Peak Prep Principal's Update

OCTOBER 20, 2020

COMPLETE BACK TO SCHOOL FORMS

WHEN
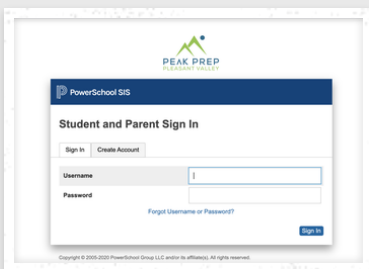TUESDAY, OCT. 20TH, 9PM TO
FRIDAY, NOV. 20TH, 4PM

WHERE
THIS IS AN ONLINE EVENT.

MORE INFORMATION
www.peak.powerschool.com/public

POWERSCHOOL ACCESS

You should have already received instructions from your homeroom teacher regarding how to log in and access PowerSchool. Powerschool is Peak Prep's student information system, which is used for registration, viewing historical grades, and checking attendance throughout the year. Parents will need to set up an account to complete continuing student registration at the beginning of every school year and fill out the corresponding forms.

Once you are registered and logged in, please complete the forms for your student by clicking on the Forms tab.

**If you have not yet received your instructions please reach out to your homeroom teacher.

WHY WE LOVE THE PARENT PORTAL

PowerSchool is used as the Peak's Student Information Service. Parents may use PowerSchool to check:

- Assessment score reports
- Attendance
- Class schedules
- Graduation Progress (High School)
- Historical Grades
- Missing assignments (elementary school)
- Online enrollment confirmation for the next school year (late spring)
- Teacher comments
- School information and bulletins

HOW TO CREATE YOUR ACCOUNT:

You will use the Access ID, and Access Password emailed to you to create an account in PowerSchool. Please follow these instructions so you can start submitting your forms.

Visit: http://peak.powerschool.com/public

STEP 1

You will not sign in. Please toggle to "Create Account" instead:

STEP 2

Then select "Create Account" again:

STEP 3

Please enter your information here and be sure to write down your new password. You will enter the Access ID and Access Password here:

WHAT IF YOU HAVE MULTIPLE CHILDREN AT PEAK?

If you have multiple children at Peak Pep, you will receive a separate email (with a unique access ID & password) for each child.

Click here for instructions on how to link your child(ren) to your account. Once each child has been linked to your newly created account, you can access all of them with a single login.
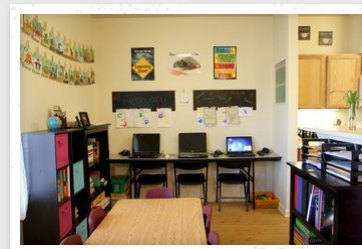
COMPLETING YOUR FORMS:

Click here to launch PowerSchool or visit Peak.Powerschool.com/public.

Once logged in, click the forms tab on the left side of the menu. You will need to submit all forms to finalize your yearly update.

LIST OF FORMS THAT NEED TO BE COMPLETED

[Peak Prep Pleasant Valley] A - Student Demographics
[Peak Prep Pleasant Valley] B - Student Address
[Peak Prep] D- Health Information
[Peak Prep Pleasant Valley] E - Health Authorizations
[Peak Prep Pleasant Valley] F - Home Language Survey
[Peak Prep Pleasant Valley] G - Student Services History
[Peak Prep Pleasant Valley] H - Application for Free and Reduced Price School Meals
[Peak Prep Pleasant Valley] I - Student Contacts
[Peak Prep Pleasant Valley] J - Permissions/Agreements

[Peak Prep] N- Proof of Identity

[Peak Prep] O - Proof of Guardianship

[Peak Prep] P- Proof of Immunization or Waiver

[Peak Prep] Q- Proof of Residency

[Peak Prep] S - Addtional Applicable forms

[Peak Prep] T- Student Photo

[Peak Prep] V- Acknowledgment of Completion

| Form Name	Form Description	Compliance Upload?
[Peak Prep Pleasant Valley] A - Student Demographics	Student Demographics	No
[Peak Prep Pleasant Valley] B - Student Address	Please provide the address where your student resides. This will be the address on file used to verify your student's residency (a requirement of our program) and will be the address where school materials and/or technology will be sent. <b> P.O. Boxes are not accepted	No
[Peak Prep] D- Health Information	Health Information	No
[Peak Prep Pleasant Valley] E - Health Authorizations	Health Authorizations	No
[Peak Prep Pleasant Valley] F - Home Language Survey	Home Language Survey	No
[Peak Prep Pleasant Valley] G - Student Services History	Student Services History	No
[Peak Prep Pleasant Valley] H - Application for Free and Reduced Price School Meals	Application for Free and Reduced Price School Meals	No
[Peak Prep Pleasant Valley] I - Student Contacts	Student Contacts	No
[Peak Prep Pleasant Valley] J - Permissions/Agreements	Permissions/Agreements	No
[Peak Prep] N- Proof of Identity	Proof of Identity	Yes
[Peak Prep] O - Proof of Guardianship	Official court document stating guardianship if a birth certificate was not submitted for Proof of Identity	Yes
[Peak Prep] P- Proof of Immunization or Waiver	Proof of Immunization or Waiver	Yes
[Peak Prep] Q- Proof of Residency	Proof of Residency	Yes
[Peak Prep] S - Addtional Applicable forms	Pleause upload any	If Applicable
[Peak Prep] T- Student Photo	If you would like to attach a photo to your student's account please upload a headshot here.	Optional
[Peak Prep] V- Acknowledgment of Completion	Acknowledgment of Completion	No

HOW TO GUIDE:

Powerschool Forms:

Parent Guide

Parent Training Video

HOW·TO GUIDE™
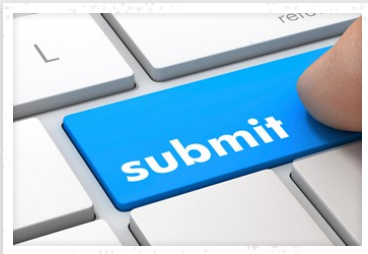
SUBMITING A FORM

Once the form is filled out, press the Submit button at the bottom of the page. Your form will be submitted and reloaded. If the form submission was successful, a pop-up window will open thanking you for the submission.

FORM APPROVALS

A form may be set up to require a school or district administrator to verify the information in a form when it is submitted. When that is the case, the form will go into a pending state until the administrator approves or rejects the submission. A pop-up window will open on submission, informing you the form is pending approval.
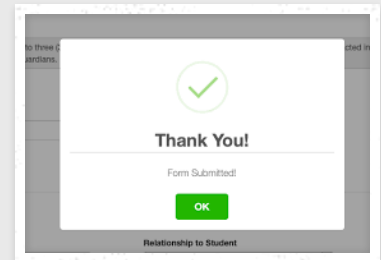
Be sure to check back later to see if the form was approved.
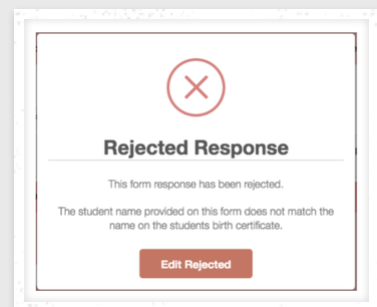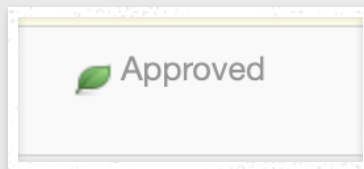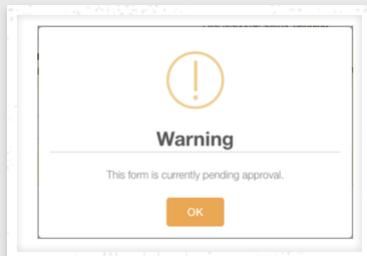
PENDING APPROVAL

On the Ecollect Forms page, a pending form will have the status of pending and the row will be highlighted yellow.

APPROVED

If the form is approved, the status will be approved and the form background returns to white.

REJECTED

If the response to the form was rejected, the form will be highlighted red in the form list and the status will be rejected. Clicking the form name will display the form with a red background. A pop-up window will open, letting you know the form was rejected. If the administrator indicated a reason the form was rejected, that reason will also display on the pop-up.
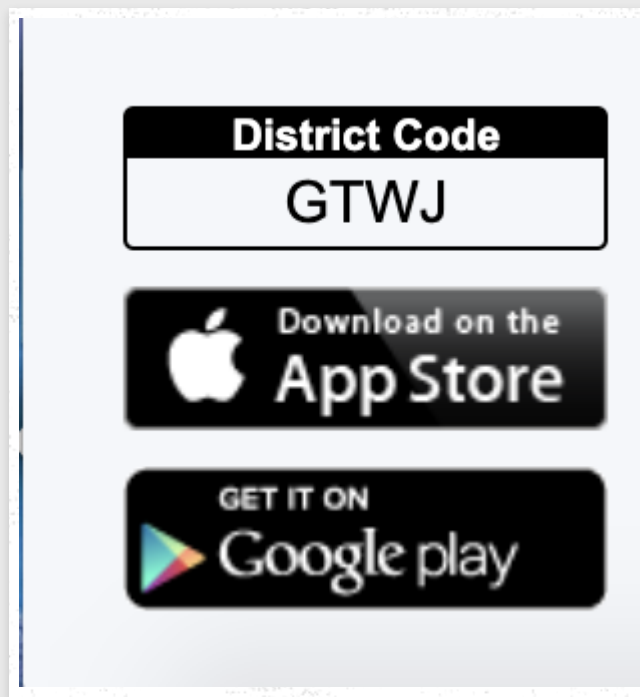
UPLOADING COMPLIANCES

When uploading documents, you will need to sign in again. You will use your email address and password. You may need to click register to be able to upload compliances.

[Peak Prep] R- High School Transcript
High School Transcript

Grades 9-12 – Please submit a transcript that includes the complete end-of-
schedule, or m   or the prior scho

Please upload

Document At

Sign In

Document Na

Document Attachment   ✕

Email Address

••••••••

Forgot password?

Sign In   Register

Privacy • Terms

Save for Later

IF YOU WOULD LIKE TO INSTALL THE APP

This is our district code: GTWJ

District Code
GTWJ

Download on the App Store

GET IT ON Google play

OUR COMMITMENT

We are committed to your student's academic success and devoted to ensuring that each student has the support they need to succeed.

START WHERE YOU ARE.
USE WHAT YOU HAVE.
DO WHAT YOU CAN.
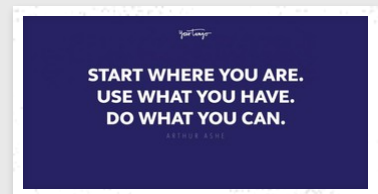
If you have questions or concerns please do not hesitate to reach out to me! I am here to support you.

Regards,
Mrs. Sabrina Ciolino
Principal
Peak Prep Pleasant Valley
Mobile: 415-320-1401
Email: sabrina.ciolino@peak-prep.org
Website: peak-prep.org
Facebook: https://www.facebook.com/peakprep/
Address: 2150 Pickwick Drive #304 Camarillo, CA 93010

COSTUME DAY
OCTOBER 30TH

Email photos to: photos@peak-prep.org

PEAK PREP PLEASANT VALLEY

Facebook   @peakpreppv

2150 Pickwick Drive #304 Ca...   info@peak-prep.org

855-900-7325   peak-prep.org

PLEASE MAKE SURE THAT YOU SIGN YOUR STUDENT'S WEEKLY LEARNING LOG!