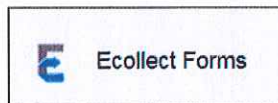
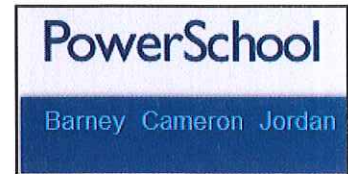


# PowerSchool Ecollect Parent Guide

1. Please go to the Parent PowerSchool Student and Parent login page:  
<https://bainbridge.powerschool.com/public>
2. In the Login box enter your **Username and password**.
3. If you don't remember your username or password, click the "**Forgot Username or Password**" link to reset your password.

4. The PowerSchool Parent Portal screen will display. Each of the students attached to your account will display in the bar below the PowerSchool Logo (upper left portion of the screen). Choose the first student by clicking the student's name.



5. In the left menu, scroll down and click Ecollect Forms:

- a. After clicking on Ecollect Forms, the message below will appear at the top of your screen. Use Ecollect Parent Preferences on the Ecollect forms page to indicate whether you would like to receive notifications about when a form has been submitted or when the status of a pending form changes. Click on Ecollect Parent Preferences to set your preference.

- b. This message will appear:

- c. Selecting yes will open this message:

- d. Add the email address(es) for which you would like to receive notifications. Follow the instructions on the message box for adding multiple email addresses.
  - e. Once you have added all your email addresses, click "**Save**". Once set, the "Ecollect Parent Preferences" button changes from golden to white. Your Parent Notifications are now set.
6. On the Ecollect page, you will see the Ecollect Forms screen with the available forms. Please fill the forms out in the order they are presented.

- a. To begin, click on the Home Language Survey (If you have previously completed this survey, all you need to do is click Submit). This page will NOT appear again after this submission.

Ecollect Forms				
Search forms...				
Lamoille South				
Status	Form Name	Form Description	Category	Last Entry
Submitted	[LSSUJ] - Home Language Survey	The Home Language Survey is completed when a student enrolls in any school within Lamoille South Supervisory Union and is only completed once.	Lamoille South	2018-08-14 09:41:19.0
Pending	[LSSUJB] - Student Information Update		Lamoille South	2018-08-14 09:43:01.0
Empty	[LSSUJC] - Legal Guardian Update		Lamoille South	
Empty	[LSSUJD] - Emergency Contact Information Update		Lamoille South	
Empty	[LSSUJE] - Health		Lamoille South	
Empty	[LSSUJF] - School Permissions		Lamoille South	
Lamoille South - Documents				
Status	Form Name	Form Description	Category	Last Entry
Empty	[LSSUJ] Documents / Handouts		Lamoille South - Documents	

- b. If a form has been previously submitted, the archive header gives you the ability to view these submissions. Archive Header:

There are 1 previous responses to this form.

- c. Each form is presented with data that is currently on file to the left of the form. Updates or new entries should be completed in the right column of the form (under Updates or changes). **You ONLY need to enter changes if the data on the left is incorrect.**
- d. All fields with the \* icon are required fields. They must be filled out in order to submit the form.

7. Once the form is filled out, click the Submit button at the bottom of the page.

**NOTE:** Some forms may be submitted for all students in the family. Next to the submit button is an arrow that brings up a couple of options for submission:

Submit for Family  
 Submit & Jump to...  
 Form Listing  
 [LSSUJA] - Home Language Survey  
 [LSSUJB] - Student Information Update  
 [LSSUJC] - Legal Guardian Update  
 [LSSUJD] - Emergency Contact Information Update  
 [LSSUJE] - Health  
 [LSSUJF] - School Permissions  
 [LSSUJ] Documents / Handouts  
 Submit

For some forms, the first option may be "Submit for Family". Choosing this option will allow you to choose which of your students you would like this submission to apply to.

Additional Family Members to Submit for:  
 [Name]  
 [Name]  
 [Name]  
 [Name]  
 Submit

8. All forms must be completed for each student.

These forms include the Home Language Survey, Student Information Update, Legal Guardian Update, Emergency Contact Information Update, Health, and School Permissions. After completing the last form, (School Permissions) you will enter your name as your Digital Signature and as acknowledgement that the information is accurate to the best of your knowledge.