

Guide to Completing Forms via the PowerSchool SIS Parent Portal

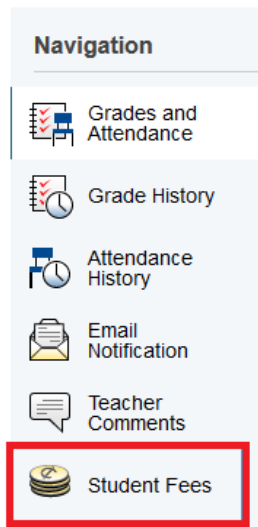
Page 1: Logging in

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Page 4-5: Off Site Activities Annual Consent Form - Yearly Walking/Low Risk Activities

Things you will need

- PowerSchool SIS Parent Account
 - Access to a computer
1. Log into PowerSchool SIS public portal <https://sps.powerschool.com/public/home.html> using either a Firefox or Google Chrome browser (Internet Explorer is not a supported browser).



2. Select Student Fees tab
3. A new window will open. Select your child by clicking on their name on the top bar.



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Off Site Activity(ies) Consent of Parent/Guardian and Acknowledgement of Risk (High Risk Fieldtrip)

1. Under the **New Items** header, click on the Consent Form ie. **Event Name Consent/Permission Form**

Student name will pre-populate on the form

2. Carefully review the form and enter student Trip Emergency Medical Information
 - Alberta Healthcare Number is an optional field
 - Student date of birth will pre-populate on the form
 - All other fields are mandatory
3. Check both boxes and sign your name in the dotted box

Consent

I am the Custodial Parent/Guardian

I agree to the above Terms & Conditions

Signature of Custodial Parent/Guardian

A large rectangular box with a red border and a dotted inner border, intended for the signature of the custodial parent/guardian.

4. Type your name and click on the calendar icon to select the date

Printed Name

A text input field for the printed name, highlighted with a red border.

Dated

A date input field showing the format 'dd-MMM-yyyy' and a calendar icon, highlighted with a red border.

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5. Review the data you have entered and agreed to. If you consent, select the Submit button

Cancel

Submit

If you have any issues, please contact the school office.

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Off Site Activities Annual Consent Form - Yearly Walking/Low Risk Activities

1. Under the **New Items** header, click on the Consent Form ie. **Off Site Activities Annual Consent Form - Yearly Walking/Low Risk Activities 21-22**



Student Name will pre-populate on the form

2. Carefully review the form and enter student medical information (or NA if not applicable).

Student Medical Information: (enter NA if not applicable)

3. Check both boxes and sign your name in the dotted box

Consent

- am the Custodial Parent/Guardian
- agree to the above Terms & Conditions

Signature of Custodial Parent/Guardian

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4. Type your name and click on the calendar icon to select the date

Printed Name

Dated

1. Review the data you have entered and agreed to. If you consent, select the Submit button

If you have any issues, please contact the school office.