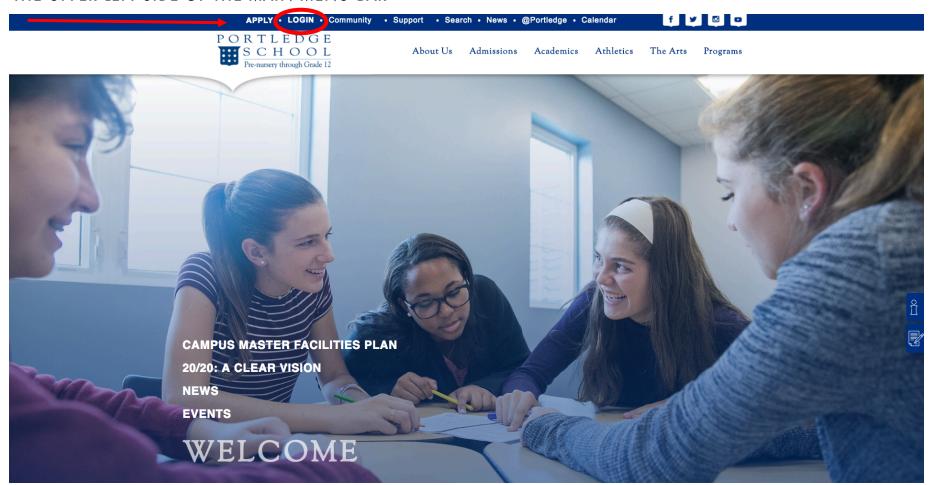
FORMS

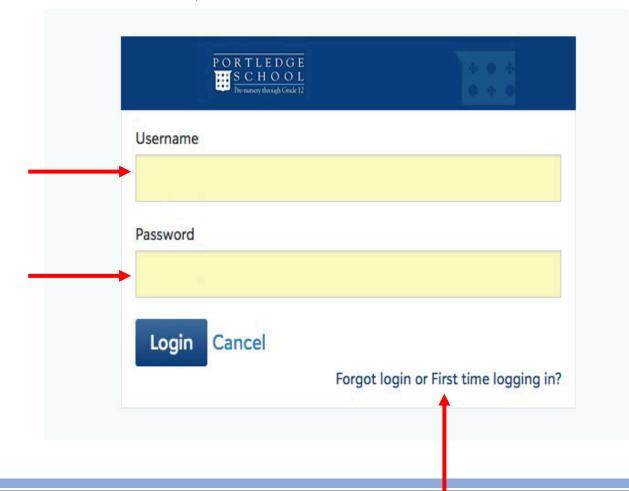


1. VISIT www.portledge.org and click the Login tab located on the upper left side of the main menu bar

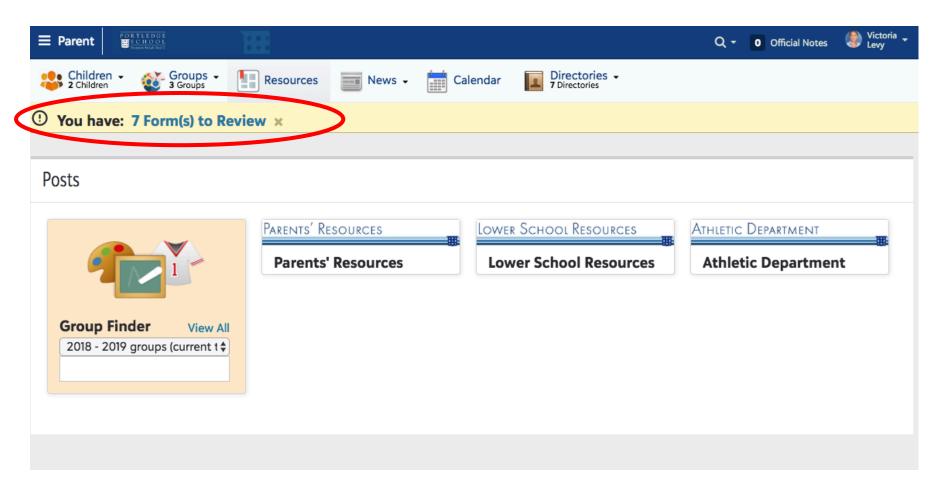


2. Enter your username and password and click Login.

Note: If you have not logged into the portal previously, then click on the "Forgot login or First time logging in" link and follow the instructions to retrieve your username and password. For your security, Portledge does not have access to these records.



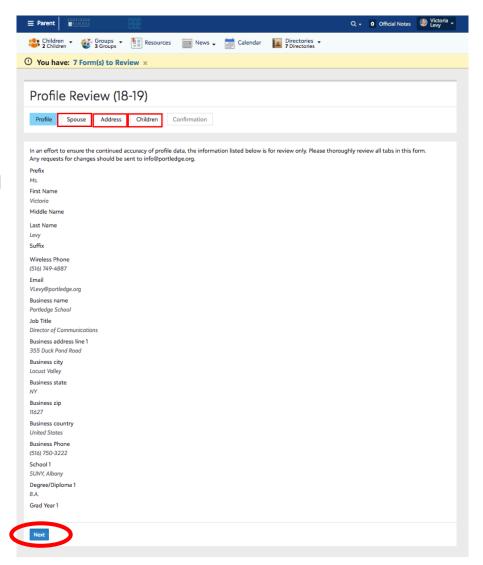
3. Click on the message indicating the number of outstanding forms you have to review.



4. CLICK ON THE "REVIEW" BUTTON TO THE RIGHT OF EACH ROW. THE NUMBER OF REVIEW BUTTONS WILL BE BASED UPON THE NUMBER OF OUTSTANDING FORMS. PLEASE REVIEW EACH FORM BY THE INDICATED DUE DATE. Note: you will be required to fill out a separate form for each child enrolled.

■ Parent FORTLEDGE SCHOOL		Q • 0 Official Notes Victoria • Levy
Children • Groups 3 Groups	Resources News - Calendar Directories - 7 Directories	
① You have: 7 Form(s) to	Review ×	
Files & Forms		Show completed forms
Victoria's files and forms	S	
Profile Updates	Profile Review (18-19)	Due: 9 3/2019
Jase's files and forms		
Acknowledgement/ Permission	Permission to Photograph Student (18-19)	Due: 9 4/2019
Acknowledgement/ Permission	Permission to Publish Student Name (18-19)	Due: 9. 2/2019
Acknowledgement/ Permission	School Store (18-19)	Due: 9, 1/2019
Emergency Contacts	Emergency Contact Update (18-19)	Due: 9 1/2018
Medical	Health History (18-19)	Due: 9 4/2018
Profile Updates	Grandparent/s (18-19)	Due: 9 4/2018

- 4A. As you are reviewing each form, please read all information thoroughly. Notes:
 - Some forms may have more than one "tab." You may move from each tab by clicking on the "Next" button at the bottom of the page, or by clicking on the tabs at the top.
 - THE "PROFILE REVIEW" FORM IS THE ONLY FORM YOU WILL NOT BE ABLE TO CHANGE ONLINE. THIS FORM IS FOR REVIEW ONLY AND ANY CHANGES SHOULD BE SENT TO INFO@PORTLEDGE.ORG





4B. ONCE THE FORM IS COMPLETE YOU WILL RECEIVE A THANK YOU SCREEN.

■ Parent FORTLEBOR SCHOOL STATE STA	Q • Official Notes	W Victoria Levy		
Children • Groups • Image: Resources To News • Calendar To Directories				
① You have: 6 Form(s) to Review ×				
Profile Review (18-19)				
✓ Profile ✓ Spouse ✓ Address ✓ Children Confirmation				
Thank you for submitting the form				
Thank You				

Please direct any questions to support@portledge.org

