How to Sign Your Forms: Parents & Students

The annual forms required for the start of each school year will be **signed by parents/guardians and students** through the PowerSchool Public Portal or PowerSchool app. Only one parent/guardian is required to complete the forms for each student.

How do I get started?
- Please **log in to your PowerSchool** Public Portal account through either method:
  - **Website** at https://aopcatholicschools.powerschool.com/public and select the **Forms link** on the left navigation menu after log-in
  - **Mobile App:** click the three dot **More Menu** in the lower right corner then click the **Forms link**

Signing Your Forms
- Forms are **grouped by category** on the forms home page: Data Verification, Archdiocese of Philadelphia Forms and School Forms (if available)
- **Click on the first form** on the page to start signing
- **Fill in each field and click the submit button**
  - Use the Save button if you do not yet want or are not yet able to send the form to the school but do not want to re-enter information already filled out.
- **Navigate between forms** by clicking the tabs at the top of the screen or by clicking the arrow next to the submit button to select the next form
- Once all forms within a category are complete, **click the forms link** on the left navigation menu to return the forms home page

How do I know if all forms have been submitted?
- Go to the forms home page by **clicking the forms link** in the left navigation menu
- The **status** to the right of every form name should be either **pending review** (blue checkmark) **or submitted** (green checkmark)
- **Return to any form with a status of Not Started** (red circle) by clicking the form name

Please note:
- The parent/guardian do not have the ability to sign for students and students do not have the ability to sign for parent/guardian. The form will have a status of submitted once your portion of the form is complete. This does not mean that the other signer does not have to complete their portion of the form.
- There is a second tab labeled Student Support on the Forms home page. This is not applicable to most students. You will be notified by the school in a separate email if any action is needed.

I do not remember my Parent Portal login information.
- If you do not remember your password, please go to https://aopcatholicschools.powerschool.com/public, and click the Forgot Username or Password? link
- Enter the email address where this email was received in the Parent Username and Parent Email Address fields on the Forgot Password? Tab. Please use all lowercase letters.
- Enter your password of choice