## 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



## Thank you for using the Back to School Forms Wizard

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

Your confirmation ID is: 1796965558. Please keep it for future references.

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 <u>surveys</u> we will have information to allocate resources to improve the lives of you and your family.

Thank you



**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

## **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: POMPAN	NO BEACH INSTIT OF INTERN	
Confirmation ID:	000000000	Date:
Parent's Name:	MOM DOE	
Parent Signature:		