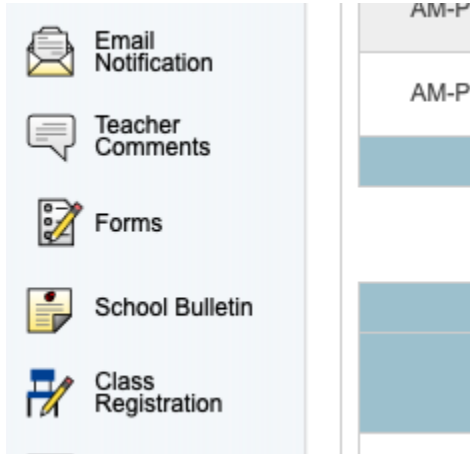


Ordering items from the Learning Fund in Parent Portal-

Sign into [Parent Portal](#) - (*no audio video walkthrough*)

Select 'Forms' from the left side of the menu.



And then scroll down to the 'Learning Fund' section and select 'Learning Fund- Order Form'.

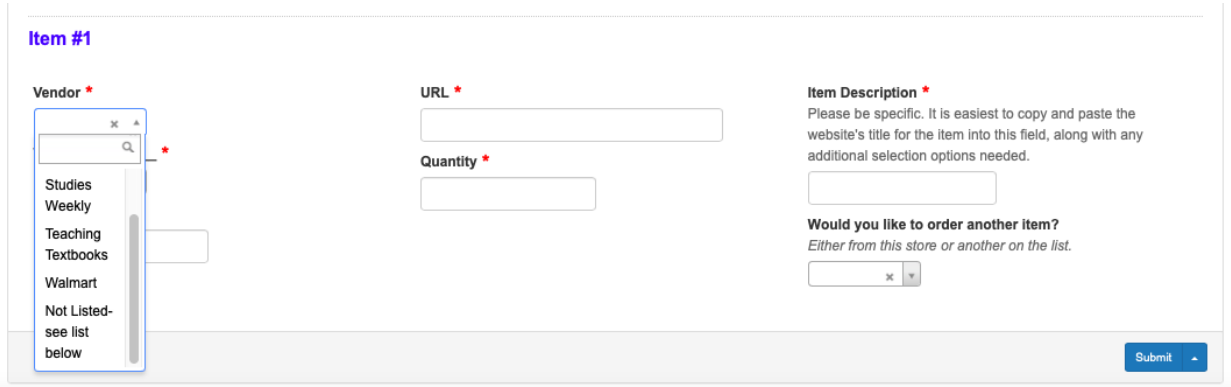
Learning Fund

| Status | Form Name | Form Description | Category |
|--------|---|---|---------------|
| Empty | Learning Fund- Order Form | | Learning Fund |
| Empty | Learning Fund- Order History and Status | Accessible via PowerSchool's mobile ParentPortal app, as well as the online portal. From here, check your order history, see if items have been approved or denied, and keep track of your balance. | Learning Fund |

You can select to change the Language Selection between "English" and "Spanish" for the form on the top right dropdown here.

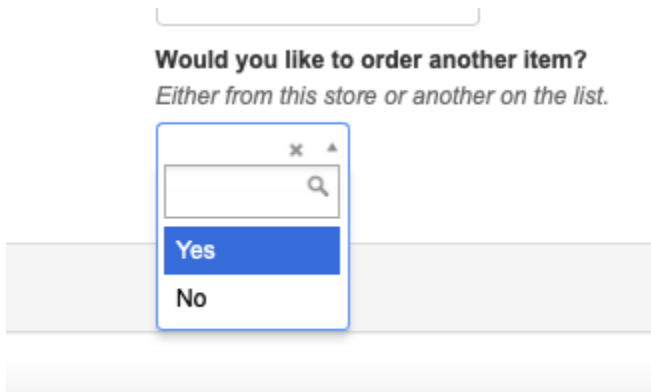


You will then begin filling out the form fields- including Parent Name and Mailing Address. Please note that the 'Vendor' dropdown has a few of the more popular places listed as options, but the 'Not Listed' option allows you to type (or copy and paste from the vendor list) in the field to state your selection.



The screenshot shows a form titled "Item #1" with several input fields. On the left, a "Vendor" dropdown menu is open, displaying a search bar and a list of options: "Studies", "Weekly", "Teaching Textbooks", "Walmart", "Not Listed-see list below". To the right of the dropdown are fields for "URL", "Quantity", and "Item Description". The "Item Description" field has a note: "Please be specific. It is easiest to copy and paste the website's title for the item into this field, along with any additional selection options needed." Below the description field is a question: "Would you like to order another item?" with a sub-note: "Either from this store or another on the list." and a small dropdown menu. A "Submit" button is located at the bottom right of the form.

Once you finish filling out 'Item #1', you will be prompted to select whether or not you wish to add another item or complete and submit your order. Once submitted you cannot go back and edit/change.



The screenshot shows a prompt: "Would you like to order another item?" with the sub-note: "Either from this store or another on the list." Below the prompt is a modal dialog box with a search bar and two buttons: "Yes" and "No".

By selecting 'Yes', a new 'Item' box will open up for you to make a new selection of 'Vendor' and continue on. There are 10 fields for items and, again, these can be from any vendors not just the one chosen for the first item.

Item #1

| | | |
|---|---|---|
| <p>Vendor *</p> <input type="text" value="x"/> | <p>URL *</p> <input type="text"/> | <p>Item Description *</p> <p><small>Please be specific. It is easiest to copy and paste the website's title for the item into this field, along with any additional selection options needed.</small></p> <input type="text"/> |
| <p>This item is a *</p> <input type="text" value="x"/> | <p>Quantity *</p> <input type="text"/> | <p>Would you like to order another item? *</p> <p><small>Either from this store or another on the list.</small></p> <input type="text" value="Yes"/> |
| <p>Price *</p> <input type="text"/> | | |

Item #2

| | | |
|---|---|---|
| <p>Vendor *</p> <input type="text" value="x"/> | <p>URL *</p> <input type="text"/> | <p>Item Description *</p> <p><small>Please be specific. It is easiest to copy and paste the website's title for the item into this field, along with any additional selection options needed.</small></p> <input type="text"/> |
| <p>This item is a *</p> <input type="text" value="x"/> | <p>Quantity *</p> <input type="text"/> | <p>Would you like to order another item? *</p> <p><small>Either from this store or another on the list.</small></p> <input type="text" value="x"/> |
| <p>Price *</p> <input type="text"/> | | |

Once you have finished your total order, you will select "Submit".

The form "Learning Fund- Order History and Status" will be a place to reference for order information within a week of submitting your order form. This form may take a minute or two to load.

| Learning Fund- Order History and Status ▼ | | | |
|---|---|---|---|
| Accessible via PowerSchool's mobile ParentPortal app, as well as the online portal. From here, check your order history, see if items have been approved or denied, and keep track of your balance. | | | |
| Order History: | | | |
| Order ID: * <input type="text" value=""/> | Ordered By * <input type="text" value=""/> | Price * <input type="text" value="50"/> | Quantity * <input type="text" value="1"/> |
| Order Group * <input type="text" value="EPIC Charges"/> | Item Description * <input type="text" value="Annual fee for Shipping"/> | | |
| Order Status * <input type="text" value="Approved"/> | If Approved, date of approval * <input type="text" value="08/18/2021"/> | | |
| Order ID: * <input type="text" value=""/> | Ordered By * <input type="text" value=""/> | Price * <input type="text" value="8"/> | Quantity * <input type="text" value="1"/> |
| Order Group * <input type="text" value="EPIC Supplemental"/> | Item Description * <input type="text" value="Reading Eggs"/> | | |
| Order Status * <input type="text" value="Approved"/> | If Approved, date of approval * <input type="text" value="09/12/2021"/> | | |
| Order ID: * <input type="text" value=""/> | Ordered By * <input type="text" value=""/> | Price * <input type="text" value="0"/> | Quantity * <input type="text" value="1"/> |
| Order Group * <input type="text" value="EPIC Supplemental"/> | Item Description * <input type="text" value="Tutor Me 3rd-12th"/> | | |
| Order Status * <input type="text" value="Approved"/> | If Approved, date of approval * <input type="text" value="09/13/2021"/> | | |