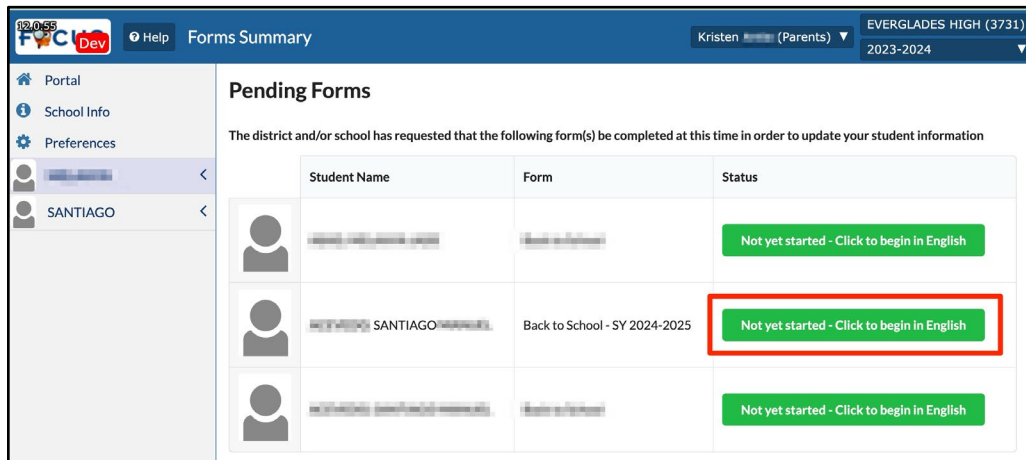


Parents of 1st through 12th grade students can complete Back to School re-enrollment forms that have been pushed out to the parent and student Portals. All required forms must be completed prior to gaining access to the Portal for each student.

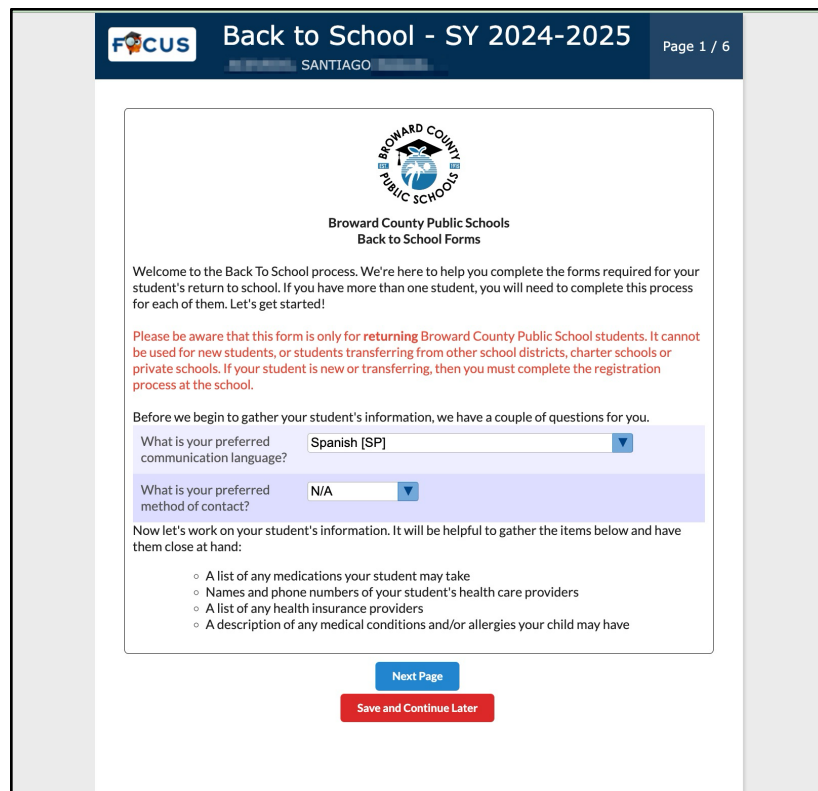
Once logged into the Parent Portal account, select the green button in the **Status** column to access and complete the forms.



Student Name	Form	Status
[Redacted]	[Redacted]	Not yet started - Click to begin in English
SANTIAGO	Back to School - SY 2024-2025	Not yet started - Click to begin in English
[Redacted]	[Redacted]	Not yet started - Click to begin in English

The first page of the forms will appear on the next screen. Complete the fields on the form as needed and select the blue **Next Page** button at the bottom of the page.

Select the red **Save and Continue Later** button to save your progress and return to complete the forms later.



Back to School - SY 2024-2025

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Broward County Public Schools
Back to School Forms

Welcome to the Back To School process. We're here to help you complete the forms required for your student's return to school. If you have more than one student, you will need to complete this process for each of them. Let's get started!

Please be aware that this form is only for returning Broward County Public School students. It cannot be used for new students, or students transferring from other school districts, charter schools or private schools. If your student is new or transferring, then you must complete the registration process at the school.

Before we begin to gather your student's information, we have a couple of questions for you.

What is your preferred communication language? Spanish [SP]

What is your preferred method of contact? N/A

Now let's work on your student's information. It will be helpful to gather the items below and have them close at hand:

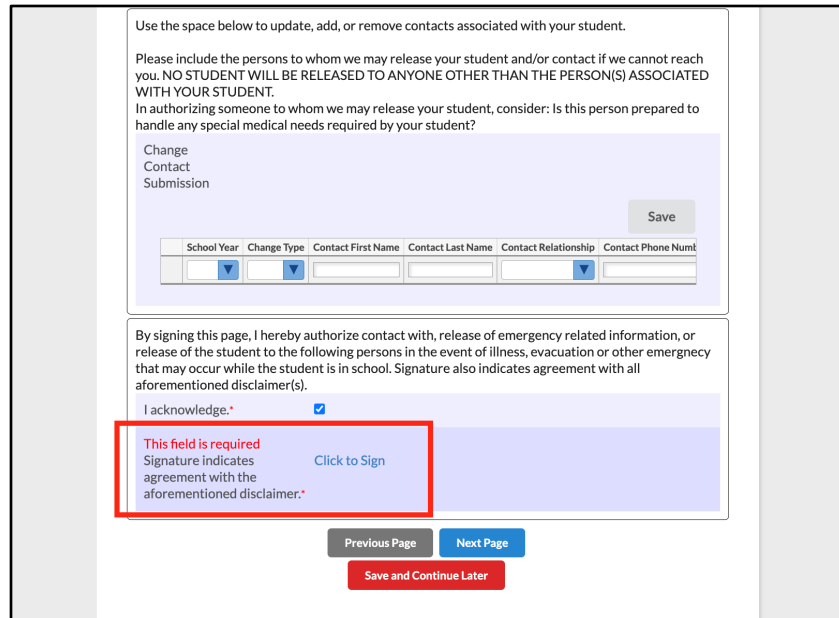
- A list of any medications your student may take
- Names and phone numbers of your student's health care providers
- A list of any health insurance providers
- A description of any medical conditions and/or allergies your child may have

Next Page

Save and Continue Later

Continue to proceed to the next page and complete the information on all the required forms.

If a field requires an electronic signature, select the **Click to Sign** link.



Use the space below to update, add, or remove contacts associated with your student.

Please include the persons to whom we may release your student and/or contact if we cannot reach you. NO STUDENT WILL BE RELEASED TO ANYONE OTHER THAN THE PERSON(S) ASSOCIATED WITH YOUR STUDENT.

In authorizing someone to whom we may release your student, consider: Is this person prepared to handle any special medical needs required by your student?

Change
Contact
Submission

Save

School Year	Change Type	Contact First Name	Contact Last Name	Contact Relationship	Contact Phone Number

By signing this page, I hereby authorize contact with, release of emergency related information, or release of the student to the following persons in the event of illness, evacuation or other emergency that may occur while the student is in school. Signature also indicates agreement with all aforementioned disclaimer(s).

I acknowledge.* ☒

This field is required
Signature indicates agreement with the aforementioned disclaimer.*

Click to Sign

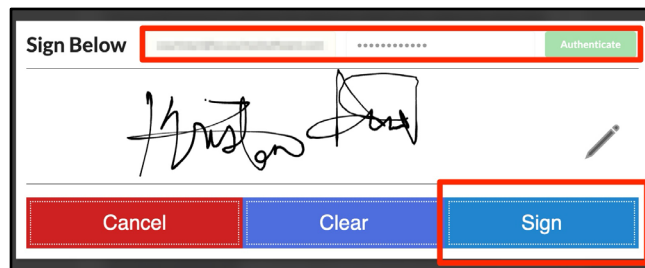
Previous Page Next Page

Save and Continue Later

Enter your Focus credentials and select **Authenticate**.

Use your mouse or track pad to sign your name.

Select **Sign**.

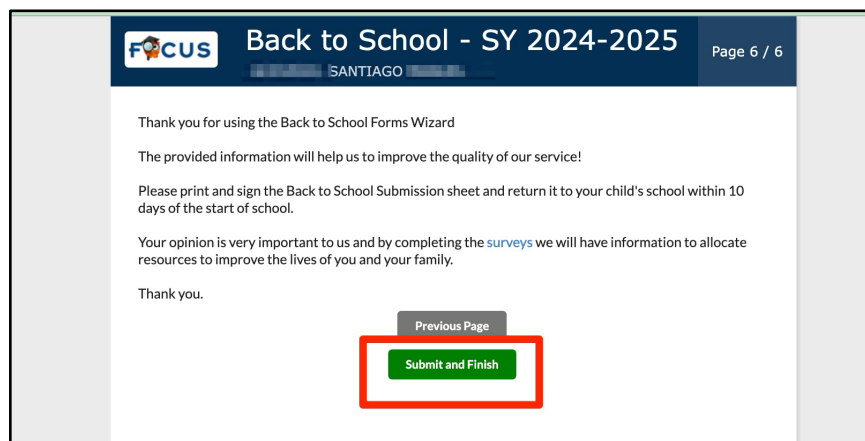


Sign Below

Authenticate

Cancel Clear Sign

When all forms are complete and ready to be submitted, select the **Submit and Finish** button on the last form.



FOCUS Back to School - SY 2024-2025 Page 6 / 6

SANTIAGO

Thank you for using the Back to School Forms Wizard

The provided information will help us to improve the quality of our service!

Please print and sign the Back to School Submission sheet and return it to your child's school within 10 days of the start of school.

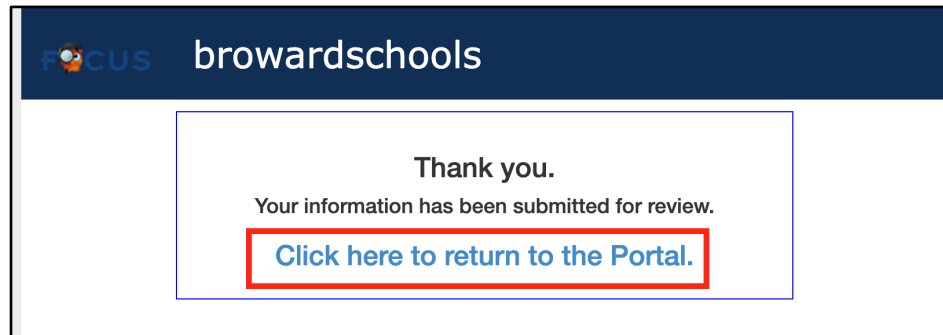
Your opinion is very important to us and by completing the [surveys](#) we will have information to allocate resources to improve the lives of you and your family.

Thank you.

Previous Page

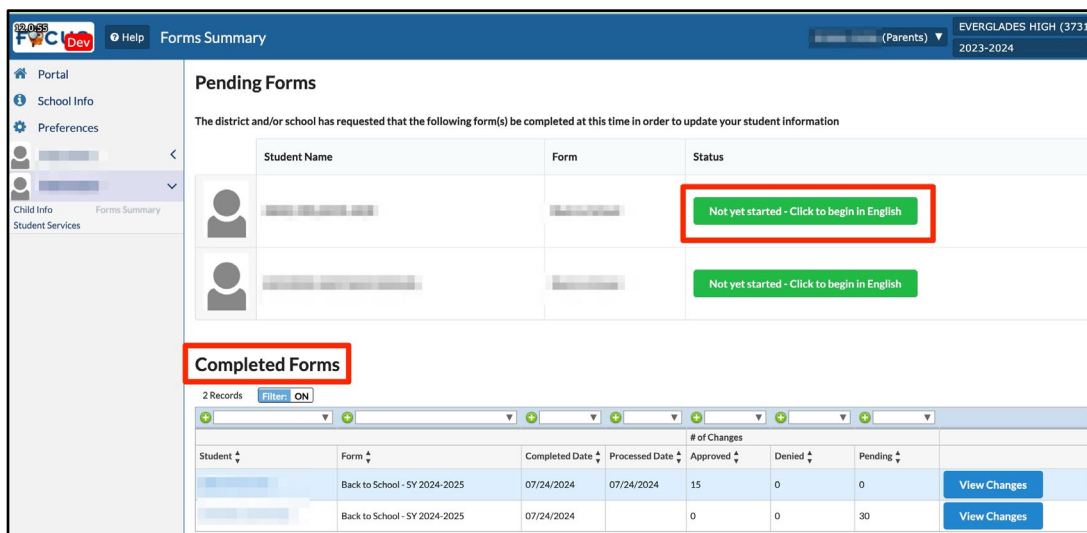
Submit and Finish

A confirmation will appear.
Select **Click here to return to the Portal.**



If additional forms need to be completed for other students, select the green button in the **Status** column to complete and submit the forms.

The status of submitted forms can be viewed at the bottom of the screen under **Completed Forms**.



Mobile App

Back to School re-enrollment forms can also be completed on the BCPS Connect Mobile App.

Enter username and password into the BCPS Connect Mobile App and select **Log In**.

Select the green button in the right of the Back to School forms to access and complete the forms.

Complete the fields on the form as needed.

Scroll down on the page to complete all fields and select the blue **Next Page** button at the bottom of the page.

Select the red **Save and Continue Later** button to save your progress and return to complete the forms later.

The screenshot shows the 'Back to School Forms' page from Broward County Public Schools. It includes the district logo, a welcome message, and instructions for returning students. A red text block states: 'Please be aware that this form is only for returning Broward County Public School students. It cannot be used for new students, or students transferring from other school districts, charter schools or private schools. If your student is new or transferring, then you must complete the registration process at the school.' Below this, there are dropdown menus for 'What is your preferred communication language?' (set to English [EN]) and 'What is your preferred method of contact?'.

If a field requires an electronic signature, select the **Click to Sign** link.

This screenshot shows a section where the parent authorizes contact with the school in case of an emergency. It includes a disclaimer and a checkbox for 'I acknowledge.' which is checked. Below the checkbox, a red box highlights the text: 'Signature indicates agreement with the aforementioned disclaimer.*' and a blue link that says 'Click to Sign'. At the bottom, there are buttons for 'Previous Page', 'Next Page', and 'Save and Continue Later'.

Enter your Focus credentials and select **Authenticate**.
Use your mouse or track pad to sign your name.
Select **Sign**.

The screenshot shows the Focus login screen. It has a 'Sign Below' label. There are input fields for 'kantie' and a password field with dots. A green 'Authenticate' button is next to the password field. Below the login fields is a large area for a handwritten signature, showing a sample signature. At the bottom, there are three buttons: 'Cancel' (red), 'Clear' (blue), and 'Sign' (blue), which is highlighted with a red box.

When all forms are complete and ready to be submitted, select the **Submit and Finish** button on the last form.

Thank you for using the Back to School Forms Wizard

The provided information will help us to improve the quality of our service!

Please print and sign the Back to School Submission sheet and return it to your child's school within 10 days of the start of school.


Your opinion is very important to us and by completing the [surveys](#) we will have information to allocate resources to improve the lives of you and your family.

Thank you.

[Previous Page](#)

[Submit and Finish](#)

A confirmation will appear.
Select ***Click here to return to the Portal.***

 browardschools

Thank you.

Your information has been submitted for review.

[Click here to return to the Portal.](#)