

# Annual Information Update Parent User Guide



Updated November 7, 2022

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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 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.

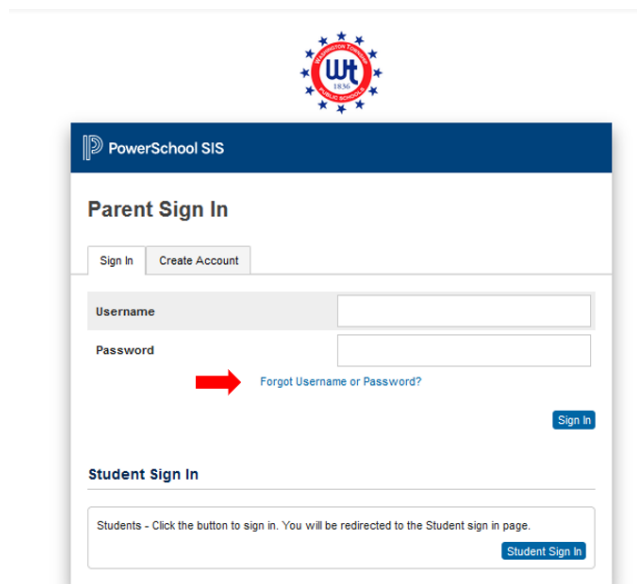
You will need to complete this process for each child enrolled in the district.

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.



The screenshot shows the PowerSchool SIS Parent Sign In page. At the top is the district logo. Below it is the PowerSchool SIS logo. The main heading is "Parent Sign In". There are two tabs: "Sign In" (selected) and "Create Account". Below the tabs are two input fields: "Username" and "Password". A red arrow points to a link that says "Forgot Username or Password?". Below the input fields is a "Sign In" button. Below the "Sign In" button is a section for "Student Sign In". It contains a message: "Students - Click the button to sign in. You will be redirected to the Student sign in page." and a "Student Sign In" button.

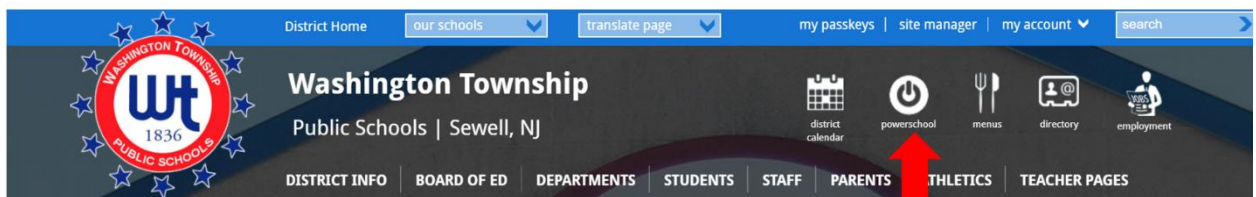
## Annual Information Update: List of Forms

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

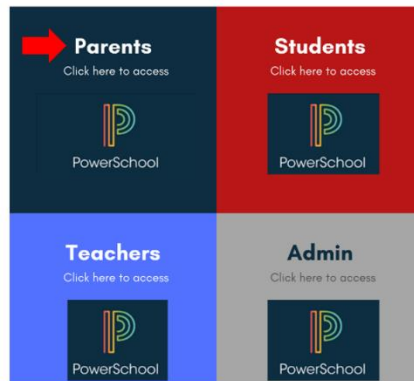
- **Annual Information Update** – This form allows you to update residency, student demographics and legal documentation (custody, restraining orders).
- **Change of Address** – If you recently moved, our Change of Address form is now available online. This form will only populate if you indicate that 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. If the information is not correct, you will be able to update, add and delete contact information if necessary. This form replaces the previous paper “Emergency Card”.
- **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](http://www.wtps.org). Click on the PowerSchool Icon at the top of the page.



2. Click on the box for “Parents”.





- The Annual Update Forms are listed under “Annual Information Update 22-23”.

General Forms Class Forms Enrollment Student Support

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Annual Information Update 22-23

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[Annual Information Update - 2022-23](#)

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[Annual Information Update - Contacts 2022-23](#)

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[Annual Information Update - Health Information 2022-23](#)

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[Annual Information Update - Information, Permissions, and Agreements 2022-23](#)

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[Annual Information Update - School Counseling Informed Consent Form 2022-23](#)

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[Annual Information Update - Technology 2022-23](#)

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Legend

- 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 on this form. If changes are necessary, a separate form will population. 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.

foxrun@email.com

- Lives with Student
- Custody
- School Pickup
- Emergency Contact
- Data Access

Is the information above accurate and complete? \*

Please note: by selecting "No" below you will have the opportunity to edit and update your child's Guardians and Emergency contacts on the next form.

No - It is not accurate, does not have at least 3 current emergency contacts, or it is missing information.

Yes - It is accurate, has at least 3 current emergency contacts, and it is not missing any information.

Submit

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**
    - Guardian information must be provided for all guardians with custody, even if guardians reside at different addresses, and include the following:
      - First and last name
      - Relationship
      - Employer
      - Phone type (Cell, home, work)
      - Phone number
      - Home Address
      - Email
      - 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:
      - First and last name
      - Relationship
      - Contact Type (Emergency 1, Emergency 2 or Emergency 3)
      - Phone Type (Cell, home, work)
      - 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 2<sup>nd</sup> contact form –“Annual Information Update – EDIT Contacts 2022-23”-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.



The screenshot shows a contact information form for a contact named "Buzz Lightyear" with the relationship "stepdad". The form displays the following information:

- Name: Buzz Lightyear
- Relationship: stepdad
- Address: 1 Main Street Sewell, New Jersey, United States 08080
- Phone: 856-222-2222 (Home)
- Email: buzzl@aol.com
- Permissions (all marked with a red 'X' icon):
  - Lives with Student
  - Custody
  - School Pickup
  - Emergency Contact
  - Data Access

On the right side of the form, there are two icons: a pencil icon (highlighted with a red circle) and a blue 'X' icon.

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”.



**Edit Buzz Lightyear**

First Name \*

Middle Name

Last Name \*

Gender

Relationship \*

Employer

Contact Type

Address \*

1 Main Street (Not Set)  
 Sewell, 08080

Phone \*

856-222-2222 (Home)

Email \*

buzz1@aol.com (Current) Primary

**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:

- 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

Phone Number

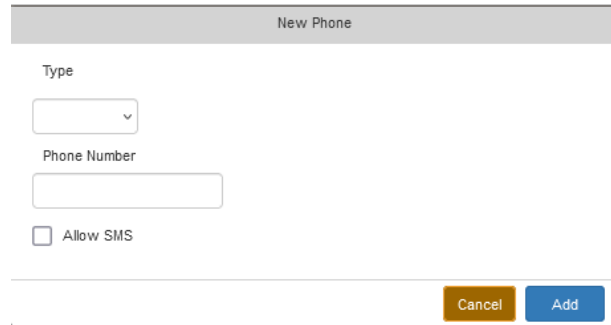
Allow SMS

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

Phone \*

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

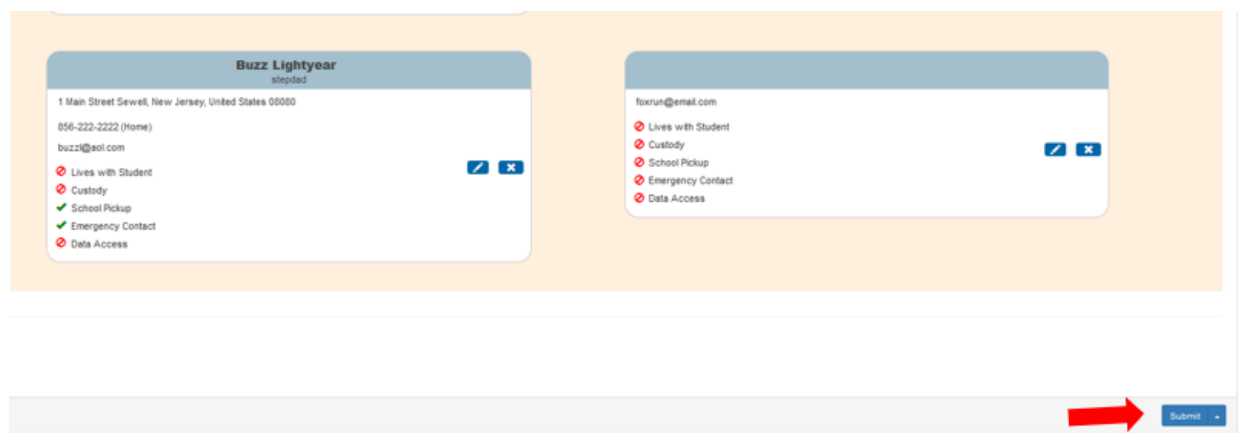
Type

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.



Buzz Lightyear  
stepped

1 Main Street Sewell, New Jersey, United States 08080

856-222-2222 (Home)

buzzl@aol.com

Lives with Student

Custody

School Pickup

Emergency Contact

Data Access

foxrus@email.com

Lives with Student

Custody

School Pickup

Emergency Contact

Data Access

Submit

**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.

Annual Information Update - EDIT Contacts 2022-23

**Guardians and Emergency Contacts \***  
Please indicate by listing below contact information for all parents/legal guardians and at least three (3) emergency contacts in addition to the parents/legal guardians who have your permission to be contacted and/or pick up your child from school. Click the blue pencil to edit a contact or click the “ADD” button below to enter a contact.  
**Please be sure to indicate who your child lives with, who can pick up your child, and who is an emergency contact.**  
Please note: Under “Contact Type,” select the appropriate contact type title for each contact you are entering. Additionally, the District will assume that all parents and Emergency Contacts listed may pick-up your child.

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”.

Add Contact

First Name \*

Middle Name

Last Name \*

Gender

Relationship \*

Employer

Contact Type

Address \*  No Addresses

Phone \*  No Phone Numbers

Email \*

New Address

Street Line 1

Street Line 2

City

Country

State

Zip Code

Address Type

- Next you will apply 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.

Save Add

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

Buzz Lightyear  
1 Main Street Sewell, New Jersey, United States 08080  
856-222-2222 (Home)  
buzz@aol.com

foxrun@email.com

Lives with Student  
Custody  
School Pickup  
Emergency Contact  
Data Access

Submit

**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.

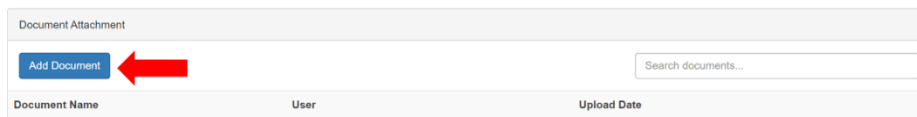
The information that we currently have on file will automatically populate in each field on the form. If information needs to be changed, simply delete the current information and enter the correct information or choose the correct answer.

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.**

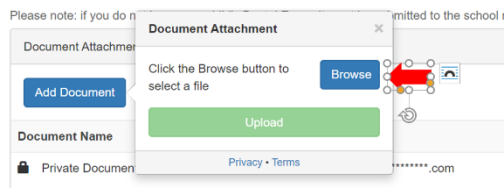
## How to Upload a Document to a Form

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

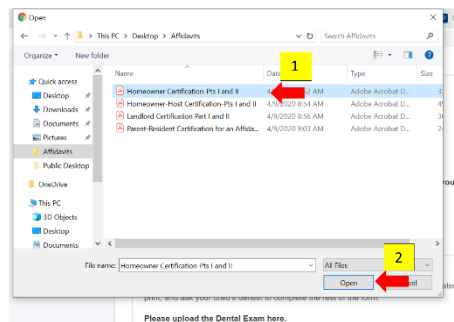
- To add a document, click on **“ADD DOCUMENT”**.



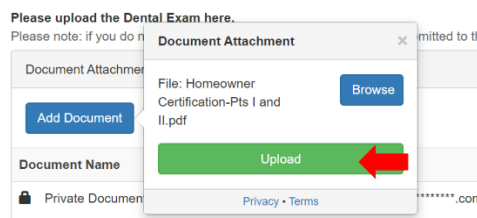
- A Document Attachment box will pop up. Click **“BROWSE”**



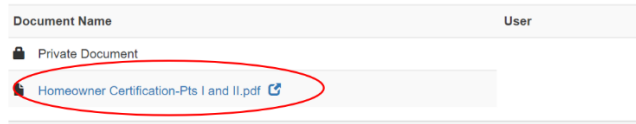
- Find the file that you previously saved, click on that file and then click **“OPEN”**.



- Click **“UPLOAD”**.



- Your document will appear under Document Name.

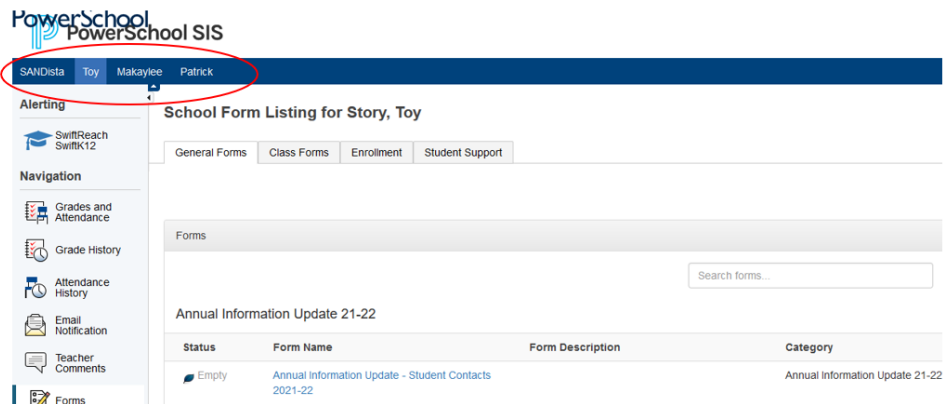


- Your upload is complete. If you need to upload additional documents to this form, simply repeat the steps above.

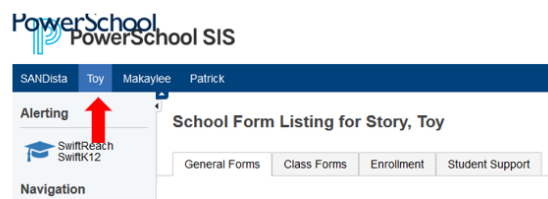
## Completing Annual Update Forms for Multiple Students

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.

- All students affiliated with your PowerSchool Parent account will be listed across the blue bar at the top of the page.



- After completing forms for one student, simply click on the name of the next student to begin completing their forms.



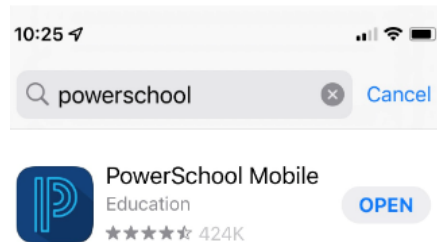
3. Choose "FORMS" from the menu on the left to access the forms. Follow the instructions above to properly complete all forms.



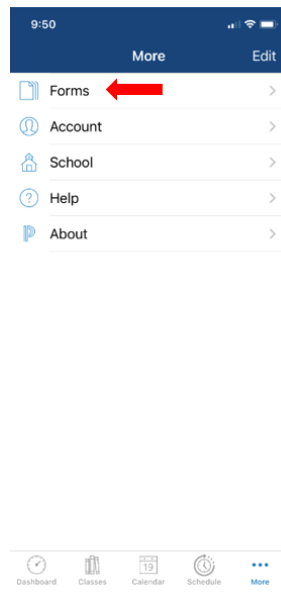
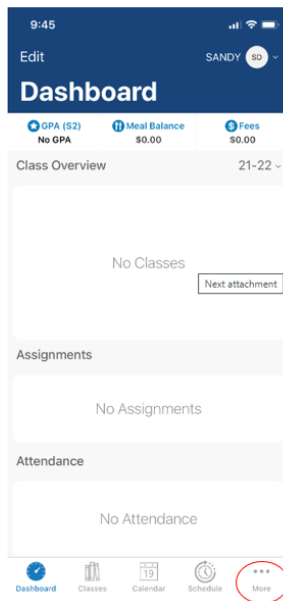
## Completing the Annual Update Forms using the PowerSchool App

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.

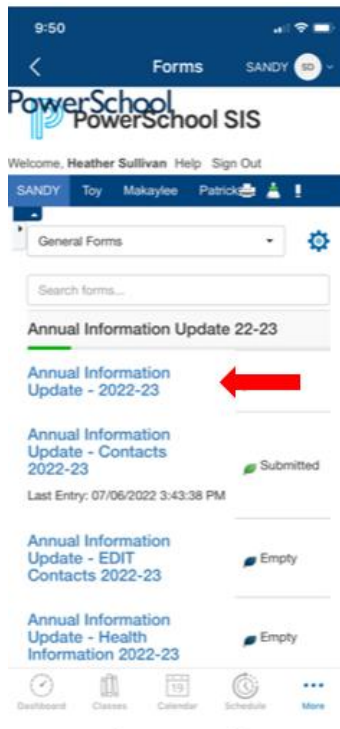
If you do not have the PowerSchool app on your mobile device, visit the App Store and download the "PowerSchool Mobile" app. Log in to the app using your PowerSchool user ID and password. **You must log in to your PARENT account.** You will not be able to access the forms if you are logged in as your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



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

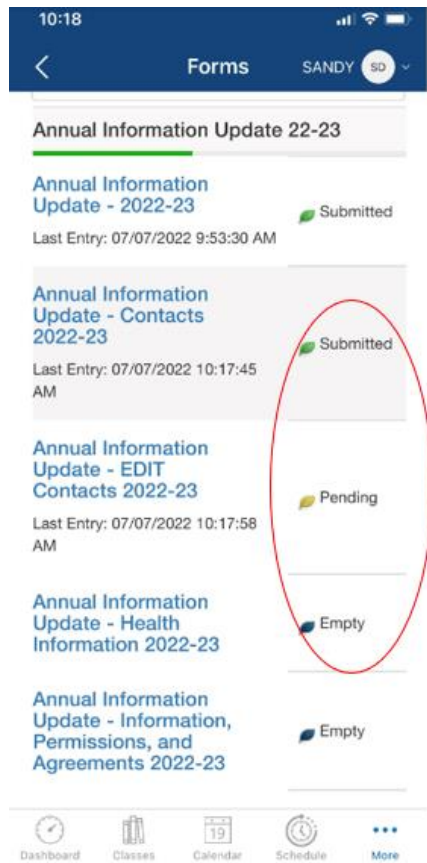


2. Click on the first form to begin. Answer the questions and click the blue “SUBMIT” button when you are finished. Once you submit the first form, the next form will automatically load.

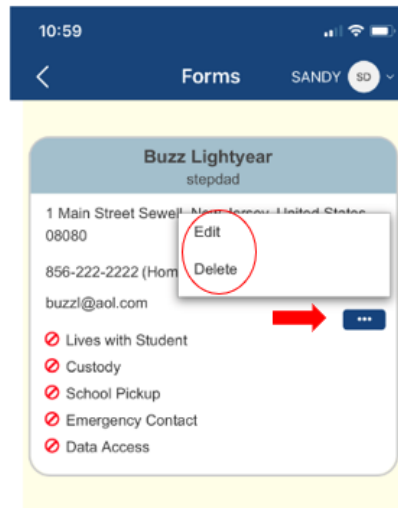


3. You can see the status of a form next to each form name. The form will show as submitted, pending, or empty. Once you have completed all the forms, they should show up as submitted or pending. If a form is showing “Empty”, click on that form to complete it.

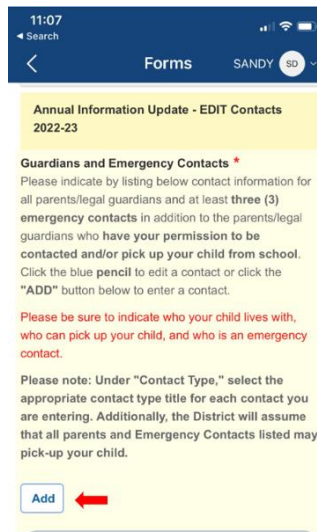




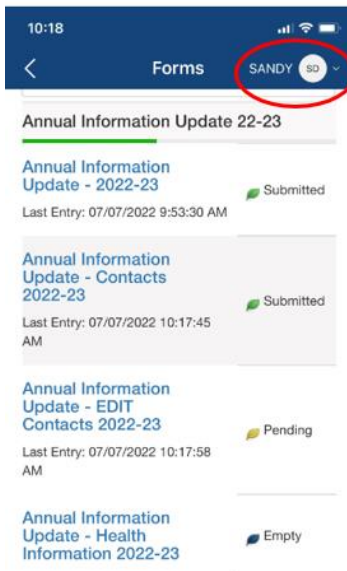
4. If you indicate on the contact form that the current information is not correct and you need to edit contacts, a separate form, titled “Annual Information Update – EDIT Contacts” will populate. To edit or delete information for an existing contact click on the blue box with the 3 dots shown in each contact’s contact card. A box will 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.



- 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 of your children on your account, please email [powerschoolhelp@wtps.org](mailto: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