



# PARENT/GUARDIAN GUIDE TO ELECTRONIC FORMS

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## INTRODUCTION

Enrollment Express is a data collection system integrated into PowerSchool. Electronic forms will be shared with you via the Parent Portal in PowerSchool (<https://ps.kentcityschools.org/public/>).

## ACCESSING FORMS

All electronic forms are accessed from your Parent Portal PowerSchool account (<https://ps.kentcityschools.org/public/>). Forms are tied to your child's record and can be accessed from the Forms link in the left navigation column.

## PARENT PORTAL

1. Go to <https://ps.kentcityschools.org/public/> in your browser. Please contact your school for other options if you don't have Internet access.

PowerSchool SIS

### Student and Parent Sign In

Sign In Create Account

Select Language English

Username

Password

[Forgot Username or Password?](#)

Sign In

IT'S A GREAT DAY TO BE AN EAGLE! - ¡ES UN GRAN DÍA PARA SER ÁGUILA!  
District Code = DWJB - Código de Distrito = DWJB  
[Parent Portal Instructions - Instrucciones para la cuenta de padres](#)

2. Enter the Username and Password you created and click **Sign In**.

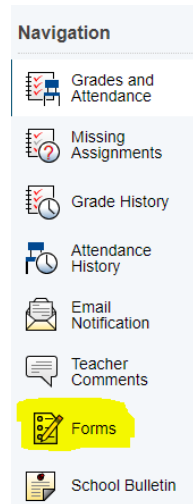
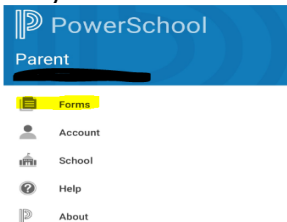
- If you do not remember, select **Forgot Username or Password**. Enter the email address you associated with the account, and you will receive an email link to reset your password.

- If you have an email address to which you no longer have access, please email [enrollment@kentcityschools.org](mailto:enrollment@kentcityschools.org). Provide your student's name, attending building, your name, and the email associated with the account if it is not the email you are sending from. Once your information has been verified, your email can be reset. Please allow 48 hours (M-F) for a return email.

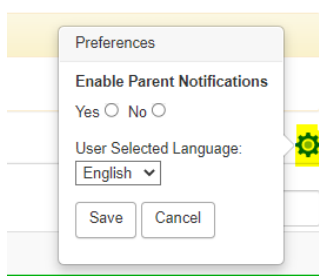
# ENROLLMENT EXPRESS (FORMS)

On the Computer, select **Forms** from the Navigation menu.

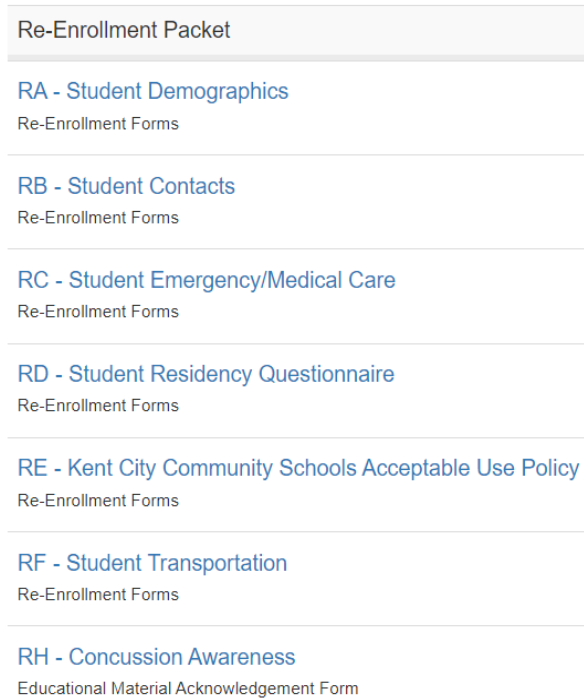
On your mobile device, click **More** and then select **Forms**.



If you want notifications when your forms have been approved and to change the user language, Select the **Preferences gear**.



The following screen shows the forms that need to be completed/updated for your student. These will differ depending on if your student is new or returning. You will see the appropriate forms that you will need to complete.



<p><b>New Student Enrollment Packet</b></p> <hr/> <p><a href="#">EA - Welcome to Kent City Community Schools!</a> Listing of Documents Needed to Enroll, Important Phone Numbers, Enclosures, along with Welcome Letter.</p>	<p><a href="#">EH - Home Language Survey</a> Enrollment Forms</p>
<p><a href="#">EB - Legal Guardian and Emergency Contact Information</a> Enrollment Forms</p>	<p><a href="#">EI - Concussion Awareness</a> Educational Material Acknowledgement Form</p>
<p><a href="#">EC - Student Emergency/Medical Care</a> Enrollment Forms</p>	<p><a href="#">EJ - Student Residency Questionnaire</a> McKinney-Vento Eligibility Questionnaire</p>
<p><a href="#">ED - Family Information</a> Enrollment Forms</p>	<p><a href="#">EK - Kent City Community Schools Acceptable Use Policy</a> Enrollment Forms</p>
<p><a href="#">EE - Child's Educational History</a> Enrollment Forms</p>	<p><a href="#">EL - Student Transportation</a> Enrollment Forms</p>
<p><a href="#">EF - District Ethnicity Survey</a> Enrollment Forms</p>	<p><a href="#">EM - Kent City Elementary Handbook</a> Elementary Enrollment Only</p>
<p><a href="#">EG - Immunizations - Agreements - Permissions</a> Enrollment Forms</p>	<p><a href="#">EN - Kindergarten Readiness</a> Enrollment Form for Incoming Kindergarten Only</p>
	<p><a href="#">EO - Document Upload Form</a> Use this form to upload required documents for enrollment.</p>

Click the first form (link in blue). This will open the first form you need to complete. Please note that new students have different forms than returning students, or there may be extra forms for returning students if this is the first time you have filled that set of forms, so your tabs may look slightly different.

Above the form is the Form Ribbon. This allows you to move between forms within a category without having to return to the Ecollect Forms page. Use the arrows on either end of the ribbon to see more forms.

Just below the Form Ribbon is the Active Header. If a form has been previously submitted, the archive header gives you the ability to view these submissions.

The screenshot shows the Ecollect Forms interface. At the top, there is a 'Form Ribbon' with tabs for 'EA - Welcome to Kent City Community Schools!', 'EB - Legal Guardian and Emergency Contact Information', 'EC - Student Emergency/Medical Care', and 'ED - Family Information'. Below the ribbon is the 'Archive Header' for the 'EC - Student Emergency/Medical Care' form, which indicates 'There are 1 previous responses to this form. (0 pending, 0 approved, 0 rejected)' and 'Last response status: submitted'. The main form content is titled 'Emergency Care Permission' and includes a consent statement: 'The staff of Kent City Community School is hereby authorized to follow the plan outlined in this form in the handling of any emergency care for my child. I agree to pay a permission to the staff of the Kent City Community Schools to secure emergency medical care for my child should they be unable to contact me and they deem such tre...'. Below this, there are input fields for 'Student's Name' (Annie Test), 'Signature of Parent/Guardian' (Momma Test), and 'Date' (01/18/2023). Red arrows point to the 'Form Ribbon' and 'Archive Header' labels.

The rest of the page is the form itself. Fields with the \* icon are required fields. They must be filled out in order for the form to be submitted.

A form can have one of four statuses indicated within the status column.

**Legend**

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

The Form Empty Icon means that that form has not yet been filled out.

**Enrollment forms are complete once your Acknowledgement of Completion has been submitted (displaying a green leaf) and all forms are approved.**

RA - Student Demographics

Re-Enrollment Forms

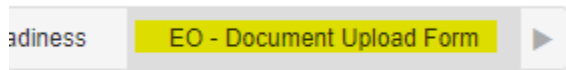
Last Entry: 01/17/2023 12:25:56 PM

 Approved

## UPLOAD A DOCUMENT INTO THE DOCUMENT UPLOAD FORMS TAB

1. The document must be saved to a folder on your computer or device. Ensure the file is valid for upload (Less than 5MB, PDF, DOC, DOCX, RTF, PNG, JPG, JPEG). You can easily save it to your device by taking a picture of the document. If taking a picture, please ensure the document is flat, not on an angle, and crop out all the background.

2. EO - Document Upload Form Tab from the Form Ribbon.



3. Click **Upload** under the document header of the document you want to upload.

Please Note: Your child will not be completely enrolled until all registration forms have been filled out and all necessary documents have been received.

**Birth Certificate (Required for all Enrollees)**

The Michigan Missing Children's Act (MCL 380.1135) requires that you provide a copy of your child's original birth certificate when you are enrolling in school. If you do not meet this requirement within 30 days, the school must notify local law enforcement.

Upload 

**Proof of Residency (Required for all Enrollees)**

Rental or lease agreement, mortgage statement, or utility bill dated within the last 60 days.

Upload 

**Immunization Record (Required for all Enrollees)**

Up-to-date immunizations required.

Upload 

**Health Appraisal**

Required for Kindergarten enrollees. Must be signed by a physician.

Upload 

**Custody/Guardianship Documents**

If applicable.

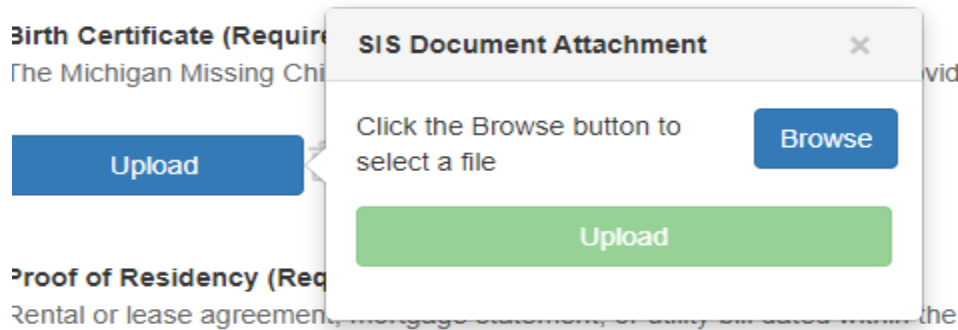
Upload 

**IEP/504 Documents**

If student has current IEP or 504 documents please upload to share with our staff.

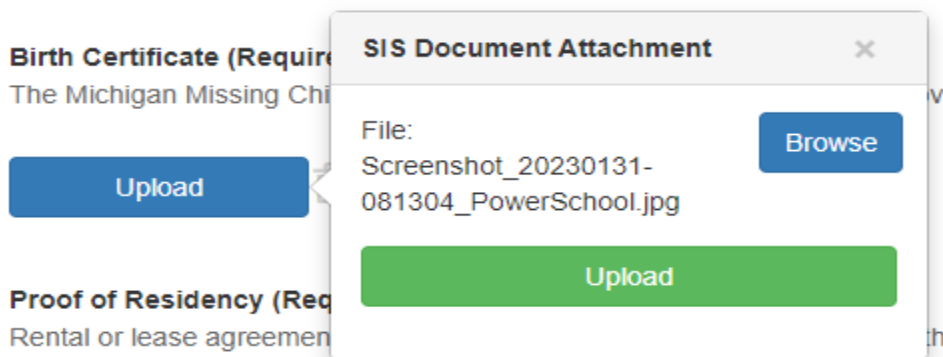
Upload 

4. Click BROWSE to search for the saved document on your computer or device.



5. Select the document from your computer (double click) on the device to upload.

6. Your document will now show under file. Select **Upload**



7. If you do not have a document and need to either bring into the office or upload later, select the bubble OR if all documents are uploaded then select Not Applicable.

**Documents that have not been uploaded, but will be delivered to the enrollment office. \***

- Birth Certificate
- Proof of Residency
- Immunization Record
- Health Appraisal (Kindergarten Only)
- Custody/Court Documents (if applicable)
- IEP/504 Documents
- Not Applicable - All documents have been uploaded.

8. Click Submit

## SAVE FOR LATER VS. SUBMIT

1. You do have the option to select different forms by clicking on each of the tabs. You have the option to either **Save for Later** or **Submit**. Before submitting, make sure all required questions have been entered.
2. You need to upload the required documentation to finish the enrollment process.

## APPROVAL OF ENROLLMENT FORM

Once all documents have been approved, you will receive a call from the building your child will be attending with start date information.