

Annual Online School Forms: Instructions for Parent/Guardian

Step 1: Log in to PowerSchool Parent Portal Login

Log in to the parent portal: wccusd.powerschool.com Parents/guardians will need their Powerschool login and password. If they do not have an account, they should first follow the instructions in the [\[PowerSchool\] Parent/Guardian Access](#) document.

Click on **Annual School Forms (lower left bottom)**

The screenshot shows the PowerSchool Parent Portal interface. The left navigation menu includes options like Grades and Attendance, Grade History, Attendance History, Email Notification, Teacher Comments, School Bulletin, Class Registration, My Schedule, School Information, Score Reports, Account Preferences, and Annual School Forms. The 'Annual School Forms' link is highlighted with a purple box and a callout that says "Click on Annual School Forms". The main content area shows a "Grades and Attendance" section with a table of student records. The table has columns for "Exp", "Last Week" (M, T, W, H, F), "This Week" (M, T, W, H, F), "Attendance", and "Course". The table lists several students with their respective course numbers and attendance status.

Exp	Last Week					This Week					Attendance	Course
	M	T	W	H	F	M	T	W	H	F		
1(A,C)												
1(E)												
2(A,C)												
2(B,D)												
3(A-D)												
3(E)												
4(A,C)												
5(B,D)												
2UC(E)												

NOTE: Parents **do not** have to enter a 12 digit Snapcode. Enter **student's Date of Birth** on Snapcode Authentication Form and click *Continue*.

Snapcode Authentication

In order to better protect your privacy, we ask that you provide some additional information to authenticate the snapcode.

Date of Birth for

The date of birth must be in MM/DD/YYYY format.

Continue

Step 2: Review & Update student information

There are screens to review and if necessary update. All fields will already be populated with your information from last year. You are only reviewing and updating if necessary. Fields marked by asterisk * are required.

1- Review and if necessary **update** *Student Information, Home Information, Verification of Residency and Primary Residence Category* on the Student screen.

2- Review and if necessary **update** *Parent/Guardian and Siblings* information on the Family screen.

3- Review and if necessary **update** *Emergency Contact Information* on the Emergency screen. All contacts have the option to include multiple numbers including mobile numbers (SMS/text message) options. The contacts should be ordered by who would be called first to last in case of an emergency.

4- Review and if necessary **update** *Medication and Student's Medical Information* on the Medical screen.

Step 3: Complete the Annual School Forms

On the Forms screen, click the link to read the Parent-Student Handbook. The [Parent-Student Handbook is available on the WCCUSD public website](#) as well.

Most forms are available on-line for electronic signature and agreement through this document.

Meals applications are also available through Annual Forms: Click on

English https://www.myschoolapps.com/Home/DistrictRedirect/WEST_CONTRA?langid=1

Spanish https://www.myschoolapps.com/Home/DistrictRedirect/WEST_CONTRA?langid=2

to fill out an online application for School Meals & more resources.

All areas with ***required** must be completed before electronic signature & date will be submitted.

Media Release

Occasionally, the School District and organizations/associations connected with the district would like to use the name, photograph(s), video recording, and/or interview comments of students for educational and promotional purposes, including district-generated news articles and brochures. On occasion, the school also receives requests from the news media to photograph, film, or interview students while covering school events and activities. Such images and comments are used for news purposes only and not for commercial purposes.

As part of each school's parent/community information program, your school or the district may also wish to place students' pictures, schoolwork, and/or names on the district or school's website, post on social media and use for advertising and marketing purposes.

In order to use such material, parental consent is necessary for any student under eighteen (18) years of age.

Please indicate below if you give permission for your child's name, image, or comments to be used:

For School District publications, advertising and marketing, and educational organizations connected to the district **required**

Yes

No

By the news media, including newspapers, radio and television **required**

Yes

No

On the district and/or school website and/or social media **required**

Yes

No

I understand that the school and the district have no control over further distribution of a photo or image once it appears in a school or district publication or web site. By selecting "I agree" below, I hereby release the West Contra Costa Unified School District from any damages or injuries claimed by the student or parent related to production or distribution of the photo or image.

All areas with the Required must be completed before form can be electronically signed and dated

Complete the **Signature** screen to confirm that the information you entered is true.

Signature

I verify that the information on the New Student Enrollment Form is true to the best of my knowledge, and I understand that any incorrect information could negatively affect the enrollment and placement of my student.

I Agree **required**

-Select-

Electronic Signature **required**

type name of parent/guardian

Date **required**

mm/dd/yyyy

The final step is to **Submit**.

You can Click on [Annual School Forms](#) in blue and print out documents for your reference (9pgs).

Annual School Forms 2020-2021

Next Steps

1. **Print a copy for your records**

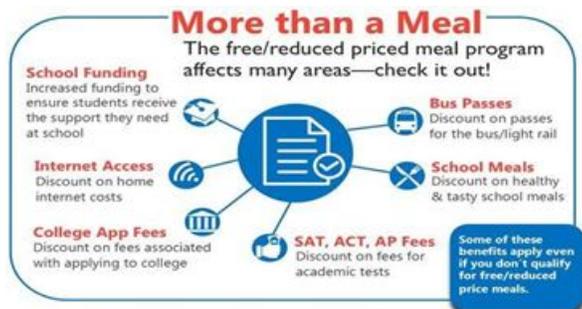
Your information has been successfully submitted to West Contra Costa Unified School District. Optionally, you may click this [Annual School Forms](#) link to print a copy for your records.

2. **Now that you've submitted your Annual School Forms you must contact the school to make any adjustments.**

3. **This process must be completed for each child attending West Contra Costa Unified School District. To begin another Annual School Forms:**

- Return to the Parent Portal
- Select another student along the top of the page
- Select the Annual School Forms icon on the left-hand side

It helps YOU and the SCHOOL in so many ways! We need your help to get all the forms completed! Even if your child does not eat school lunches, it is important to fill out the Multipurpose Family Income Form to ensure our schools and families receive all available resources.



Click on one of the links to fill out an online application for School Meals and more resources. Application link opens in a new Tab or Window. Please click back on Annual form Tab or Window to complete updating students information.

English https://www.myschoolapps.com/Home/DistrictRedirect/WEST_CONTRA?langid=1

Spanish https://www.myschoolapps.com/Home/DistrictRedirect/WEST_CONTRA?langid=2

Contact Information

School Name
Phone Number
Address
Contact Person
Email Address

You will receive a **confirmation** that you may print.

West Contra Costa Unified School District -- Submission Confirmation Inbox x

PowerSchool Registration Support <noreplyregistration@powerschool.com>
to me ▾

Submission Confirmation

Dear _____,

The Annual School Forms for _____ has been submitted to West Contra Costa Unified School District.

Should you wish to view or print a copy of the submitted information, [click here](#) and sign in using your account information.