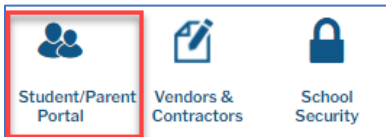**PowerSchool**

Acknowledgement of Student Handbook Sign-off: Student/Parent Portal

Utilizing the web-based Parent Portal application, parents and students will be able to electronically sign the Acknowledgement of Student Handbook (Student Code of Conduct). Each student should have an electronic form or paper form on file. Parent(s)/Guardian(s) and Students should utilize the directions below as a guide to the online form.

NOTE: This process can only be completed on the web-based Parent Portal. The mobile app cannot be used to complete this process. If you do not have a Parent Portal account, you can still complete the paper form and submit it to the main office/homeroom teacher.

Sign into Student/Parent Portal

1. Open a web browser on your computer and go to **www.aacps.org**.
2. Click on the **Student/Parent Portal** quick link icon at the top of the page.

3. Click on the **PowerSchool Student and Parent Sign-In** icon on the right-hand side. You will be directed to the Sign In page.

4. Enter your Student/Parent Portal **Username** and **Password** that you created.
    a. For assistance with logging in
        i. You can click on the Forgot Username or Password link found on the sign in page or,
        ii. Contact your student's school for further assistance with logging in

Complete the Course Verification Form

1. Click on **Forms** on the left menu bar.
2. Click on **Acknowledgement of Review of the Student Handbook** to open the form
3. **Please read and review the form.**
4. Type your name in the appropriate signature box.
    a. If you are a student:
        i. **Type** your name in the **Student Signature** box and leave the date to today.
        ii. Click **Submit**.
    b. If you are a Parent/Guardian
        i. **Type** your name in the **Parent/Guardian** Signature box and leave the date to today.
        ii. Click **Submit.**