



Welcome back to the 2020-2021 school year!

At the beginning of each school year, Prince George County Public Schools (PGCPS) sends home numerous documents to be reviewed and signed. In these unparalleled times, the distribution and collection of these documents will be quite different.

For our in-person students, annual forms and documents will accompany this letter, and may remain at home for your reference. For our virtual students, documents may be accessed on our Prince George County Public Schools website ([www.pgs.k12.va.us](http://www.pgs.k12.va.us)). Click on “About us” and then click “Forms & Documents”. All of the annual documents do not necessarily need a parent/guardian signature; however, we expect all families to thoroughly read each of the annual documents.

In regard to signing and returning documents, we are happy to announce the capability for parents/guardians to e-sign annual documents via the Tyler 360 app. The e-sign option is highly encouraged by all families regardless of whether your student(s) is attending school in-person or virtually. Please make sure you e-sign documents for each one of your children. For directions on how to access the documents and e-sign them through the Tyler 360 app, please refer to the back of this letter. Additionally, if you do not have access to the Tyler 360 app, please contact your child's school counselor.

Below is a list of annual forms and documents that are sent home to parents/guardians:

**Documents required to be signed by ALL parents/guardians:**

- Acknowledgement of Parent/Student Responsibility
  - Located in the back of Encouraging Positive Student Conduct and Safety Handbook
- Proof of Residency/Residency Investigation Form

Documents for your information and do not necessarily require a signature.

- Free/Reduced Lunch Application (e-form completion if applicable on the PGCPS Food & Nutrition page)
- Compulsory Attendance
- Policy Manual Statement
- Health Services Information
- Family Life Education (e-sign to opt out ONLY)
- School Closing Information
- Letter from Transportation re: penalty for return of students (PreK-2 only)
- Professional Qualifications of Teachers in Title I Schools (if applicable)
- Service Animals (if applicable)

We appreciate your cooperation as we improve our annual communication methods. Please do not hesitate to contact your child's school with any questions or concerns.

## Accessing Tyler SIS 360

To access Tyler 360, parents/guardians have two options - from the PGCPS website or with the Tyler 360 app via your smart device. Directions for either access point are below:

### From the PGCPS website:

Step 1: Visit the PGCPS website @ [www.pgs.k12.va.us](http://www.pgs.k12.va.us)

Step 2: Scroll down to the bottom of the homepage and click the Tyler 360 icon on the left.



Step 3: On the login screen enter the primary email address associated with your student.

- Note: if you need your password or need it to be reset, please contact your child's school counselor.

### From your smart device:

Step 1: Visit either the Google Play Store (Android) or the App Store (Apple) and search **Tyler 360**



Step 2: Download the app and sign in to your account using the primary email address associated with your student

Once you are logged in to your account you will notice an “alert” in the banner below your child's name. This alert is prompting you to access the annual forms and documents that need to be reviewed and signed if appropriate. You may also access the annual documents through the e-forms link on the left side of the screen.