



Student Guide: How to Submit Your KS4 Options

Making your choices is an exciting step! To make sure your submission is recorded correctly and securely, please follow these simple steps to access the Google Form.

1. Where is the link?

On the evening of **Thursday 26 February**, a link to the **Options Choice Form** will be sent to your **school email address**.

2. The Golden Rule: Use Your School Account

The form is locked for security. You **cannot** access it using a personal Gmail, a parent's email, or an iCloud account.

- **Correct:** username@parksideschool.net
- **Incorrect:** coolgamer123@gmail.com

3. Step-by-Step Instructions

- 1. Open your browser:** (Google Chrome works best).
- 2. Check your login:** Look at the small round profile icon in the top right corner of the browser. If it's your personal account, click it and select '**Sign Out**' or '**Add another account.**'
- 3. Sign in to Parkside:** Log in using your school email and password.
- 4. Click the link:** Open the email from Mrs. Rosbrook and click the link to the form.
- 5. Complete & Submit:** Fill in your Academic Foundation, three Options and your Reserves. Click **Submit** at the bottom.



4. Troubleshooting: 'You need permission'

If you see a message saying 'You need permission' or 'This form can only be viewed by users in the owner's organisation', it means your browser is still trying to use a personal email address.

- **The Fix:** Close the tab, sign out of all Google accounts, and sign back in *only* with your Parkside school account. Then try the link again.

5. Need a hand?

If you have any trouble accessing the form, don't worry! You can:

- Ask your **Coach** for help.
- Speak to your **Head of Year** or **Student Support Leader**.
- Speak to **Ms. Rosbrook** (Admin Office) or **Mrs. Gibbs** (end of Humanities corridor).

Deadline: All forms must be submitted by **Monday 09 March 2026**.

