

Returning Student Registration Instructions

PARENTS' GUIDE TO RETURNING STUDENT REGISTRATION


Ecollect is a data collection system integrated into PowerSchool to share forms with you. Returning student registration can be accessed from your existing Parent Portal account in PowerSchool. Please follow these steps to complete the returning student registration for your child(ren) for the upcoming school year.

Returning Student Registration Steps:






1. Please log into your existing parent portal account for PowerSchool following this link: <http://ps.maisd.net>
 - If you do not remember your login information, click the 'forgot username or password link' to reset.
2. Once logged in please click the **Forms** icon on the left hand navigation bar.



Figure 1: Forms Icon

3. Select the **Enrollment** tab at the top.
4. Complete all enrollment forms beginning with the **Introduction** form and ending with the **Permissions and Agreements** form.
5. After each section, please click the **Submit**  button to save your data and advance to the next section. If the form submission was successful, a pop-up window will open thanking you for the submission.
 - **SAVE VS. SUBMIT:** Along with the Submit button is the Save button. Use the Save button if you do not yet want or are not yet able to send the form to the school but do not want to re-enter information already filled out. It is recommended that you save a form if you have to step away from your computer, as PowerSchool may log you out for inactivity.
 - **When to Save:**
 - You need to step away from the computer
 - You do not have all the required information but have filled out some of the information
 - **When to Submit:**
 - You are ready to send the form to the school/district.

6. Where applicable, the information we currently have on file for your student(s) will auto populate into the form fields. Please check for accuracy and make any corrections needed to existing information.
 - **NOTE:** If there has been a change of the student's name or physical address, we will need supporting documentation uploaded or brought to your student's school before the registration is considered complete.

7. Once you have successfully completed and submitted all sections of the enrollment form, it will be sent to the school registrar for approval.
 - As you complete forms, the status bar for that category will change from red to green. A form can have one of five statuses, indicated within the status column:
 -  **Empty** Indicates that the form has not yet been submitted
 -  **Submitted** Indicates that the form has been successfully submitted
 -  **Pending** Indicates that the form is waiting for approval
 -  **Approved** Indicates that the form was approved
 -  **Rejected** Indicates the form was rejected. A popup will indicate why it was rejected and what actions need to be taken.

8. Please complete the returning student registration process for each additional child currently enrolled, by clicking their name(s) at the top of the PowerSchool Parent Portal account and navigating to the **Forms** section.

9. **APPROVAL:** Returning student registrations require a school registrar to verify the information when it is submitted. Once submitted, the form will go into a pending state until the administrator approves or rejects the submission. A pop-up window will open on submission, informing you the form is pending approval.
 - If the form is approved, the status will be changed (see above) and the form background return to white.
 - If the response to the form was rejected, the form will be highlighted red in the form list and the status will be rejected. Clicking the form name will display the form with a red background. A pop-up window will open, letting you know the form was rejected and the reason the form was rejected, and any actions needed to be taken.
 - Click the **Edit Rejected** button to be able to edit your submission. Once you finish making your changes, resubmit the form. It will return to pending status. If you have enabled parent notifications on your account (see set-up information below), you will receive an email when a form's status moves from Pending to Approved or Rejected.

ECOLLECT PARENT NOTIFICATION PREFERENCES:

A form may be set up to send notifications to parents when it is submitted or when the status of a pending form changes. To enable this notification setting:

- Go to the **Forms** page
- Click on the **Preferences** icon
- Clicking on the button will open the Parent Preferences dialog.

Preferences

Enable Parent Notifications

Yes No

Notification Email

To add more than one email address, separate by commas; e.g. "janedoe@mail.com,billdoe@mail.com"

Save Cancel

Here you can choose whether you wish to receive notifications and, if you do, which email address(es) you would like them sent. Once set, the button changes from golden to white. You can access these settings any time from the Forms page.

ECOLLECT FORMS - NOT JUST FOR STUDENT REGISTRATION

In the future, schools will be utilizing the Forms section of the PowerSchool Parent Portal for such things as program sign-ups, permission slips and surveys. These form will be accessed in the same area of your PowerSchool Parent Portal under one of the other form tabs (General Forms, Class Forms or Student Support)