

# Guidelines for Using PowerSchool Enrollment and Ecollect



Diocese of  
Green Bay

Office of Catholic Schools

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## **Introduction**

Ecollect is a data collection system integrated into PowerSchool. Ecollect is used to collect information regarding your student and family, as well as a way that the school can share forms with you. Just think – no more depending on your student to bring home forms for you to sign! Forms submitted by you are automatically accessible to school staff via their PowerSchool portal.

We're confident Ecollect will increase communication with the school and make it easier for both the school and you to complete the necessary paperwork in an easier, more efficient way.

If you would prefer to watch the enrollment process and using Ecollect, there is a video provided by PowerSchool.

[Training Video: Parents - PowerSchool Community](#)

## **For New School Families**

If you are new to our school, you will need to create a PowerSchool account.

Go to (INSERT URL FOR NEW FAMILIES)

Enter the required information and submit.

Your request will be sent to the school and the school will send you an email with a username and temporary password to PowerSchool.

When you first log in, you will be required to change your password.

## ACCESSING ECOLLECT FORMS

For returning families, or for new families who have completed the pre-enrollment portion and received their PowerSchool access information, you will use Ecollect forms that are directly tied to your child's record.

It is helpful to have the following information before you begin the process:

- Parents' work phone numbers
- Grandparent information including address, emails, and phone numbers
- Doctor name and phone number
- Dentist name and phone number
- Insurance company and policy number
- Sacraments completed (baptism, first communion, etc.)
- Two emergency contact people with their information
- Updated immunization record
- Address of last school attended, if not (NAME OF SCHOOL)

### Using the Website

1. Login to PowerSchool at <https://gbdioc.powerschool.com/public/> with your username and password.
2. You will see each child listed as a separate tab across
3. Click on the FORMS link in the navigation pane on the left side.

### Using a Smartphone

1. Install the PowerSchool APP
  - District Code: MNJQ
  - PowerSchool App Version 21.11.10
  - Log in
2. Click on the More button in the lower right
3. Click on Forms at the top

(If you do not see Forms, you need to update or uninstall/reinstall the App)

Click on one of the Forms to begin. The status column on the left indicates if the form has been submitted to the school.

If the Form status is "EMPTY" you **must** complete the form. Some forms must be completed each year. If the Form status is "SUBMITTED" or "APPROVED" please verify that the information is still correct.

Navigate to additional forms by using the "Forms" link on the left side or by clicking on Forms tab.

## Forms to Complete

You will need to complete the following forms: (SCHOOLS SHOULD EDIT THE LIST BASED ON THE FORMS THEY REQUIRE)

### Section 1: Demographics

- Student Demographics
- Student Address
- Before/After School Care
- Student Contacts
- Faith Information
- Equity Indicators
- Emergency Contacts
- Home Language Survey
- Transportation Request Form

### Section 2: Health

- Health Authorization
- Health Information
- Behavioral Referral Form

### Section 3: Permissions

- Permissions and Agreements
- Previous Enrollment and Records Release
- Field Trip
- Student Directory
- Athletic Registration

### Section 4: Completion

- Acknowledgement of Completion

You can use the SAVE button if you do not want to submit the form at this time, but you want to save the information that you entered. Saved forms are saved locally on your computer and cannot be accessed by any other device.

Once you have completed and submitted your forms a pop-up window will open thanking you for the submission. The school will review and will contact you with any additional questions. If you need to make a change to any form you submitted, you can make that change at any time and resubmit.

You will need to complete these steps for each child enrolled. There is a tab for each child across the top of the screen.

If you have questions, please contact the school at (CONTACT INFORMATION HERE)

## Approval

A form may be set up to require a school to verify the information in a form when it is submitted. When that is the case, the form will go into a pending state until the administrator approves or rejects the submission.

On the Forms page, a pending form will have the status of **Pending** and the row will be highlighted in yellow. If the form is approved, the status will be **Approved** and the form background will be white. If the response form was rejected, the status will be **Rejected** and the background will be red. Click the Rejected button to make changes and resubmit the form. It will return to Pending status.

## Preferences

You can receive notification when a new form is submitted for the student by a teacher or administrator or when the status of a pending form changes. Use the Ecollect Preferences on the Ecollect Forms page to indicate whether you would like to receive these notifications.

Clicking on the button will open the Parent Preferences dialog. Here you can choose whether you wish to receive notifications, and, if you do, to which email address you would like them sent.

In addition to the notification preferences, you can also choose what language you would like to see forms translated in. Not all forms will necessarily be available in each language you are able to choose from.

## Commonly Asked Questions and Answers

- **Q:** *Why do families need to create a PowerSchool Enrollment (Registration) account?*
  - **A:** Most PowerSchool Enrollment (Registration) solutions are multiple-page forms that require families to create an account. Having a secure account ensures the security of the information and allows families to save their progress and return to complete a form later or access the confirmation page of a submitted form.
  
- **Q:** *Why do families need an email address to create their account?*
  - **A:** Email is used for all major communications between PowerSchool Enrollment (Registration) and the family. These communications include the new account creation email and the submission confirmation email, among others.
  
- **Q:** *What are the ways a family can obtain a new password?'*
  - **A:** Retrieving a password can be done online. To retrieve a password online, the family can select the 'Forgot password?' link on the Account Sign In screen. From there they must enter the account's associated Email Address. They will then be able to either recover a temporary password sent to their account's email address, or they can choose to answer their security questions online and immediately enter a new password.
  
- **Q:** *What if a family forgot or cannot access the email address associated with their account?*
  - **A:** At this time there is no “Forgot Email?” link on the Account Sign In screen. Users will need to click “Forgot password?” and try to reset their password with a potentially linked email address. If the user enters an email that is associated with a PowerSchool Enrollment (Registration) account, they will proceed to step two of the password recovery process.
  
- **Q:** *How can Families locate forms?*
  - **A:** Family users follow these steps to locate PowerSchool Enrollment (Registration) Forms in PowerSchool SIS:
    1. Log into PowerSchool – This means family users will need their Access ID and or password to create their account or add additional students.
    2. Select the correct student from the top left of the screen – family users may need assistance adding additional students to their account.
    3. Click the appropriate link from the left-hand navigation bar
    4. Begin entering information on the form.

- **Q:** *How can Families complete forms?*
  - **A:** PowerSchool Enrollment (Registration) forms are optimized for all mobile devices, but the best user experience is available on a laptop or computer. If the user is having trouble with a computer, advise them to clear their browser history, cache, and cookies.
  
- **Q:** *It says that my form record is on hold. What do I do?*
  - **A:** If a form has been placed on hold, only the school or school district has the authority to remove the hold. Please contact your school.
  
- **Q:** There is not an option that applies to me in one or more of the fields on the Enrollment form.
  - **A:** Fields within the forms are created/requested by the school. Reach out to the school to share your feedback regarding the options.