Annual Information Update
Parent User Guide

Contents

As we prepare for the upcoming school year, we released the Annual Information Update forms to all parent Unified Classroom 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 Unified Classroom 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 **<u>PARENT</u>** 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 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.

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. 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 Unified Classroom Parent Account/Access Annual 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. Click on the PowerSchool Icon at the top of the page.
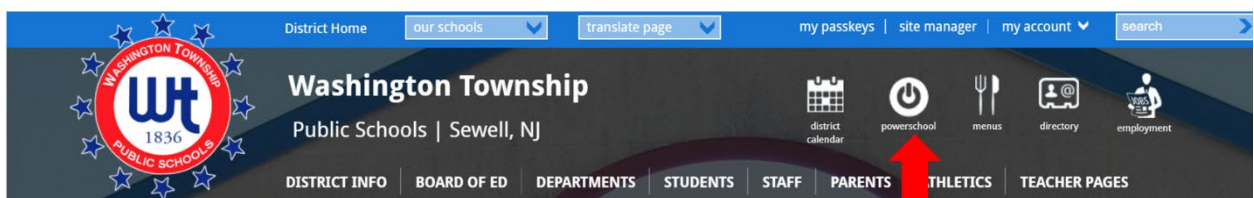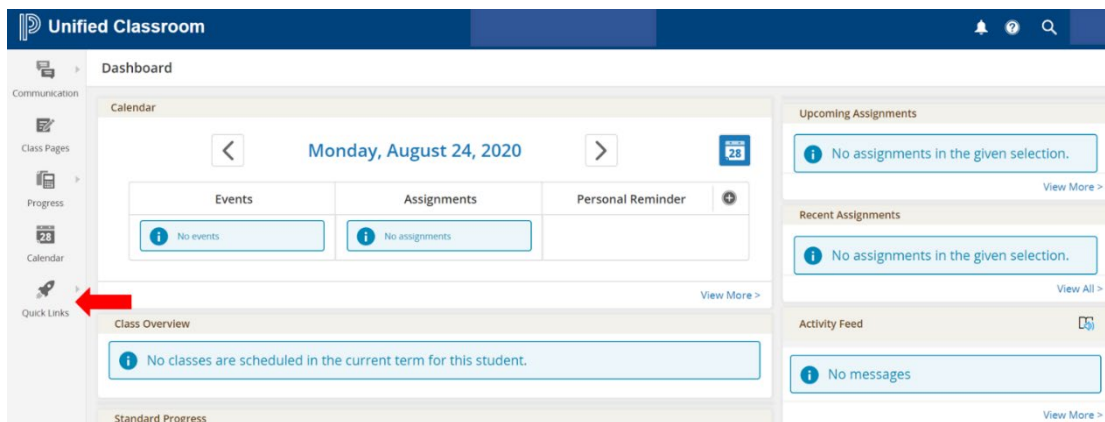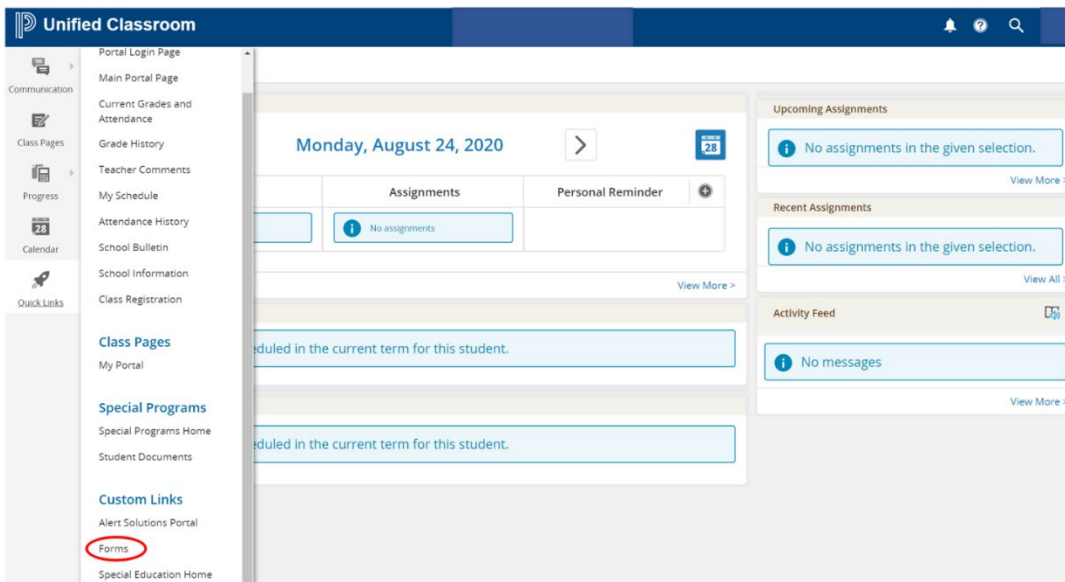

2. Click on the yellow box.

3. Log in to your Unified Classroom Parent account using your email address and password. DO NOT sign in with Microsoft or Google.
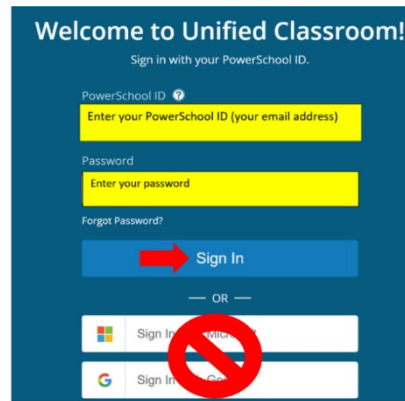
4. Click on **QUICK LINKS**.

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

6. If you do not see the "Quick Links" on the menu options (as directed in step 3 above), click on "Forms" to access the forms.

7. The Annual Update Forms are listed under "Annual Information Update 21-22". There are 6 forms that must be completed.

8. 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.

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

1. First, you will review the Guardians and Emergency Contact Information that we currently have on file. 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:
         o First and last name
         o Relationship
         o Employer
         o Phone type (Cell, home, work)
         o Phone number
         o 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 Contact Type (Emergency 1, Emergency 2 or Emergency 3)
         o Phone Type (Cell, home, work)
         o Permissions (Please answer "yes" to Emergency Contact and indicate if this contact has permission to pick up your child from school by answering "yes" or "no" to School Pick Up)

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

Jess Cowgirl	Aunt	Emergency 1	Home	215-555-5555	8 Main Street Sewell, New Jersey, United States 08080	jessiecowgirl@aol.com	✔	✔		✔	✖
Lotso Bear	Neighbor	Emergency 2	Home	215-777-7777	6 Main Street Sewell, New Jersey, United States 08080	lotso@aol.com	✔	✔		✔	✖
Buzz Lightyear	Neighbor	Emergency 3	Home	856-222-2222	1 Main Street Sewell, New Jersey, United States 08080	buzzl@aol.com	✔	✔		✔	✖
Charles Doud	Neighbor		Cell	856-222-2222	1 Any Street Sewell, New Jersey, United States 08080		✔	✔	✔	✔	✖
		Guardian				hsullivan@wtps.org				✔	✖

Guardian in the Military *
- ⦿ No - NOT Military Connected - The student is NOT a dependent of a member of full-time, Active Duty Forces.
- ○ Yes - Active Military Connected - The student is a dependent of a member of full-time, Active Duty Forces (Army, Navy, Airforce, Marine Corps, Coast Guard) or is a dependent of a member of full-time National Guard Duty.

Submit ▲

How to Edit Contact Information

Contact information may need to be updated, deleted, or added. Below are step-by-step instructions explaining how to complete each of these tasks.

How to Update Information for an Existing Contact
1. Click on the pencil icon (located at the far right of the contact name)

2. 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.

- Here you can enter/edit your Employer information.

- If you need to correct a phone number, simply delete the information that is there and type in the correct information. Click "SAVE" to save your changes.

- To delete a phone number completely, click the "X" next to the phone number. (See image below)

- 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.

3. You will also be able to update the permissions for this specific contact. Click yes or no next to each permission. Please note: It is assumed that your Emergency Contacts have permission to pick up your child from school in the event of an emergency or if they get sick in school and the nurse contacts them to pick up your child (if parent/guardian is not available).

Permissions

Lives with Student *	○ Yes ● No
Emergency Contact *	● Yes ○ No
Has Custody *	○ Yes ● No
School Pick Up *	● Yes ○ No
Receives Mail *	○ Yes ● No

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

Edit Mary Poppims

First Name	Middle Name	Last Name
Mary		Poppims

Gender	Relationship	Employer
Female		

Contact Type

Emergency 2

Address   Add

Phone

	Type	Phone Number	Preferred	Add
≡	Cell	856-555-5555	✔	✖

Email

Type	Email	Primary	Add

Permissions   **Apply Contact to:**

Lives with Student *	○ Yes ● No
Emergency Contact *	○ Yes ● No
Has Custody *	○ Yes ● No
School Pick Up *	○ Yes ● No
Receives Mail *	○ Yes ● No

Save

5. If no other changes are needed, review all the information on the form for accuracy. When you are finished, click "SUBMIT" at the bottom of the page.

Guardians and Emergency Contacts *
Please list all parents/legal guardians and at least three (3) emergency contacts apart from the parents/legal guardians

Add

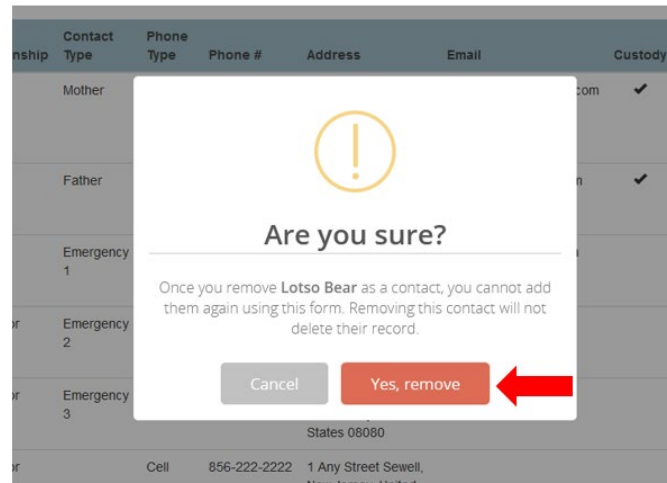| Name	Relationship	Contact Type	Phone Type	Phone #	Address	Email	Custody	Lives with	School Pickup	Emerg. Contact	Data Access		
Mary Poppins	Mother	Mother	Daytime	856-555-5555	1 Any Rd Sewell, New Jersey, United States 08012	marypoppins@gmail.com					✔	✔	✖
Mary Poppins	Mother	Guardian				marypoppins@gmail.com						✔	✖
Minnie Mouse	Aunt	Emergency 1	Home	856-999-9999				✔	✔			✔	✖
Joe Poppins	Father	Father	Cell	111-111-1111	123 Any Rd Sewell, New Jersey, United States 08080	jpop@gmail.com	✔	✔	✔	✔		✔	✖
Peter Pan	Friend	Emergency 2	Cell	888-888-8888				✔	✔			✔	✖

Apply this list of contacts to:

Submit ▲

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

How to Delete an Existing Contact

1. If you would like to delete an emergency contact, simply click on the "X" located at the far right of the contact's name.

2. A box will pop up asking if you are sure you want to delete the contact. Click "Yes, remove" to delete.

Please note: If you delete a parent/guardian's contact information, you will need to provide proof of change in custody. This can be uploaded on the Annual Information Update Form.

3. If no other changes are needed, review all the information on the form for accuracy. When you are finished, click "SUBMIT" at the bottom of the page.

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). To add the address, phone number and email address, simply click on the "ADD" button next to each field.

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

4. If no other changes are needed, review all the information on the form for accuracy. When you are finished, 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.

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 Unified Classroom account. Below are instructions on how to do so.

1. All students affiliated with your PowerSchool Unified Classroom 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.

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 with the following information:
- Your first and last name
- Your children's first and last names, grade and school
- The issue you are experiencing