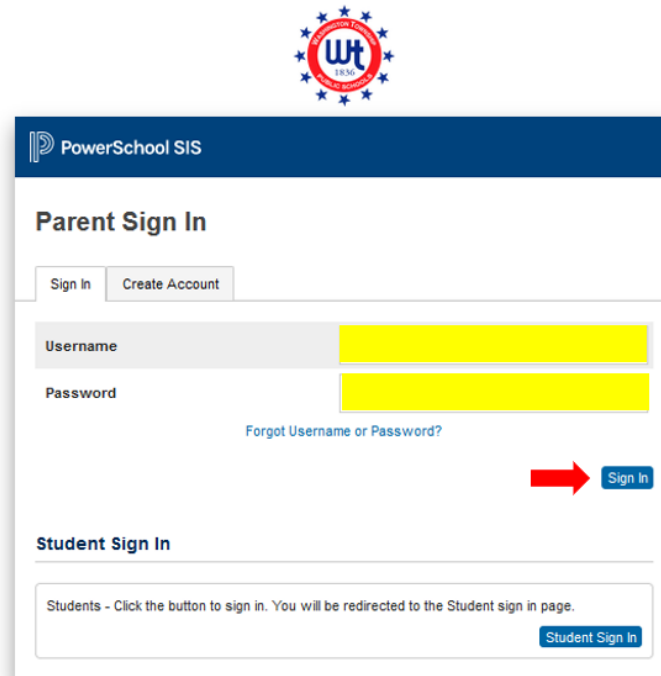
1. Log in to your PowerSchool Parent Account.   Using your computer or tablet, visit our website www.wtps.org. Click on the PowerSchool Icon at the top of the page.
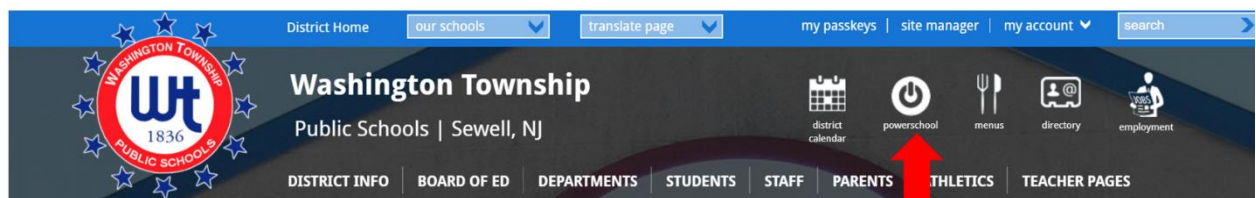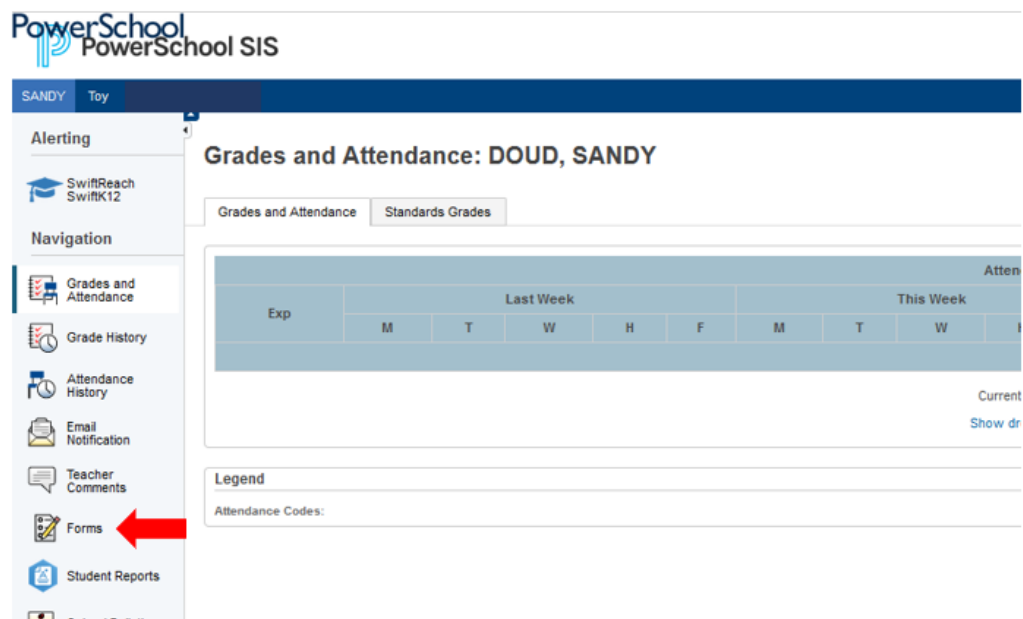

2. Click on the box for "Parents".

3. Log in to your PowerSchool Parent account using your email address and password.

4. From the menu on the left, choose **FORMS**.

5. The Annual Update Forms are listed under "Annual Information Update 23-24".

General Forms	Class Forms	Enrollment	Student Support

Annual Information Update 23-24

Annual Information Update - 2023-24
Last Entry: 08/07/2023 2:09:10 PM

Annual Information Update - Change of Address Form 2023-24
To change your address, you must complete this form and provide 3 current proofs of residency.
Last Entry: 08/07/2023 2:10:41 PM

Annual Information Update - Contacts 2023-24
Last Entry: 08/07/2023 12:34:16 PM

Annual Information Update - EDIT Contacts 2023-24
Last Entry: 08/09/2023 7:50:39 AM

Annual Information Update - Health Information 2023-24
Last Entry: 08/07/2023 12:47:42 PM

Annual Information Update - School Counseling Informed Consent Form 2023-24
Last Entry: 08/07/2023 12:48:19 PM

Annual Information Update - Technology 2023-24
Last Entry: 08/07/2023 2:04:26 PM

6. Click on the first form to begin. Answer all required questions. When the form is complete, click "SUBMIT" located at the bottom, right of the page. The next form will automatically appear. Continue to submit the forms until all forms are complete.

Please note: Once forms are submitted the status will update to "submitted" or "pending". Pending forms will be highlighted in yellow. No further action is needed on your part. If a form status shows "empty", click on that form to complete and submit that form.

Reviewing and Updating Contacts

One of the forms that we ask you to complete is the Contacts form. The information provided on this form is **extremely important** as this is the information we will use to contact you in the event of an emergency.

Review Contact Information Currently on File

We have made changes to the Contacts Forms used in previous years. Now, you can simply review the current contact information that we have on file for accuracy. At the bottom of the page, there is a question that asks if the information we currently have on file is accurate and complete.   (Please note: You can NOT make any changes to this form. If changes are necessary, a separate form will populate. Changes will be made on that form.)

If the contact information is not correct, answer "No". Another contact form will populate. This form will allow you to edit, add, or delete contact information.

If the contact information shown on the form is correct and no updates are needed, no action is required. You can simply answer "Yes" to the questions at the bottom of the page and click the "SUBMIT" button at the bottom of the page.

When reviewing the contact information, please be sure the following information is provided:
1. We require contact information for each parent/guardian along with 3 emergency contacts (other than parents/guardians).
    a. **Parent/Guardian Information**
        • Parent/guardian information must be provided for all parents/guardians with custody, even if the parents/guardian reside at different addresses, and include the following:
            o First and last name
            o Relationship

- o Employer
- o Phone type (Cell, home, work)
- o Phone number
- o Home Address
- o Email
- o Permissions (Custody, Lives with, School Pick up, Emergency Contact)

b. **Emergency Contact Information**
- We require 3 emergency contacts along with their contact information. Please provide the following information for each emergency contact:
  - o First and last name
  - o Relationship
  - o Phone Type (Cell, home, work)
  - o Permissions (Please note: The district will assume that all guardians and Emergency Contacts listed may pick up your child unless otherwise noted.)

How to Edit Contact Information

If the information shown on the Contact Form needs to be updated, be sure to answer "No" to the question that asks if your information is complete and accurate. Click on "Submit" to submit the form. A 2nd contact form –"Annual Information Update – EDIT Contacts 2023-24"-will then populate. You will be able to edit information on this form.   Below are step-by-step instructions explaining how to complete edit, delete or add contact information.

How to Edit, Delete or Add Information for an Existing Contact
1. Click on the pencil icon to edit information for an existing contact.

A box will pop up with that contact's information. Here you can add/edit the contact's name, relationship, employer, address, phone number, email and permissions.

- To correct a name that is misspelled, simply delete the current name and type the correct name. Do NOT delete the existing contact and add a different contact here! (Continue reading for instructions on how to add and delete contacts.)
- To change the relationship of the contact, click on the drop-down box and select the correct option.
- To edit or add employer information, simply type the correct information in the box.
- If you need to edit an address, email or phone number, click on the pencil in the corresponding section.
- If you need to delete an address, email or phone number, click on the "X" in the corresponding section.
- If you need to add an address, email or phone number, click on "Add" in the corresponding section.
- To edit Permission, simply click "Yes" or "No" for each permission.
- When changes for this contact are complete, click on "Add".
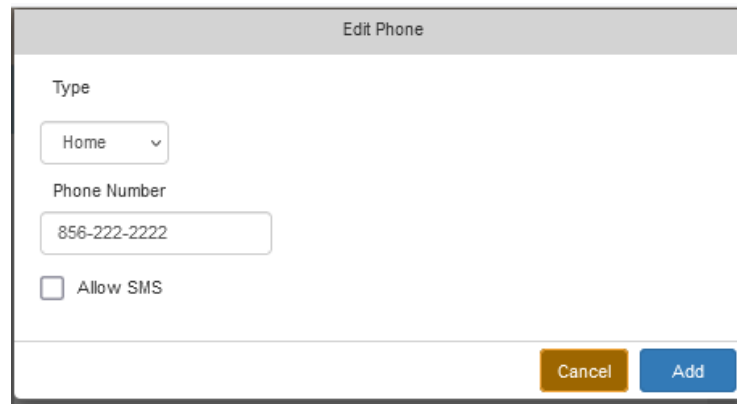
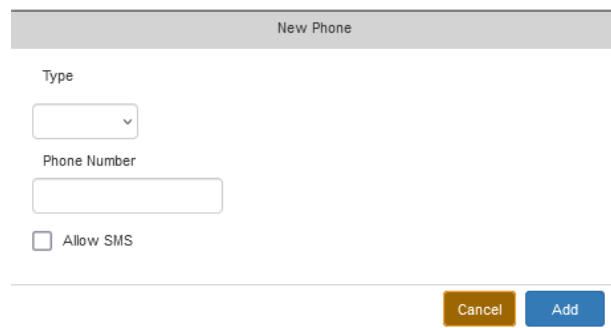- If you need to correct a phone number, simply delete the information that is there and type in the correct information. Click "ADD" to save your changes.

Edit Phone

Type

Home

Phone Number

856-222-2222

☐ Allow SMS

Cancel   Add

- To delete a phone number completely, click the "X" next to the phone number.

Phone *   Add

856-222-2222 (Home)   ✎ ✖

- To add a phone number, click on the "ADD" button at the top of the section. Select the phone type from the drop-down box and type in the number.

New Phone

Type

Phone Number

☐ Allow SMS

Cancel   Add

- To change address or email address, follow the same steps explained above under the corresponding section.

2. Click "ADD" at the bottom of the page when you are finished updating information for that contact.

3. To update information for other contacts, follow the instructions above for each contact.

4. Review all the information on the form for accuracy. If no other changes are needed, click "SUBMIT" at the bottom of the page.

If you need to update the information after you submitted the form, please contact your child's school directly.

How to Add a New Contact

1. If you would like to add a new contact, click the "ADD" button located at the top, right of the contact table.

2. A pop-up box will appear. Fill in all required information (highlighted in the image below). Parents/Guardians should also add their employer information. To add the address, phone number and email address, simply click on the "ADD" button next to each field, enter the information and click "Add".

   *If you are adding an *emergency contact*, you are not required to input their address or email address but the system will require you to input data in those fields. Simply type "N/A" in those fields. These fields ARE REQUIRED for parents/guardians!

Add Contact

First Name ⁕

[yellow highlighted field]

Middle Name

Last Name ⁕

[yellow highlighted field]

Gender

[dropdown]

Relationship ⁕

[yellow highlighted dropdown]

Employer

[field]

Contact Type

[yellow highlighted dropdown]

Address ⁕ (Add)

No Addresses

Phone ⁕ (Add)

No Phone Numbers

Email ⁕ (Add)

New Address

Street Line 1

1 Main St

Street Line 2

City

Sewell

Country

United States

State

New Jersey

Zip Code

08080

Address Type

Home

[Add]

3. Next you will select permissions for the newly added contact. Choose yes or no for each permission. Click "SAVE".

Permissions

Lives with Student ⁕
○ Yes   ○ No

Emergency Contact ⁕
○ Yes   ○ No

Has Custody ⁕
○ Yes   ○ No

School Pick Up ⁕
○ Yes   ○ No

Receives Mail ⁕
○ Yes   ○ No

Apply Contact to:

Answer Yes or No for each Permission.

[Add]

4. Review all the information on the form for accuracy. If no other changes are needed, click "SUBMIT" at the bottom of the page.

If you need to update the information after you submitted the form, please contact your child's school directly.

Health Information Form

This form collects your student's health information. This information will be shared with our school nurses.

The information that we currently have on file will automatically populate in each field on the form.   If information needs to be changed, simply delete the current information, and enter the correct information or choose the correct answer.

Please enter information in all blank fields and answer each health question. At the bottom of the form, you can upload student physical forms and immunization records. If your child is participating in a school-sponsored program that requires an exam or have updated immunization records, you can upload it here. **Please note: If you provided a physical examination and immunization records at the time of your child's enrollment into the District, you do NOT need to submit it again here.**

How to Upload a Document to a Form

To add a document to a form, follow the instructions below:

- To add a document, click on "**ADD DOCUMENT**".

- A Document Attachment box will pop up. Click **"BROWSE"**
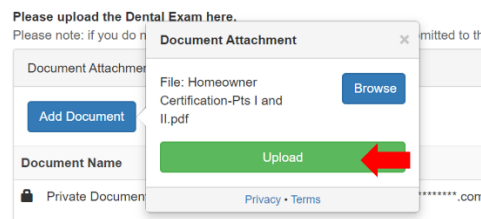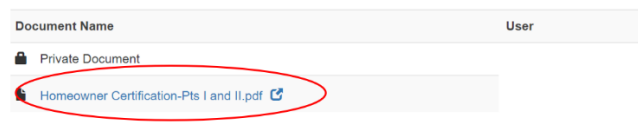
- Find the file that you previously saved, click on that file and then click "**OPEN**".
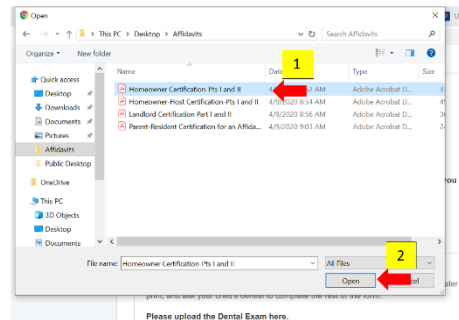
- Click "**UPLOAD**".


- Your document will appear under Document Name.

- Your upload is complete. If you need to upload additional documents to this form, simply repeat the steps above.
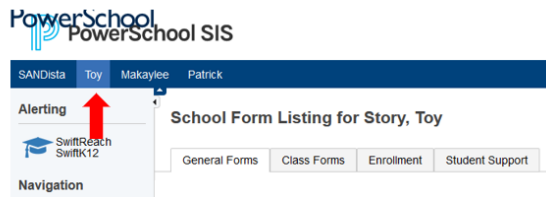
Completing Annual Update Forms for Multiple Students

If you have multiple students in the district, you must complete all forms for each child. You can easily switch from one student to another while in your PowerSchool account. Below are instructions on how to do so.

1. All students affiliated with your PowerSchool Parent account will be listed across the blue bar at the top of the page.
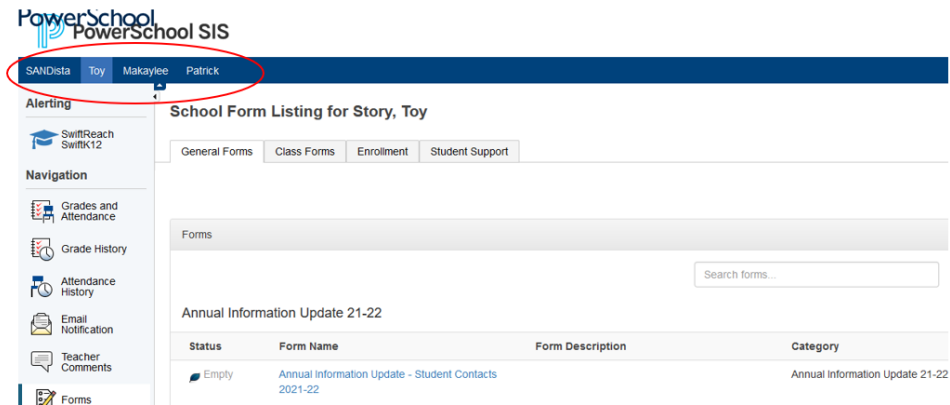
2. After completing forms for one student, simply click on the name of the next student to begin completing their forms.


3. Choose "FORMS" from the menu on the left to access the forms. Follow the instructions above to properly complete all forms.

Completing the Annual Update Forms using the PowerSchool App

You are now able to complete the Annual Update forms using the PowerSchool App! This is an easy and convenient way to complete the forms in just a few minutes.

If you do not have the PowerSchool app on your mobile device, visit the App Store and download the "PowerSchool Mobile" app. Log in to the app using your PowerSchool user ID and password. **You must log in to your PARENT account.** You will not be able to access the forms if you are logged in as your student.
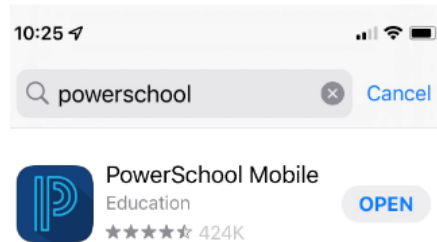

1. To begin, log in to the PowerSchool app. Once you are logged in, click on the 3 dots labeled "More". Select "Forms.
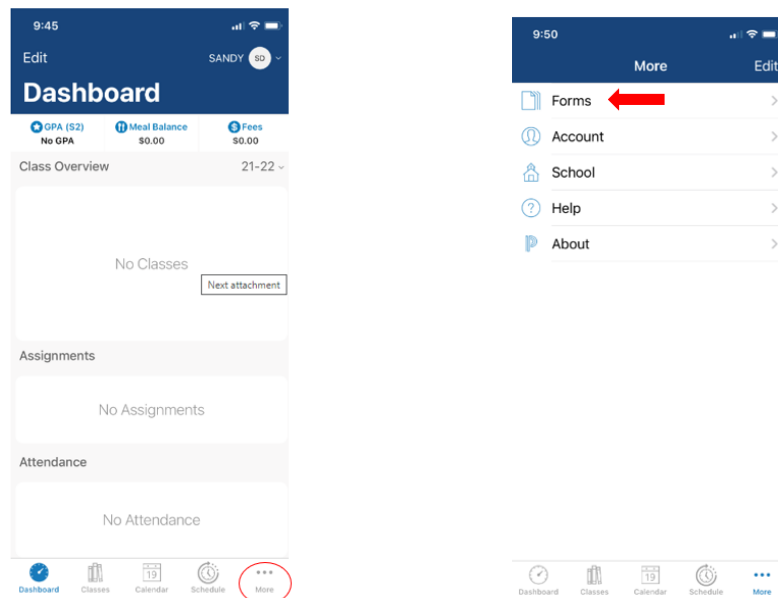

2. Click on the first form to begin. Answer the questions and click the blue "SUBMIT" button when you are finished. Once you submit the first form, the next form will automatically load.
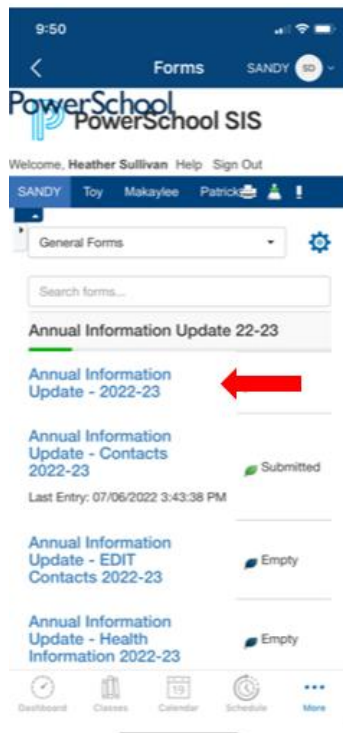
3. You can see the status of a form next to each form name. The form will show as submitted, pending, or empty. Once you have completed all the forms, they should show up as submitted or pending. If a form is showing "Empty", click on that form to complete it.
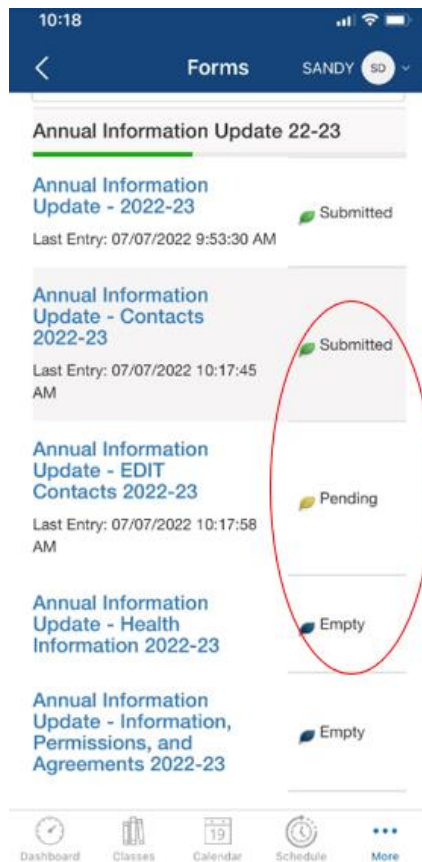
4. If you indicate on the contact form that the current information is not correct and you need to edit contacts, a separate form, titled "Annual Information Update – EDIT Contacts" will populate. To edit or delete information for an existing contact click on the blue box with the 3 dots shown in each contact's contact card. A box with pop up with options to edit or delete. Choose the appropriate option. Follow steps noted above to edit contact.
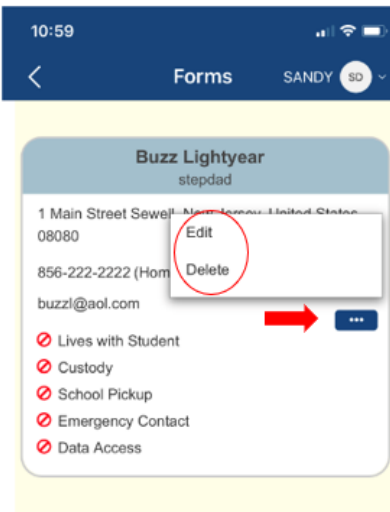
5. To add a new contact, click on the "Add" button located at the top of the existing contact cards.
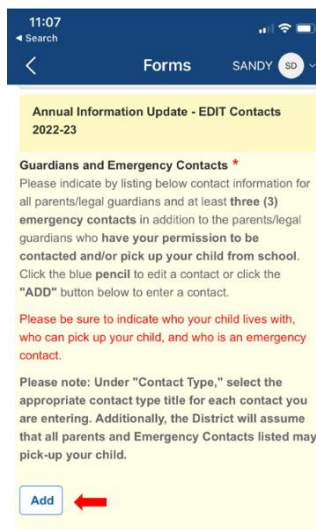
6. To complete forms for another student, simply click on their name using the drop-down box in the upper right-hand corner. Follow the same steps noted above.
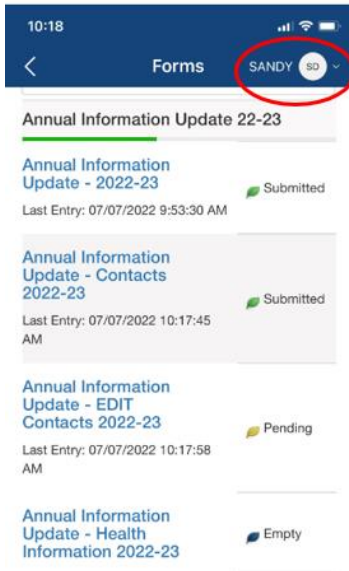
If you have any questions about the forms, please contact your child's school.

If you followed the above steps and are unable to view all your children on your account, please email powerschoolhelp@wtps.org with the following information:

- Your first and last name
- Your children's first and last names, grade and school
- The issue you are experiencing