



## LMSD PowerSchool Online Electronic Form Instructions

To access your electronic forms, follow the steps below:

- Log into PowerSchool Portal at <https://powerschool.lmsd.org>
  - **NOTE:** If you have not setup a new parent account, you must do that first. Click on “*Account Creation Instructions PDF*” and follow these instructions to setup your PowerSchool Parent Portal account.
- Once you have logged in to the PowerSchool Parent Portal, on the left-hand side under “Navigation” click on “Forms.”



- Forms that have been completed and submitted by a parent/guardian will appear with a green icon and a status of “**Submitted.**”
- Forms that need attention will appear with the status “**Empty.**”

General				
Status	Form Name	Form Description	Category	Last Entry
 Submitted	Agreement for Laptop Use (Students)		General	08/06/2021 9:37:35 AM
 Empty	Absence Reporting Form		General	07/19/2021 1:48:47 PM

- Please note, this process will have to be completed for each student.
- To switch to another student click the students name in the blue bar at the top of the page, then click forms.