

PCPS Required Forms and Necessary Paperwork 2020-2021

Normally, on the first day of school, many forms and papers come home to be filled out, signed, and returned to school. This year, PCPS will begin utilizing paperless procedures for most forms that require information from a parent/student and/or a signature. This process will take place through your Parent Portal account, and students will complete this same process through their Student Portal Account.

Currently, the documents needing parent or student review and signature are by September 11, 2020:

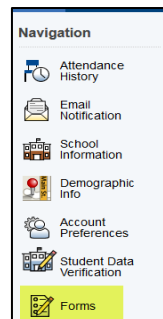
- PCPS Student Handbook & Code of Student Conduct (All PCPS Parents and Students)
- PCPS Student Chromebook Agreement (Parents and Students in Grades 2-12)
- PCPS iPad Agreement (Parents and Students in Grades K-1)
- PE Participation Form PES (Parents and Students in Grades 3-5)
- Parent Permission or Expedited SOL Assessment Retakes (Grades 3-8)

Procedures to Electronically Sign Documents

To utilize the electronic acknowledgement tool please follow the following directions:

1. Log into the Parent Portal
 - Parents will log onto the parent portal using the parent login info
 - Students will not be able to sign in the parent login screen. Students must sign into their Student Portal Account to complete this process. They will follow steps 3-4 below once they have logged in to their portal account.
2. Choose your student from the top left side if you have more than one student enrolled.

3. Select the **Forms** link on the left navigation menu



4. Select the form from the list of forms by clicking on the name of the form that is in blue (examples are in yellow highlight below). You will only see the forms that pertain to your student. Review and electronically sign by typing your name in the Parent/Guardian box and then click submit. After the form has been signed the status will change from *Empty* to *Submitted*. To complete the entire electronic acknowledgement process both the student and parent must acknowledge the forms in their portal accounts.
****Note: The Student Handbook and Code of Conduct is available electronically by clicking [HERE](#); paper copies are not being sent home. A link is also included on the Ecollect Permission form.**

Ecollect Agreements	
Status	Form Name
Empty	Poquoson City Public Schools Student Chromebook Agreement

Ecollect Permissions	
Status	Form Name
Empty	PCPS Student Handbook & Code of Student Conduct