Ecollect Frequently Asked Questions

What is Ecollect?
Kalispell Public Schools is committed to creating multiple opportunities to communicate with staff and parents. We are excited to announce our partnership with AccelaSchool. We will be using their form builder, Ecollect, to help streamline communication and enrollment. Ecollect resides in our student information system, PowerSchool, and is accessed using the parent portal.

Forms are tied to your child's record and can be accessed from the Ecollect Forms link in the left navigation column of the parent portal. You can see all the forms that the school has made available to you. All forms can be signed and completed online from the comfort of your home. No more depending on your child to bring home forms and getting them back to the teacher.

How will I be notified that I have a form to fill out?
You will be notified via email or a phone call that there is a form that you will need to complete.

How do I access the Ecollect Forms?
You can access all of your child's Ecollect forms in your PowerSchool account. All forms are warehoused in your student's PowerSchool digital cumulative file as well.

Save Vs Submit
Along with the "Submit" button is the "Save" button. Use the "Save" button if you do not want, or are not yet able to, send the form to the school but want to save the information that you've already filled out. It is recommended that you save a form if you have to step away from your computer, as PowerSchool may log you out for inactivity. Saved forms are saved locally on your computer. You can only access saved forms using the account and browser originally used to fill out the forms; you will not be able to access the saved data from another device. A form with a saved entry will appear as "Empty" in the form listing.

When to Save:
>   You need to step away from the computer.
>   You do not have all the required information but have filled out some of the information.

When to Submit:
>   You are ready to send the form to the school.

How do I attach documents?
You will have to register the first time you attach a document. Keep this username and password in a safe place. This login information will be used anytime you attach a document.   Please see [Ecollect Resources](#) for a step-by-step guide.

How do I remove the Secondary Household?
We will retain the secondary household until we receive legal documents stating the parent has waived educational rights or another form of legal documentation.

How will I be notified if my form is accepted?
To receive notification emails, you will want to set up "Ecollect Preferences". Select "Yes" to enable parent notifications and enter your email address. You can add multiple email addresses by separating the addresses with a comma.

What if the form is rejected?

The staff member approving the form will contact you if your form is rejected. Typically, they will need further information to complete your form.

What email addresses should I be on the lookout for notices?
You will receive emails from *PSadmin* or *Enrollment* for notices. Please check your junk/spam folder. Some forms require staff to approve the form prior to accepting, so please allow additional time. If you have any questions, please contact your child's school.

Do Ecollect forms come in other languages other than English?
Currently, Ecollect forms are only available in English. We are working hard to convert our enrollment forms to other languages. Please check back for updates.

How do I create a PowerSchool parent account?
Only create a new PowerSchool account if you are positive that you have never had one before. If you think you already have an account, select "Forgot Username or Password." If you never had an account, your child's school will send you a login letter. You will need the Access ID and password to view your child(ren)'s information. Select "Create Account" and fill in your information. Below you will be able to connect this account with your student(s). Type in their name and the Access ID & password for each of your children, then hit "Enter". Please see PowerSchool Resources for a step-by-step guide.

How do I add my new student to an existing PowerSchool account?
Login to your PowerSchool account and select "Account Settings". Click on the "Students" tab and then select "Add". You will need your child's Access Account ID and password to add your student. If you don't have this information, contact your child's school. Please see PowerSchool Resources for a step-by-step guide.

Can I log on using my child's portal account and fill out a form?
No. You will have to create your own PowerSchool account to access forms. If you do not know your PowerSchool login information, please contact your child's school and they will share this information with you.

What if I don't have access to a computer?
We have computers available for use at our district enrollment office. The address is:
 233 1st Ave E. (above the public library). Hours: 8:00am-4:30pm

What if I don't have a utility bill for proof of address?
Please contact Judy Peiffer 406-751-3430 and she will assist you.