

The completion of the [online](#) Back to School form is required before a student may attend school each fall. This process replaces the paper forms used in previous years.

FREQUENTLY ASKED QUESTIONS

How do I get started?

Click [HERE](#) to sign in to your PowerSchool Parent Portal account.

1. Select the student you wish to register along the top.
2. Click the “Back to School Form” icon on the left side.
3. Agree to the terms and conditions.
4. Click Begin Forms.

I can't remember my login for the PowerSchool Parent Portal.

If you are not able to retrieve your login credentials using the “Having trouble signing in?” link on the Sign In page or have not created your Parent Portal account, please contact your student's school. During the summer months, contact Maumee High School (419-893-8778) or Gateway Middle School (419-893-3386) for assistance.

I'm trying to add a student to the Parent Portal, but I don't have an Access ID or Access Password.

Please contact your student's school. During the summer months, contact Maumee High School (419-893-8778) or Gateway Middle School (419-893-3386) to have the information mailed to you. You may also stop by either school Monday through Friday from 8 am until 2 pm to pick up this information.

Do I have to answer all the questions?

Questions marked with a red asterisk (*) are required.

I need to stop in the middle of the form, will I have to start over?

No, be sure to click the “Save & Log Out” in the upper right corner of the screen. When you return to complete the form, sign in through your Parent Portal account and you will be given the option to “Continue Where I Left Off.”

What if I make a mistake?

If you would like to make a change, **prior to submitting the form**, you can either navigate back to the page using the “< Prev” and “Next >” buttons. Or, if you are on the Review page, click on the underlined field. If you have already submitted the form, you will need to contact your student’s school, so they can make the changes for you.

I’ve completed the form, now what?

Once you have finished entering your information, click “Submit.” This will send all of the information you’ve entered to the school. If you cannot click on this button, you will need to make sure that you have answered all required questions.

What if I have more than one student in the district? Do I need to do this for each child?

Yes, you will need to provide information that is specific for each child. We recommend that you complete and submit one form and then start another – this will allow you to “snap” (or share) selected family information, which will save you time.

I’m not sure how to answer a question. I don’t know what the question is asking.

Contact Maumee High School (419-893-8778), Gateway Middle School (419-893-3386) or email nhinsey@maumee12.org to ask any general questions about the form.

Help! I’m on the InfoSnap form and I’m having technical difficulties.

Use the “Contact Us” link at the bottom of the InfoSnap page to find appropriate contact information for your technical issue.