

2017/18

Broward County Public Schools

BACK TO SCHOOL

Emergency Contact and
Code of Student Conduct
Online Forms



FREQUENTLY ASKED QUESTIONS

1. How do I access the online forms?

Visit: browardschools.com/BTS

2. What is the advantage of using Back to School Emergency Contact and Code of Student Conduct online forms versus hardcopy documents?

Online forms are easy and convenient to complete. Once submitted, forms can be easily accessed for future reference. For families with multiple children attending Broward County Public Schools, some information will only need to be entered one time.

3. How is the data that I enter into the online form system protected?

All data is secured and stored in the District's protected database.

4. Where do I get my child's student identification number?

You may obtain your child's student identification number from either your school or from a recent Broward County Public Schools report card.

5. Can I register a new student?

There is a separate process for registering a new student. Please contact your school for new student registration or visit www.browardschools.com and click on "Register My Child in School."

6. When are Back to School forms due?

Forms are due within 3 – 10 days from the first day of school or from the date of student enrollment.

7. Will my child be withdrawn from school if I miss the deadline for returning Back to School forms?

Your child will remain in school. But please, contact your school about the delay.

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8. If I do not have all of the answers, can I skip the questions?

There are some mandatory sections of the online forms that must be completed in order to finish the process. If you have any questions about these mandatory sections, contact your school.

9. Can I complete the online forms a portion at a time?

Yes. Once you initiate the online form process, you will receive an email that includes a link that provides access to your child's forms. Until you complete the online form process by clicking "submit," you can finish the online forms at another time.

10. What if I do not see in my email the link to my child's online forms?

Please check your "spam" folder to make sure your email provider has not blocked emails coming from bcpsmobile@browardschools.com.

Otherwise, contact your child's school.

11. How do I correct an error after submitting the online forms?

After you click "submit," online forms cannot be changed. To update any information after submitting the online forms, please contact your child's school.

12. Will I be able to update my information months later?

No. For all information changes, please contact your child's school.

13. Once I click on the submit button, what happens next?

You will receive a confirmation email and your child's school will be notified.

14. Will I be able to see my completed online forms at any time?

Yes, you are able to see and print the forms as desired.

Using the link in your confirmation email, click on the "Forms" button in the top right area of the screen to view the forms that can be printed.

Note: If there is no information completed for a specific form, the link to that form will not show up on the grid.

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15. Once I submit my online forms and decide to change schools, what do I do?

Once the form is submitted, then the parent or guardian must contact the school if there are any changes.

16. What happens if I and another family member unknowingly submitted the online forms?

Only one set of forms can be submitted online per child.

The system will recognize a duplication and will show a pop up message informing the parent or guardian that the child was already registered.

17. Are the Back to School forms available all year?

The application is available for the whole school year.