TO FILL OUT BACK TO SCHOOL FORMS, FOLLOW THE NEXT STEPS:

Step 1: Select your language

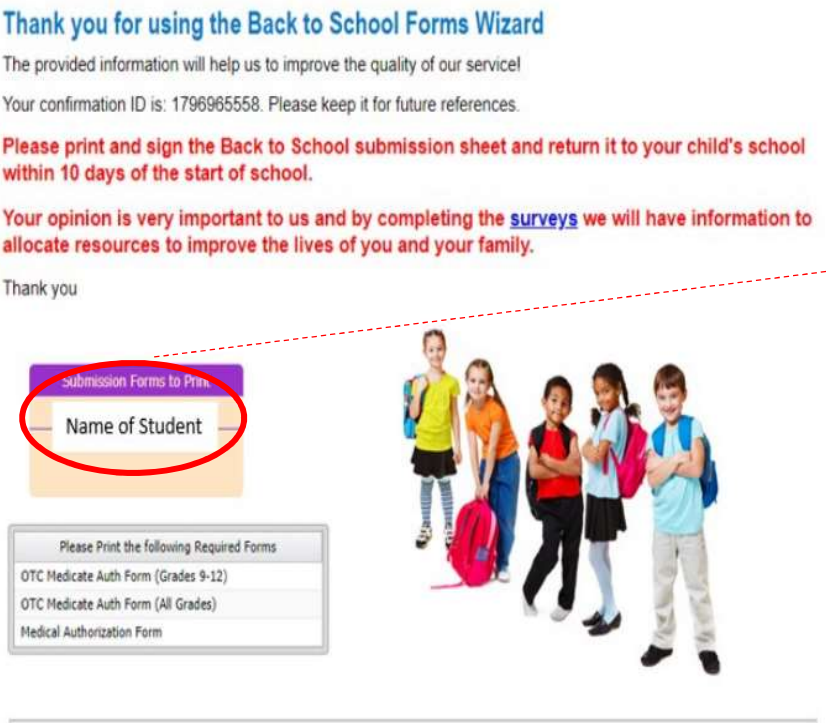
Step 2: Click Continue

Step 3: Enter your information (Registering Parent)

Step 4: Enter student's information (you can add more siblings)

Step 5: Go to your email and find the confirmation email from **bcpsmobile@browardschools.com** - then click on the link

Step 6: Read the information, answer all the questions and digitally "sign" the forms



Step 7: Review and save as PDF the forms you would like to keep for your records

Step 8: If your child requires to take medicine at school, please print and fill out the "Authorization for Medication Forms"

Step 9: Click on the name of student to get the "Submission Form" *(see sample below)*

Step 10: Save it on PDF and email it to:

- Lisa.morton@browardschools.com

SAMPLE CONFIRMATION FORM:

Broward County Public Schools

Back-to-School Online Forms Submission Sheet

Rather than completing and returning the hard copy Back-to-School packet and Code of Student Conduct Signature forms, I have used the Back-to-School Forms Wizard to complete the forms online. Please use the information I have submitted online to update my child's record. I have included the confirmation number I received at the end of the process for verification purposes.

Student's Name: JANE DOE Grade: 12

School: POMPANO BEACH INSTIT OF INTERN

Confirmation ID: 0000000000 Date: _____

Parent's Name: MOM DOE

Parent Signature: _____