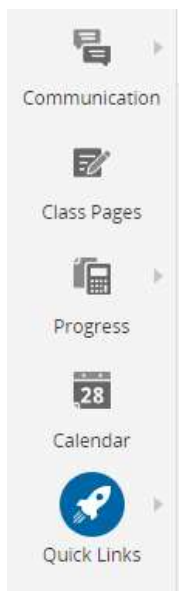



## Instructions for Submitting the Household Economic Survey

One parent/guardian per family must complete, electronically sign, and submit the confidential Household Economic Survey in their parent PowerSchool account.

1. Sign in as a Parent to either Unified Classroom ( <https://classroom.powerschool.com> ) or the PowerSchool Parent Portal ( <https://usd497.powerschool.com/public> ). If you do not know your password, use the Forgot Password link. If you need to associate your students to your account, please follow the instructions at <https://www.usd497.org/PowerSchool>. Contact your child's school or the PowerSchool Team at 785-330-4357 for assistance with PowerSchool.
2. If your left menu looks like the image below



Click on Quick Links  and choose Portal Login Page.



Otherwise, start on Step 3.

3. In the left menu, find Forms.

The image shows a vertical navigation menu for a user named Heather and Johnny. The menu is divided into two sections. The top section, titled "Navigation", contains the following items: Grades and Attendance, Grade History, Locker Information, Emergency SMS #, Attendance History, Email Notification, and Teacher Comments. The bottom section contains: School Bulletin, Class Registration, Balance, My Schedule, School Information, Account Preferences, and Annual Student Registration 2020-2021. The "Forms" option, located between the two sections, is circled in red.

Heather Johnny

Navigation

- Grades and Attendance
- Grade History
- Locker Information
- Emergency SMS #
- Attendance History
- Email Notification
- Teacher Comments
- Forms**
- School Bulletin
- Class Registration
- Balance
- My Schedule
- School Information
- Account Preferences
- Annual Student Registration 2020-2021

4. Under Student Screening, click “2021-2022 Household Economic Survey” to open the form.

Status	Form Name	Form Description	Category	Last Entry
Empty	2021-2022 Household Economic Survey		Student Screening	

5. Type your answers to the following questions.

TAX CREDIT FOR LOW INCOME STUDENTS SCHOLARSHIP PROGRAM

This form is to verify the income eligibility of a student for the Tax Credit for Low Income Students Scholarship Program.

There are \_\_\_\_\_ in my household, including all children and adults. \*

\_\_\_\_\_ ←

The total annual income for all people in the household before any deductions for taxes, insurance, medical expenses, child support, etc. is \_\_\_\_\_ per year. \*

\_\_\_\_\_ ←

6. Click the blue button to Consent and Sign the form. By signing the form, you certify (promise) that all information on the application is true and that all income is reported; that you understand that the school will receive federal and state funding based on the information provided; and that you understand that school officials may verify (check) the information.

**Please Click to Consent and Sign**

7. Type your full name and date of signature.

Yes, I consent to the Use of Electronic Signatures \*

Yes

Parent/Guardian Signature \*

\_\_\_\_\_

Parent/Guardian Signature Date \*

8/3/2021



8. Click the **Submit** button when you are finished. Your submittal of the form acts as your electronic signature. **If you have multiple students, you may submit this form for all of your students by clicking on the up arrow next to the Submit button, and choosing the “Submit for Family” option.**

Additional Family Members to Submit for:

- Lawrence, Heather
- TEST, Johnny A

**Submit**



**Thank You!**

Form Submitted!

**OK**