

Registration: Forms-Parent Portal Guide:

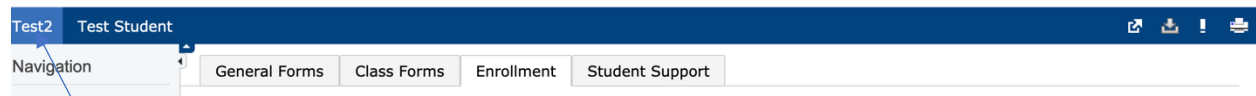
Login to PowerSchool Parent Portal: <https://powerschool.batesville.k12.in.us/public/>



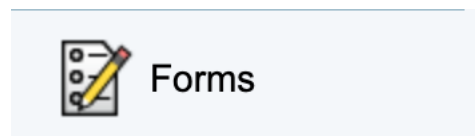
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If you have forgotten your Username or Password please click here

1. After logging into your parent account click on your student's name on the top menu bar. If you have multiple students you will need to complete this process with each student. After clicking on your student name scroll down under the left navigation and select Forms. Forms will be located on the enrollment tab.



Student Name



2.
 - Click on Preferences (right side of page) clicking on the button will open the Parent Preferences dialog. Here you can choose whether you wish to receive notifications and, if you do, which email address(e s) you would like them sent. ****Notifications are email messages sent to alert you when a form has been approved, rejected, or submitted.**

School Form Listing for Test, Test Student Test (30007)

Status	Form Name	Form Description	Category	Last Entry
Submitted	[1a] Student Address	Physical and Mailing address	Enrollment	2020-03-09 07:44:47.0
Submitted	[1b] Student Demographics	Student Information	Enrollment	2020-02-24 14:28:56.0
Submitted	[1d] Previous Enrollment		Enrollment	2020-02-24 14:29:23.0
Submitted	[1e] Legal Guardians	Parent/Guardian Information	Enrollment	2020-03-09 07:46:07.0
Approved	[1f] Emergency Contacts	Other than parents	Enrollment	2020-03-09 07:46:27.0

3.

- Next click on the first form under the Enrollment label “(2a) Student Addresses”.
- Fill out the form and click the blue submit button at the bottom of the right side of the page.
- After submitting it will display a message that says Thank You form submitted. After clicking ok, it will take you on to the next form.
- You will continue through until you have completed and submitted all forms.
- You can also use the green save button (on the bottom left side of the page) if you need to stop and come back to that form at a later time. Clicking the save button does not submit the information on the form. You will need to come back to the form and submit. If you choose to save the form it saves to your local computer. You cannot complete the form from another device the form will be empty if you try to complete it from another device.

Enrollment label-Form Name

Status	Form Name	Form Description	Category	Last Entry
Approved	[1a] Student Address		Enrollment	2020-02-10 11:45:31.0
Submitted	[1c] Legal Guardians		Enrollment	2020-02-10 11:51:24.0
Approved	[1c] Student Demographics		Enrollment	2020-02-10 11:43:54.0
Approved	[1e] Emergency Contacts		Enrollment	2020-02-10 11:53:16.0
Empty	[1e] Previous Enrollment		Enrollment	
Empty	[1f] Health Information		Enrollment	
Empty	[1h] Immunization Registry Form		Enrollment	
Submitted	[1h] Race and Ethnicity Report		Enrollment	2020-02-10 12:00:46.0
Submitted	[1j] Home Language Survey		Enrollment	2020-02-18 07:16:45.0
Empty	[1j] Transportation Plan		Enrollment	
Submitted	[1] Acknowledgment of Completion		Enrollment	2020-02-10 12:02:47.0

Physical Address

Street *

Any

City *

Any Town

State *

IN

Zip Code *

47006

County of Residence *

- Franklin (24) Ripley (69) Dearborn (15) Decatur (16) Other

Home Phone *

XXX-XXX-XXXX

Mailing Address

Copy from Physical

Street *

Any Street

City *

Anytown

State *

IN

Zip Code *

47006

Save for Later

Submit

Save for later button

Submit button

When you have completed the submission of all forms the status bar will be completely green. Any red in the status bar indicates incomplete forms. To view the status of each form, you can click back on the Forms at the left side of page under navigation. Under the Yearly Registration tab you will see the status of each form. If it has been submitted the leaf will be green. You can view the date and time of the form submission in the last entry column.





Forms

Search forms...

Yearly Registration

Status	Form Name	Form Description	Category	Last Entry
Empty	[2a] Student Address	Physical and Mailing address	Yearly Registration	
Empty	[2b] Student Demographics		Yearly Registration	
Empty	[2c] Health Information	Medical	Yearly Registration	
Empty	[2d] Emergency Contacts	Other than parents	Yearly Registration	

Legend

Icons  - Form Empty  - Form Approved / Populated  - Form Not Approved  - Form Rejected

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Status Bar

Status: displays status of forms. Refer to the legend for descriptions of status