

2018/19

Broward County Public Schools

BACK TO SCHOOL Online Forms



Attention: Parents/Guardians

Directions for Completing the Back to School Forms online

1. Broward County Public Schools (BCPS) parents/guardians can now submit online the required Back to School forms for their child/children easily and conveniently in the language of their choice at:

www.browardschools.com/bts

Broward County Public Schools
Back To School 2018-19

Hi, Welcome to the Back to School Forms Wizard

We're here to help you complete the back to school forms required for your child. The wizard makes the process easy. Let's get started.

Note that this tool currently supports the completion of back to school forms for returning Broward County Public School students only. It is not intended to be used for new students, transfer students from other school districts, charter school students, or private school students. In those situations, the parent will complete a registration process at the school.

Select your language:

- English
- Español
- Kreyòl Ayisyen
- Português

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Continue

BTS Forms Wizard is only available for returning students. This is not a registration system.

2. The Back to School Forms "Wizard", as it is called, replaces the paper forms. Forms include the emergency contact form, Code of Student conduct form, media release form, medical authorization form and many more that have to be filled out each year. Please complete the "wizard" entirely and print out the confirmation page, along with any required medical forms, then, sign and return them to your child's teacher or school. Many schools will provide parents access to a computer and printer if needed.
3. Once you have filled out the forms, you will get a screen like the sample below with a confirmation ID and link to a submission form.

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4. Please print and sign the Back to School Submission form.

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Thank you for using the Back to School Forms Wizard
The provided information will help us to improve the quality of our service!
Your confirmation ID is: 284531957. 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.

Thank you

Submission Forms to Print
Michelle Wager

Please Print the following Required Forms
OTC Medicate Auth Form (Grades 9-12)
OTC Medicate Auth Form (All Grades)
Medical Authorization Form

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5. Return the submission form and any associated documents to your child's teacher or school staff within 10 days of completion.

**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: MICHELLE Grade: 09
School: WESTERN HIGH
Confirmation ID: 284531957 Date: _____
Parent's Name: AARON JUDGE
Parent Signature: _____

Attention Teachers/School Staff:
Please forward this form and any associated documents to your School's IMS/IMT for processing.

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6. You have completed the BTS online forms process – thank you!



Broward County Public Schools

BACK TO SCHOOL

Emergency Contact & Code of Student Contact Online Forms

FREQUENTLY ASKED QUESTIONS

1. How do I access the online forms?

Visit: <http://www.browardschools.com/backtoschool-onlineforms>

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.

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.



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BACK TO SCHOOL

Emergency Contact & Code of Student Contact Online Forms

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.

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.