WINOOSKI SCHOOLS
We are the future.

Accessing and Completing Annual Student Forms

**Important Information**

1. Annual Student Forms must be completed through PowerSchool **every year, even if your information remains the same.**

2. PowerSchool works best on a computer or through the official mobile app (available for Android and iOS devices). Instructions for both are included below.

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**1. Signing Into PowerSchool**

**On a computer:**

1. Go to the Winooski School District website: [https://www.wsdvt.org/](https://www.wsdvt.org/)
2. Look in the upper right hand corner and click on the PowerSchool icon *(pictured to the right).*
3. Sign in using your username and password.

**Using the app:**

1. Download the official PowerSchool Mobile app.
2. Open the app and enter our **4 digit District code:** BLTS
3. Sign in using your username and password.

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If you do not remember your username or password, send an email to register@wsdvt.org and request a password reset. Please include your full name, your student(s) name, and their date of birth, so that we can verify your identity.

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Instructions continue on the next page.
2. Finding the Forms

On a computer:
1. Look in the upper left hand corner and select your student.

![PowerSch](image)

2. Then, look down the left hand menu and select “Forms”.

Using the app:
1. Look in the upper right hand corner and select your student.
2. In the bottom right hand corner and select “More”.

![App](image)

3. Select “Forms”

3. Completing the Forms

You should now see the following forms:

- R1  Student Info Update
- R2  Student Change of Address
- R3  Student Contacts Update
- R4  Health Information Update & Medical Authorizations
- X   Middle High School Athletic Department
- Y   Permissions/Agreements
- Z   Acknowledgement of Completion

If you do not see all of these forms, please email register@wsdvt.org for further help.

Filling them out:
1. Select the first form to open it.
2. Review the information. If anything is inaccurate or missing, update it.
3. When done with a form, select “Submit” in the bottom right hand corner.
4. Repeat this process for each form and each student.

Important Information

- Any question marked with a red star ( *) is required.
- Form Y - Permissions/Agreements contains important permissions for field trips, media release, afterschool & summer programs, and release of information to the military and higher education.