

# Parent Perspective: Accessing the D49 School of Choice Ecollect Form



1. Log into your [Parent Portal](#)

A screenshot of the "Student and Parent Sign In" form. It includes a "Sign In" button and a "Create Account" button. Below these are input fields for "Username" and "Password". A "Forgot Username or Password?" link is located below the password field. A "Sign In" button is at the bottom right.

2. In the top left menu, you'll see a list of your student (s)
  - a. If multiple, click on the appropriate student's name



3. Once your student is selected, in the left-hand menu scroll down and click on "Forms"



4. From there your next steps will depend on your residence status:
  - a. Find and select the "D49 - Intent to Choice" form

## D49 - Intent to Choice

Please submit this form if you have a current D49 student who wishes to apply for school of choice status within D49

- i. Once the intent to choice form is completed, the system will automatically redirect you to the D49 - Internal School of Choice Form"
5. Upon completion of the D49 - Intent to Choice and the D49 -Internal School of Choice Form, you will receive this completion notification:



## Thank You!

Thank you for submitting your request to choice enroll into a D49 school. A school representative will be reviewing your application shortly. Once the application is approved or denied, you will be sent an email from PowerSchool to the email attached to your Parent Portal account.

OK

6. In addition, an email will be sent to the designated building staff member for review
  - a. If you have any questions about the status of your form, please contact that building staff directly
7. Once the school staff processes your choice application, you will receive a letter to the email on file for your public portal account. The sender information will show as follows:
  - a. **Notification from D49**
8. In addition, the school will publish the approval/denial/waitlist letter to your portal. To access this letter:
  - a. Click on the appropriate student (if multiple)
  - b. Click on “Student Reports” in the left hand menu



- c. Under the “Archived Reports” drop down you will see the choice notification letter and any other reports archived to your student’s account

### ▼ Archived Reports

Report Name	Date Archived
MRES SOC Approval Test, Joseph 11-8-22	11/09/2022

- d. Click on the name of the report to view the details