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)**

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 **Student** screen.

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

3- **Review** and if necessary **update** *Emergency Contact Information* on **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 **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 https://www.myschoolapps.com 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

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

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.

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 2019-2020 ( )

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.

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

2. **Complete a Annual School Forms for another student (if applicable)**
   This process must be completed for each child attending West Contra Costa Unified School District. To begin another Annual School Forms, click the link below and follow the directions.

   - Annual School Forms

Contact Information

1108 Bissell Ave.

Richmond, CA 94801-3135

510-231-1100

> Your School Name
> Phone Number
> address
> Contact Person

WARNING: DON'T FORGET TO CLICK THE "SAVE & LOG OUT" BUTTON WHEN FINISHED, ESPECIALLY WHEN USING A SCHOOL OR PUBLIC COMPUTER. THIS WILL ENSURE THAT YOUR INFORMATION REMAINS SECURE.

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

West Contra Costa Unified School District -- Submission Confirmation ➤ Inbox ×

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.