

COMPLETE YOUR BACK TO SCHOOL FORMS ONLINE

Broward Schools is excited to announce parents can now complete the required **BACK TO SCHOOL FORMS** online in your language of choice at:

www.BrowardSchools.com/BTS



The screenshot shows the 'Back To School' wizard interface. At the top left, it says 'Broward County Public Schools Back To School'. The main heading is 'Hi, Welcome to the Back to School Forms Wizard'. Below this, there is a paragraph: '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.' To the right of this text is a group photo of diverse students and adults. Below the text is a note: '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.' At the bottom left, there is a 'Select your language:' section with four radio button options: English (selected), Português, Español, and Kreyòl Ayisyen. At the bottom center, there is a progress bar showing '0%'. At the bottom right, there is a 'Continue' button.

Turn in a ONE PAGE “Submission Sheet” instead of an entire packet!

Complete all the questions and print the confirmation page. Sign the printed page and turn it in to the school.

If you need access to a computer or printer, please come to the Front Office

- Step 1: **Enter** your information and a student's information. (You will have a chance to enter more students later.)
- Step 2: Go to your **email**. Find the confirmation email from "bcpsmobile@browardschools.com" and click the link.
- Step 3: **Read** the information and answer all other questions. Digitally "**sign**" by typing your name in the web page as needed.
- Step 4: **Review** and print any forms you would like for your records.
- Step 5: **Print** the final "Submission Forms to Print" for each student.
- Step 6: **Sign** the printed form.
- Step 7: **Return** this form to your first period teacher.

COMPLETED WIZARD

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: 1965104322 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

CLICK THIS FOR THE FINAL FORM

Submission Forms to Print

Please Print the following Required Forms

- OTC Medicate Auth Form (Grades 9-12)
- OTC Medicate Auth Form (All Grades)
- Medical Authorization Form

FINAL SUBMISSION SHEET

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: _____ Grade: _____

School: _____

Confirmation ID: _____ Date: _____

Parent's Name: _____

Parent Signature: **SIGN HERE BEFORE TURNING IN** _____