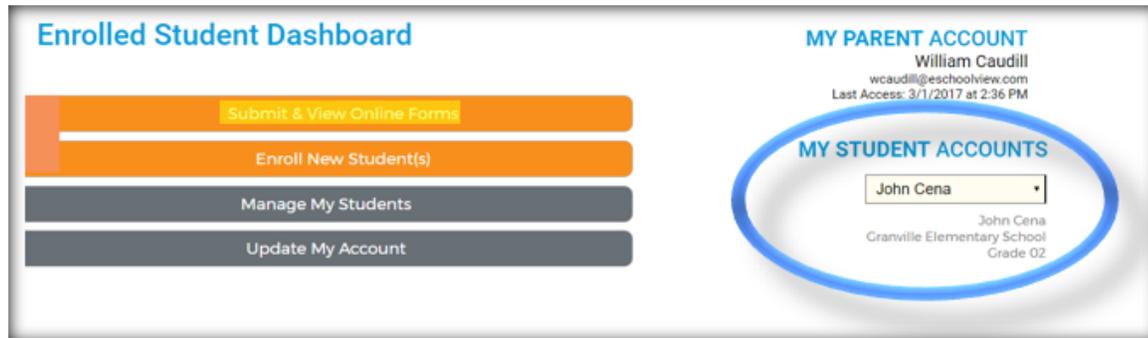


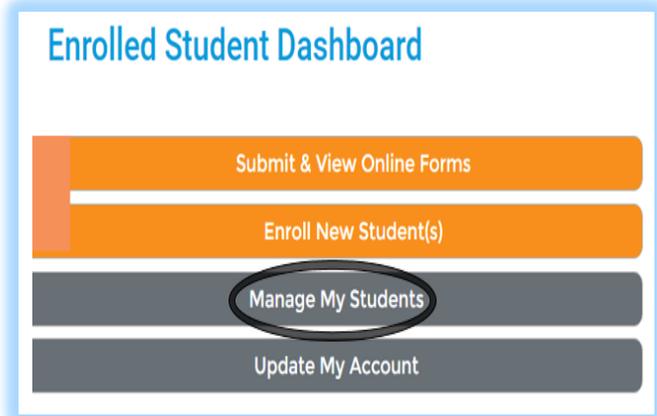
Back to School Forms

After logging into your parent account you will see account information to the right side. If your child is not listed under My Student Account, you will need to link your child – see Linking your children. If your student is there, proceed with the Back to School forms.



Linking your children to your account

From the Dashboard Homepage click on “Manage My Students.”



Option #2: Provide Student Details

If you do not have an invitation code, please provide us with the following information about your student. If a valid match is found your student will be linked to your account.

Student Last Name:

Grade Level:

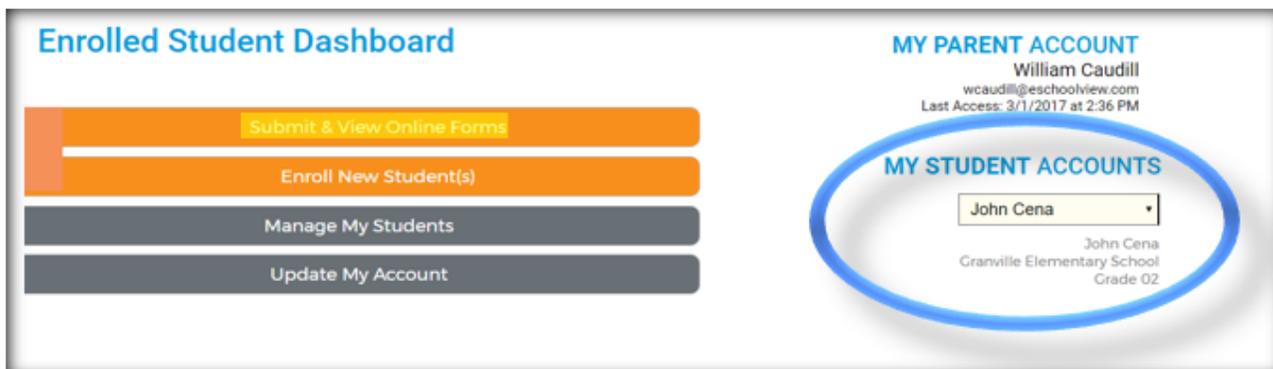
Date of Birth: / /

Student Number: [I don't have this](#)

We have provided the student ID number for “Option #2 Provide Student Details.” You will use the student’s last name, grade level, date of birth and student number to attach to your account.

Once your student is list under My Student Accounts – You may begin your **BTS forms**.

LET’S BEGIN!!



On the right make sure you have the desired student account. Once the desired account is selected, click on "Submit & View Online Forms."

The screenshot shows a 'PARENT ACCOUNT' for William Caudill. On the right, under 'STUDENT ACCOUNTS', 'John Cena' is selected. The main section is titled 'My Online Forms Available To Submit:' and contains a blue banner with instructions. Below this is a table of forms under the heading 'Back To School Forms'. The first form, 'Student Demographics & EMA', is circled in blue. Other forms include 'Student Health History', 'Non-Prescription Medications', and 'Technology'. To the right, there are links for 'Free/Reduced Meals App' and 'Printable Forms Library'.

Form Name/Title	Status
Student Demographics & EMA	New/Not Yet Started
Student Health History	New/Not Yet Started
Non-Prescription Medications	New/Not Yet Started
Technology	New/Not Yet Started

All of the required forms will appear in the location pictured above. Next Click on the blue link of the form. Please note that you can still change which student's forms you are filling out, by selecting the top right box, under "Student Accounts."

The form is titled 'Part Eight: Electronic Signature & Authorization'. It contains a statement of agreement: 'I agree to complete and submit through electronic means the Emergency Medical Authorization and such other forms, documents and questionnaires as the school district may require.' Below this is a text box for 'Digital Signature of Parent/Guardian' and a date field set to '3/9/2017'. A legal disclaimer follows: 'Pursuant to R.C. 1306.01 to 1306.23 of the Ohio Revised Code, the parties have agreed to receipt and transmission of an Emergency Medical Authorization Form in an electronic format. Under Ohio law, an electronic record and signature satisfies applicable legal requirements and may not be denied full and unconditional legal effect or enforceability solely because it is in electronic form.' At the bottom are three buttons: 'Save', 'Save & Submit to District', and 'Go Back'.

Once you complete the form, you can "Save & Submit to District." If you have to get up and leave before you finish you can "Save." If you are just reviewing the form you can simply go back when you are done. All forms will vary, but these three options will remain consistent.

If you have not filled out the form completely, when you attempt to submit the required fields it will prevent submission and point out missing fields. The fields will be indicated by red text and highlighted.

The screenshot shows an error message at the top with three buttons: 'Save', 'Save & Submit to District', and 'Go Back'. The message reads: 'Your form is not ready to submit. Some things need to be looked at first. Please review the list below and fix:'. Below this is a list of items to check, each in red text:

- Part One: You must indicate if there are problems with the student demographic data.
- Part Two: Please check at least one option for the 'Student Lives With' question.
- Part Two: Please check at least one option next to the 'Parent Relationship Status' question.
- Part Three: Please make a legal custody order question answer selection.
- Part Five: Please make a selection for the medical/health issues question.
- Part Six: A Selection For Consent or Denying of Emergency Treatment is required.
- Part Eight: A parent electronic signature is required to submit this form at the bottom. Please type your name.