

eForms Parent Portal Guide

1. About

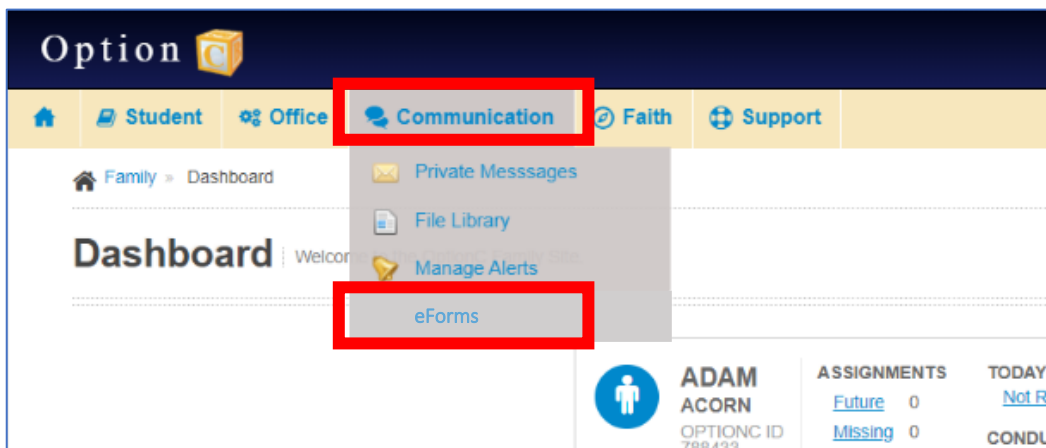
The eForms module allows your school to create and manage custom eforms.

In this module, schools can:

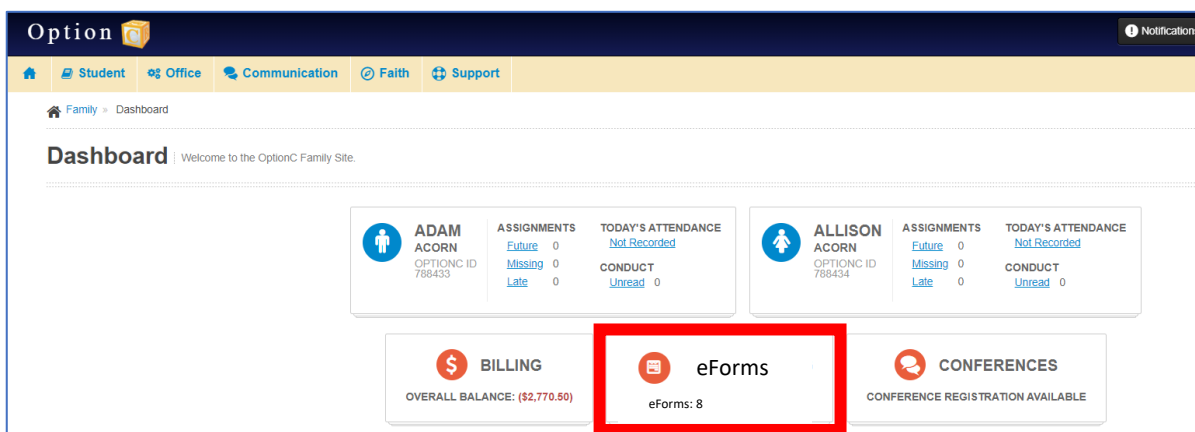
- Use provided eforms quickly and easily
- Customize eforms to meet the school's needs
- Allow users to complete eforms online saving time and paper
- Upload collected data directly into the school's OptionC database

2. Getting Started

To access the eForms module, go to **Communication** > **eForms** in your OptionC system



Or click on the **eForms** tile on the homepage.



3. View eForms

The eForms page will show a list of the forms that the school has provided for each student.

The screenshot shows the eFORMS page with a navigation bar at the top containing 'Home', 'Student', 'Office', 'Communication', 'Faith', and 'Support'. Below the navigation bar, the page title 'eFORMS' is displayed. Two student profiles are shown side-by-side. Each profile includes a student icon, name, and ACORN ID. Below the profile information, a list of forms is provided, each with its completion status and a 'Fill this form' button.

Student Name	Form Name	Status	Action
ADAM ACORN OPTIONC ID 788433	STUDENT INFORMATION	Not Opened	Fill this form
	PARENT / GUARDIAN INFORMATION	Not Opened	Fill this form
	RELEASE AND MEDICAL AUTHORIZATION	Not Opened	Fill this form
	TECHNOLOGY POLICY	Not Opened	Fill this form
	PUBLICATION AGREEMENT	Not Opened	Fill this form
	PARENT ALERT SYSTEM	In Progress	Fill this form
	STATE FUNDING	Not Opened	Fill this form
	HANDBOOK AGREEMENT	Submitted	Fill this form
ALLISON ACORN OPTIONC ID 788434	STUDENT INFORMATION	Not Opened	Fill this form
	PARENT / GUARDIAN INFORMATION	Not Opened	Fill this form
	RELEASE AND MEDICAL AUTHORIZATION	Not Opened	Fill this form
	TECHNOLOGY POLICY	Not Opened	Fill this form
	PUBLICATION AGREEMENT	Not Opened	Fill this form
	PARENT ALERT SYSTEM	In Progress	Fill this form
	STATE FUNDING	Not Opened	Fill this form
	HANDBOOK AGREEMENT	Not Opened	Fill this form

The completion status of each form is shown: **Not Opened**, **In Progress**, or **Submitted**.

This close-up view shows three rows of form information. Each row consists of the form name, its completion status, and a 'Fill this form' button. The status text is highlighted with a red box in the original image.

PARENT ALERT SYSTEM	In Progress	Fill this form
STATE FUNDING	Not Opened	Fill this form
HANDBOOK AGREEMENT	Submitted	Fill this form

4. Complete an eForm

Click the **Fill this form** button for the eForm desired.

This close-up view shows the profile for ADAM ACORN (OPTIONC ID 788433). The 'STUDENT INFORMATION' form is highlighted, and its 'Fill this form' button is circled in red.

STUDENT INFORMATION	Not Opened	Fill this form
PARENT / GUARDIAN INFORMATION	Not Opened	Fill this form
RELEASE AND MEDICAL AUTHORIZATION	Not Opened	Fill this form
TECHNOLOGY POLICY	Not Opened	Fill this form

Complete the eForm fields. Note that fields marked with an **asterisk *** are **required**.

For families with more than one student, a parent may complete the eForm for multiple students simultaneously. The top of each eForm will show the student's name, the OptionC ID number, and an **Include Siblings** field. Click in the **Include Siblings** field to select other children in the family and complete the form for both/all children at one time, if the data for all children is the same.

The screenshot shows the 'HANDBOOK AGREEMENT' form. At the top, it states 'This form will expire on 04/12/2020. Please fill this form on or before the 04/12/2020.' Below this are fields for 'Student's Last Name' (Acorn, Adam [Fifth]) and 'Student OptionC ID Number' (788433). The 'Include Siblings' field is highlighted with a red box. Below this are two zoomed-in views of the 'Include Siblings' field. The first view shows a dropdown menu with 'Acorn, Allison' selected, and the second view shows the 'Acorn, Allison' entry as a tag in the input field.

When finished, click one of the buttons at the bottom of the eForms page:

The screenshot shows three buttons at the bottom of the eForms page: 'Save as Draft' (blue), 'Save' (green), and 'Cancel' (grey). The buttons are numbered 1, 2, and 3 respectively.

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|---|----------------------|--|
| ① | Save as Draft | Save the changes without submitting the eForm to the school. Parent may update the eForm and submit later. |
| ② | Save | Save the changes and submit the eForm to the school. |
| ③ | Cancel | Leave the eForm without saving changes. |