

PARENTS' GUIDE TO RE-ENROLLING STUDENTS USING ECOLLECT FORMS

For the 2021-22 school year, the Leona Group (TLG) schools in Michigan have implemented an online, paperless Re-Enrollment process using Ecollect forms. These forms are available online and may be filled out at your convenience, from the comfort of your own home, making them completely safe and secure.

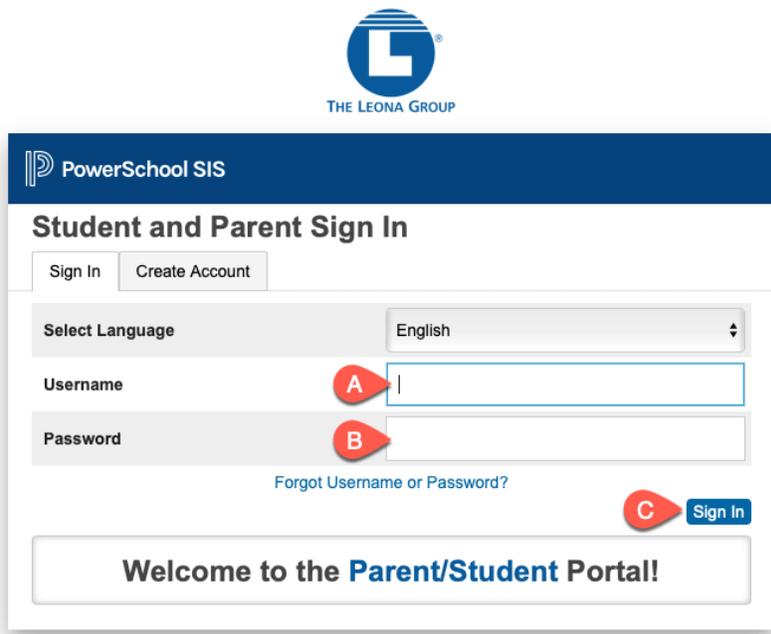
The Re-Enrollment process consists of two parts:

- Part 1: indicate your intention (Yes or No) to have your child re-enroll in the school for 2021-22 -- this is a required form
- Part 2: if re-enrollment is intended, certain student information may be updated if needed (such as home address, phone, contact information, etc) – these forms are optional at this time, and may be rolled out between now and the start of school

ACCESSING ECOLLECT RE-ENROLLMENT FORMS

Ecollect forms are accessed from your PowerSchool Parent Portal account. No separate login is necessary.

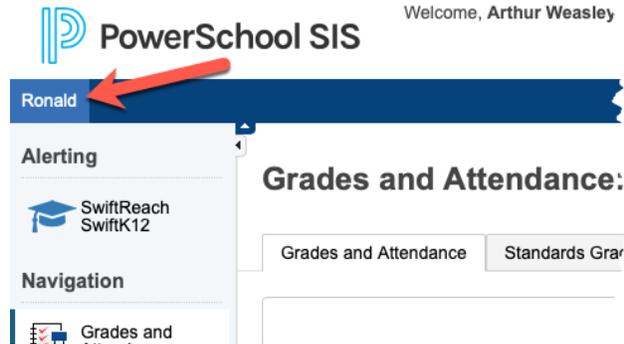
STEP 1: Log into your PowerSchool Parent Portal account



The screenshot shows the PowerSchool SIS login interface. At the top, there is a blue header with the PowerSchool SIS logo and the Leona Group logo. Below the header, there are two buttons: 'Sign In' and 'Create Account'. A 'Select Language' dropdown menu is set to 'English'. There are two input fields: 'Username' and 'Password'. A red circle with the letter 'A' is next to the Username field, and a red circle with the letter 'B' is next to the Password field. Below the Password field, there is a link that says 'Forgot Username or Password?'. A red circle with the letter 'C' is next to the 'Sign In' button. At the bottom of the form, there is a white box with the text 'Welcome to the Parent/Student Portal!'.

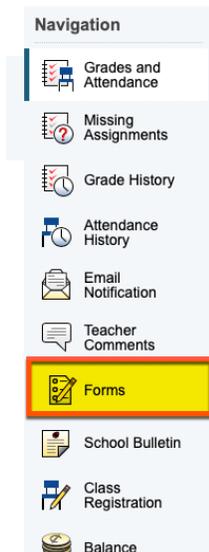
<https://tlgmi.powerschool.com>

STEP 2: Select the name of the student from the ribbon on the top



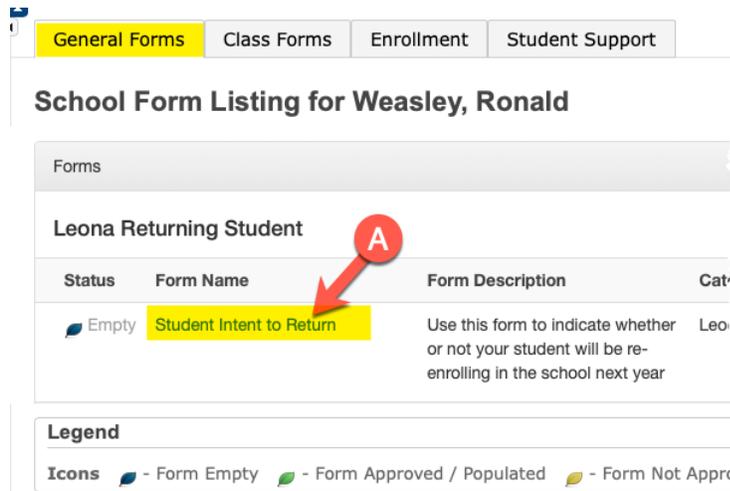
If your Parent Portal account is linked to more than one student, each name will appear on the ribbon. Forms must be completed for each student individually

STEP 3: Access the Forms page



Click the Forms link on the left-hand Navigation bar. This link will allow you to access any forms shared with you: General Forms, Class Forms, Enrollment Forms, and Student Support Forms

Part 1: Complete Student Intent to Return (Required)



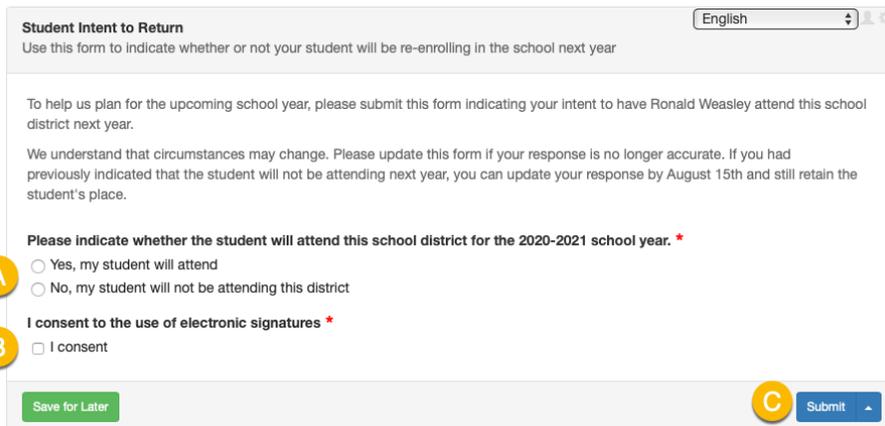
School Form Listing for Weasley, Ronald

Status	Form Name	Form Description	Cat
Empty	Student Intent to Return	Use this form to indicate whether or not your student will be re-enrolling in the school next year	Leo

Legend

Icons: - Form Empty - Form Approved / Populated - Form Not Appro

Begin on the **General Forms** tab and select **Student Intent to Return** form from the Leona Returning Student list



Student Intent to Return
Use this form to indicate whether or not your student will be re-enrolling in the school next year

To help us plan for the upcoming school year, please submit this form indicating your intent to have Ronald Weasley attend this school district next year.

We understand that circumstances may change. Please update this form if your response is no longer accurate. If you had previously indicated that the student will not be attending next year, you can update your response by August 15th and still retain the student's place.

Please indicate whether the student will attend this school district for the 2020-2021 school year. *

A Yes, my student will attend
 No, my student will not be attending this district

B **I consent to the use of electronic signatures ***
 I consent

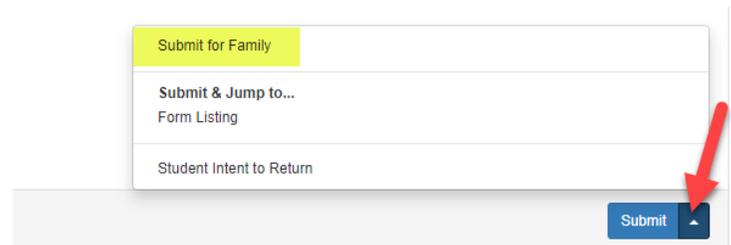
C [Submit](#)

On the Student Intent to Return form:

- A. Indicate whether the student will be attending the school next year (Yes or No)
- B. Consent to electronic signature (enter name and date)
- C. Submit form

NOTE: this form may be updated at any time if required. The status of a this form will appear as “Submitted” once it has been saved, and does not require school approval.

NOTE: there is an option to Submit for Family if the same response applies to all the students connected to this account



[Submit for Family](#)

[Submit & Jump to... Form Listing](#)

[Student Intent to Return](#)

[Submit](#)

Part 2: Complete Returning Students Enrollment Forms (Optional)

Click on the Enrollment tab to view the list of Enrollment Forms for returning students (some of these forms might not be applicable for each school)

General Forms | Class Forms | **Enrollment** | Student Support

Enroll Form Listing for Weasley, Ronald

Status	Form Name	Form Description	Category	Last Entry
Empty	[Leona RS] A - Student Demographics	Basic student information, including birth and home language information	Leona Returning Student	
Empty	[Leona RS] B - Contact Information Update	Family contact information, Emergency contacts, and contacts for school communications	Leona Returning Student	
Empty	[Leona RS] C - Health Information Update	Basic health information: names of doctors and dentists; allergies; medications; authorizations in case of emergency	Leona Returning Student	
Empty	[Leona RS] D - Transportation Request Form	Request bus transportation to/from school for your child	Leona Returning Student	
Empty	[Leona RS] E - Permissions/Agreements	School Handbook, Internet Use, Privacy Rights, Media Release, and Walking Field Trip Permission	Leona Returning Student	

Form A – Student Demographics

[Leona RS] A - Student Demographics
Basic student information, including birth and home language information

Student Profile

Currently on Record

Does this information need to be updated? *

Yes No

Name
Ronald Weasley

Preferred Name

Gender
Male

Date of Birth
07/10/2010

Student's Cell Phone

Student's Email

Is the student Hispanic or Latino?
No

Corrections

This form contains student information that is currently contained in PowerSchool. This information generally remains the same from year to year (such as Date of Birth, Gender, Race/Ethnicity). If any information needs to be updated/corrected, click the Yes button and fill in the correct information.

Follow these steps for each section of this form: Student Profile, Birth Information and Language



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Form B - Contact Information Update

This form displays current contact information for this student contained in PowerSchool. If any information needs to be updated, enter the corrections in the fields on the right side of the page and click Submit at the bottom of the page.

[Leona RS] B - Contact Information Update
Family contact information, Emergency contacts, and contacts for school communications

Address		Corrections ?	
Currently on Record	Physical Address 4130 Maxwell Detroit, MI 48214	Street 4130 Maxwell	City Detroit
	Mailing Address	State MI x v	Zip Code 48214
		Home Phone 313-111-2222	Street
		State x v	Zip Code

Form C - Health Information Update

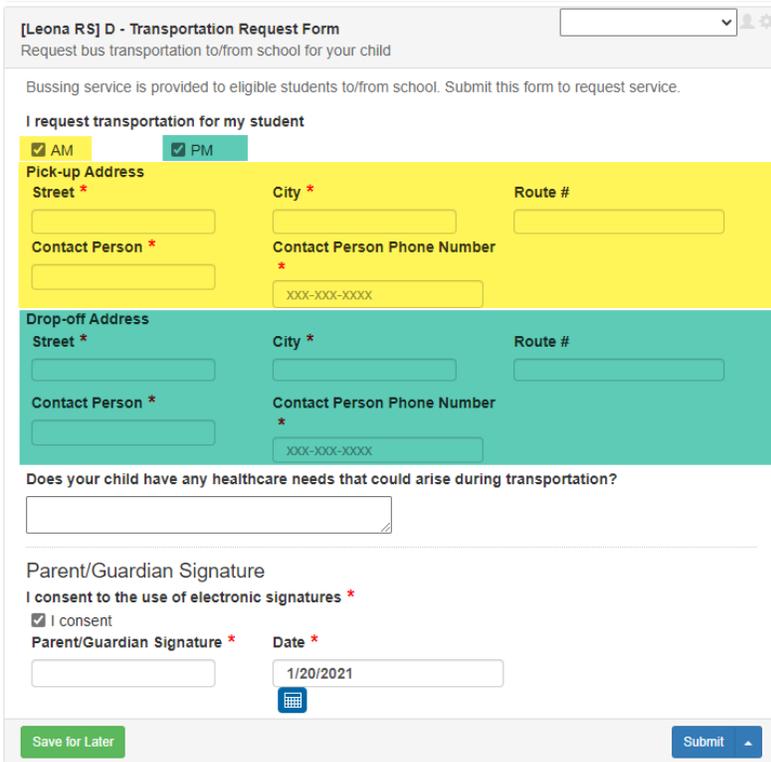
This form displays current health information for this student. If any information needs to be updated, enter the corrections in the fields on the right side of the page and click Submit at the bottom of the page.

[Leona RS] C - Health Information Update
Basic health information: names of doctors and dentists; allergies; medications; authorizations in case of emergency

Medical Contacts		Corrections ?	
Currently on Record	Doctor	Doctor's Name Dr. Bunsen Honeydew	Doctor's Phone 313-444-5555
	Dentist	Dentist's Name Dr. Maggie Molar	Dentist's Phone 248-888-3333
	Preferred Hospital	DMC - Children's Hospital Of Michigan	
Child currently has health insurance No	<input checked="" type="radio"/> Yes <input type="radio"/> No	Health Insurance Provider	Policy Number
Insurance			

Form D – Transportation Request Form

If available, this form allows parents to request bus transportation for the student (morning, afternoon, or both). This form is **only visible** in schools that offer bus transportation as a service to students.



If transportation is requested for the morning, specific Pick Up information must be entered.

The same is true if transportation is requested for the afternoon.

A Parent/Guardian must electronically sign this request form.

Click Submit at the bottom of the page.



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ECOLLECT PARENT PREFERENCES

A form may be set up to send notifications to parents when it is submitted for the student by a teacher or administrator or when the status of a pending form changes. Use the Preferences Button on the Forms page to indicate whether you would like to receive these notifications.

Clicking on the button will open the Parent Preferences dialog box. Here you can choose whether you wish to receive notifications and, if you do, which email address(es) you would like them sent to. Once set, the button changes color from golden to white.

You can access these settings any time from the Forms page.

FILLING OUT A FORM

To open a specific form, click on the form name within the form list.

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

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

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.

SUBMITTING A FORM

Once the form is filled out, press the Submit button at the bottom of the page. Your form will be submitted and reloaded. If the form submission was successful, a pop-up window will open thanking you for the submission.

Next to the Submit button is an arrow that brings up a couple of options for submission.

For some forms, the first may be “Submit for Family”. Choosing this option will allow you to choose which of your children you would like this submission to apply to. This is useful for a form that is not student specific, such as Emergency Contacts. It should not be used on forms that have student specific fields, such as the student’s name or birth date. Using “Submit for Family” will change the name, for instance, for all the children for which you submit the form to the same name within the school/district records.

The other option is to “Submit & Jump to...”. Below this option is a list of pages you can open after submitting this form, either the Forms page or a different form.



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SAVE VS. SUBMIT

Next to 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.

Saved forms are saved locally on your computer. You can access the saved entry from your same user on the same browser. You will not be able to access the saved data from another device. A form with a saved entry will appear Empty in the form listing.

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

APPROVAL

A form may be set up to require a school or district administrator 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. A pop-up window will open on submission, informing you the form is pending approval.

The form will have a yellow background and edited fields that need approval will have a red flag beside them. Hovering over the flag will show the current and previous response for that field. On the Forms page, a pending form will have the status of  **Pending** and the row will be highlighted yellow.

If the form is approved, the status will be  **Approved** and the form background will 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. If the administrator indicated a reason the form was rejected, that reason will also display on the pop-up.

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 the form is set up to send parent notifications and you have enabled them on your account, you will receive an email when a form's status moves from Pending to Approved or Rejected.