



# We are here to help you!

## Are you logged in to Unified Classroom and don't see the form?

Please review the check list below if you are unable to access the forms.

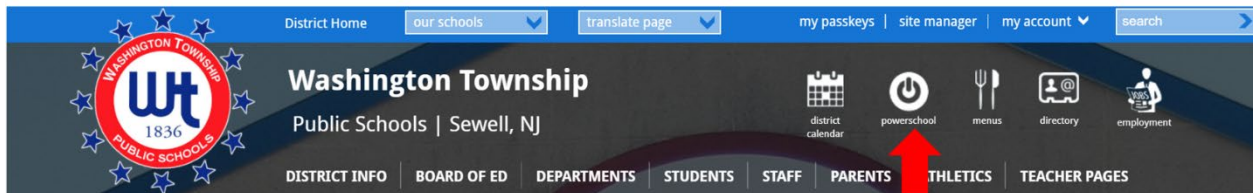
- ☐ **Internet Browser** - Please use Chrome or Firefox as your internet browser. Do not use Internet Explorer.



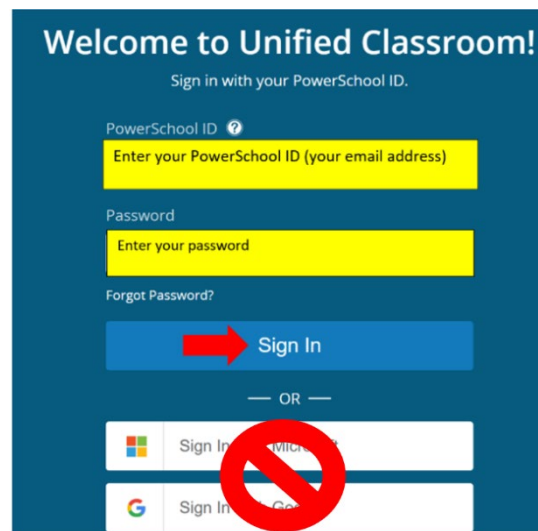
- ☐ **Parent Account** - Are you logged in to your **PARENT** account? You can NOT be logged in as your child. Forms are only published to parent accounts.
- ☐ **Device** – Try using a different device. Forms are not always visible when using a mobile device or tablet. Try logging in using a desktop or laptop computer.
- ☐ **Clear Cache** – You may need to clear the cache on your computer. Log out of your Unified Classroom 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 Unified Classroom account.
- ☐ **Password Reset** – If you already set up a Unified Classroom Parent account in the past but do not remember your password, please click on “FORGOT PASSWORD?” located on the Unified Classroom log in page and follow the prompts.

# Completing Annual Information Update Forms

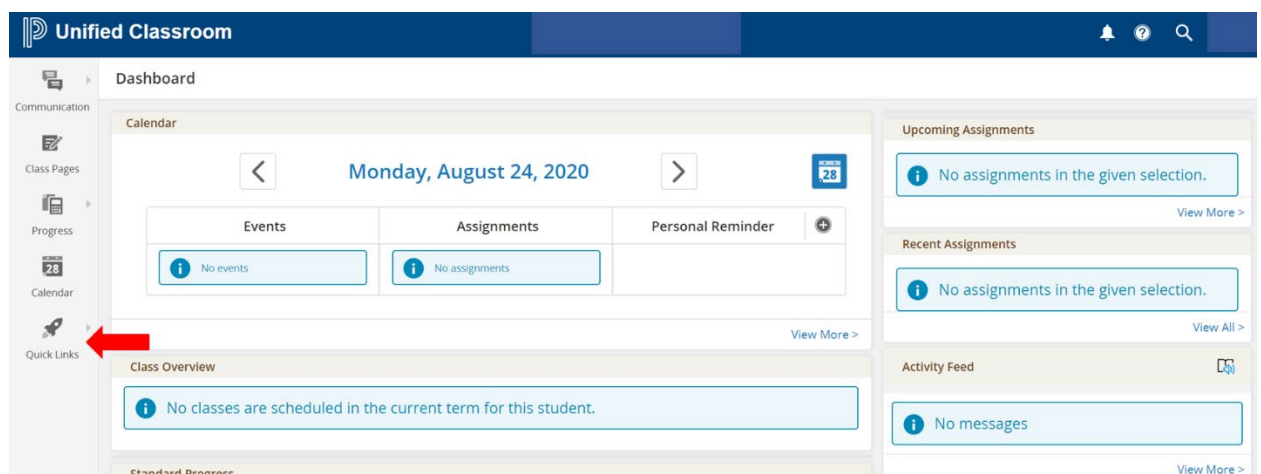
1. Log in to your Unified Classroom Parent Account. Using your computer or tablet (not the PowerSchool app), visit our website [www.wtps.org](http://www.wtps.org). Click on the PowerSchool Icon at the top of the page.



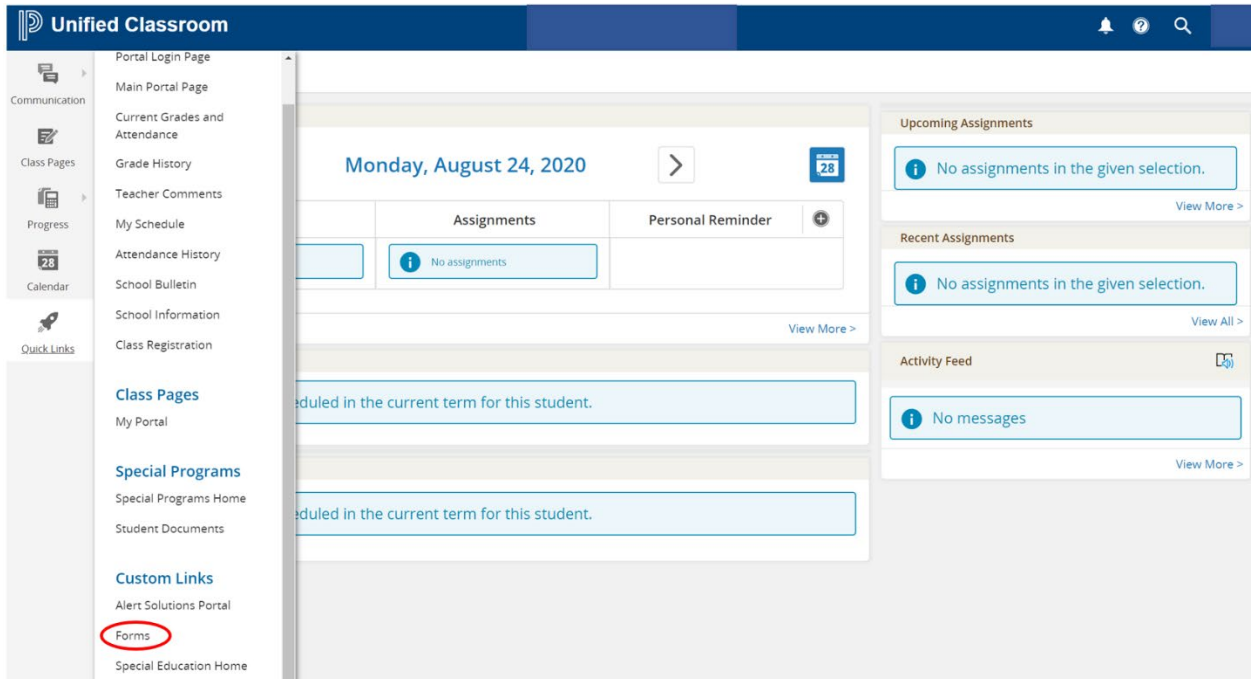
2. Log in to your Unified Classroom Parent account using your email address and password. DO NOT sign in with Microsoft or Google.



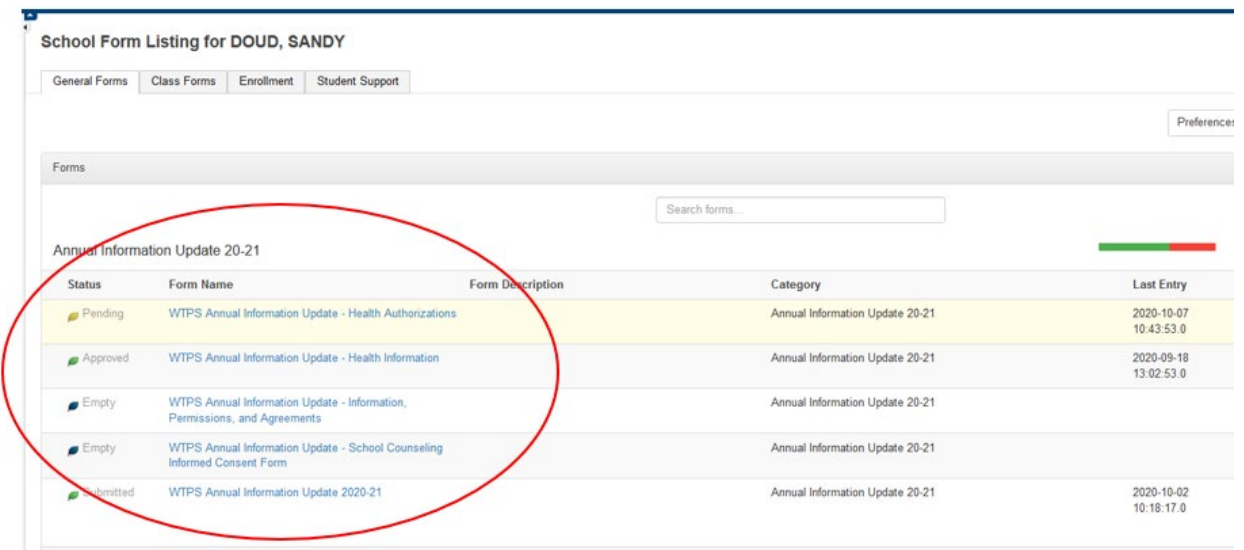
3. Click on **QUICK LINKS**.



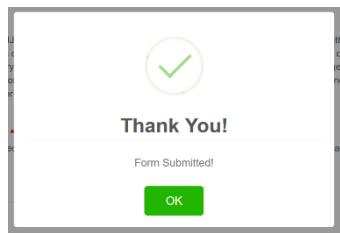
4. From the Quick Links menu, choose **FORMS**.



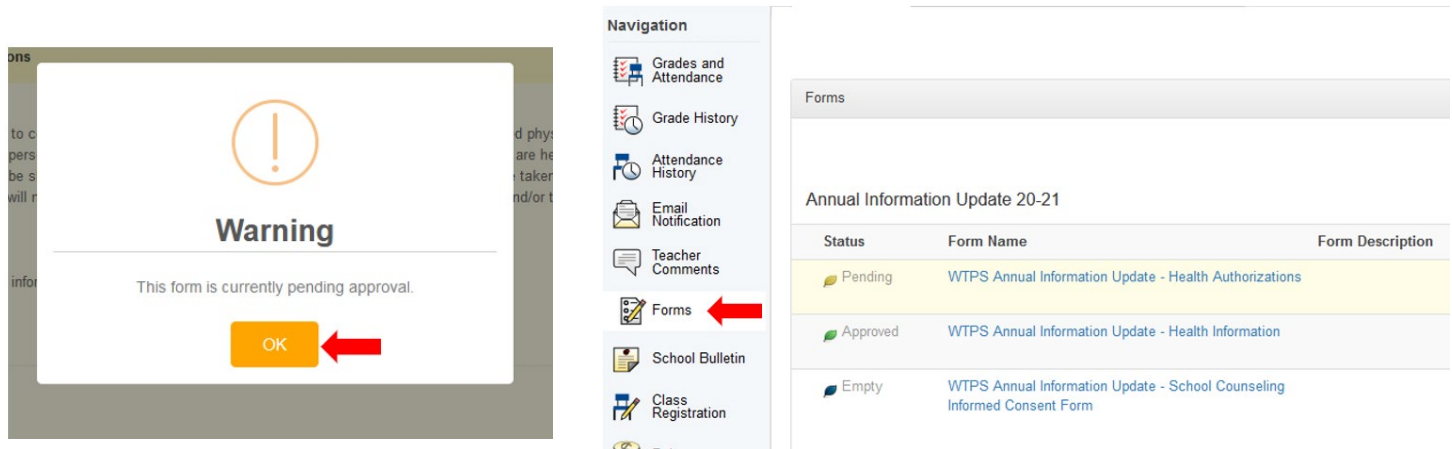
5. The forms will be listed under Annual Information Update 20-21. All forms that show “EMPTY” under the status column must be completed. To complete a form, simply click on the form name.



6. Please read the forms carefully, answer each question and click “**SUBMIT**”.
7. You will receive a message letting you know that your form was submitted. Click “OK”.



8. The next form should automatically appear. If you previously completed the form, it may be awaiting district approval, therefore, it will be shaded yellow and you will receive a message that says “Warning! This form is currently pending approval.” This is fine. Simply click “OK” and then click on “FORMS” on from the menu on the left. If the form was already approved, you do not need to submit the form again. Simply go back to “FORMS” and select the next “EMPTY” form.



The image shows a warning dialog box on the left and a 'Forms' table on the right. The dialog box has a yellow background, a large exclamation mark icon, and the text 'Warning' and 'This form is currently pending approval.' with an 'OK' button. A red arrow points to the 'OK' button. The 'Forms' table is titled 'Annual Information Update 20-21' and has columns 'Status', 'Form Name', and 'Form Description'. It lists three forms: 'Pending' (shaded yellow), 'Approved' (green leaf icon), and 'Empty' (blue leaf icon).

Status	Form Name	Form Description
Pending	WTPS Annual Information Update - Health Authorizations	
Approved	WTPS Annual Information Update - Health Information	
Empty	WTPS Annual Information Update - School Counseling Informed Consent Form	

9. Be sure to complete all forms. Click on “FORMS” to check the status of each form. When the leaf icon is green or yellow (submitted, pending or approved), the form is complete (see image above). If the leaf is blue, the form is empty and needs to be completed. Click on the form to complete it. You are finished when all the leaf icons are green or yellow.

Annual Information Update 20-21

Status	Form Name	Form Description
Approved	WTPS Annual Information Update - Health Authorizations	
Approved	WTPS Annual Information Update - Health Information	
Submitted	WTPS Annual Information Update - School Counseling Informed Consent Form	