Returning Student Verification Forms

General McLane School District 2024-2025

1. Notifying Parents/Guardians with Incomplete Forms

- a. In PowerSchool while logged into your building, select "Data & Reporting" from the right toolbar.
- b. Select "Form Reports" and then "Form Category Completion Report."
- c. From the dropdown menu, select "Student" and then "Returning Student Verification."
- d. This will generate a report with all students and their "Percentage Complete." Click on "Percentage Complete" and the list will be sorted so that students with all forms completed are first.
- e. Scroll down and change the number of students showing to 100.



- f. Scroll through the pages until you come to students with less than 100% of their forms submitted.
- g. Check the box in the upper left corner so that all student boxes are checked. Then uncheck the ones who have submitted 100%.



- h. Go through the remaining pages and check the box in the upper left corner so that all students with missing forms are selected.
- i. Click on the export arrow and select, "Make Current Selection."
- j. Click on PowerSchool SIS in the upper left corner and it should take you to the main PowerSchool page. Those students should now be in the "Current Student Selection" window.
- k. Use SchoolMessenger to send messages to those parents reminding them to submit incomplete forms.

2. Approving "Student Information Form"

- a. In PowerSchool while logged into your building, select "Data and Reporting" from the left toolbar.
- b. Select "Form Reports" and "Response Reports."
- c. Select "A. Student Information Form"
- d. Click "Generate Report"
- e. From the list, click on the student number of a submitted form. That will open a new tab and bring up the parent's responses. You'll be warned that the form is pending approval.
- f. Go through the form and make sure that any changes are properly formatted. (A common error is for parents to submit a new contact and not format it *last name, first name*)
- g. Scroll down to the bottom and select "Approve."
- h. The password is "12"
- i. Click "Approve."
- j. If a parent/guardian changes one of the listed contacts (i.e. grandma is removed and an uncle is added), the notes underneath that individual in Emergency Contact/Medical may no longer correspond with the person listed. You'll need to check these.