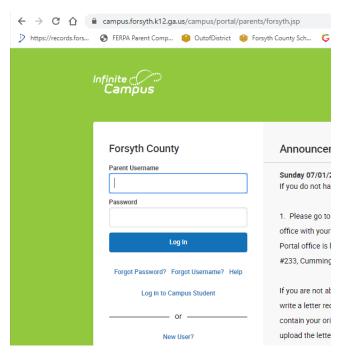
Signing Forms in Parent Portal

1. Login to your Parent Portal account or go to your Campus Parent app on your smart phone.

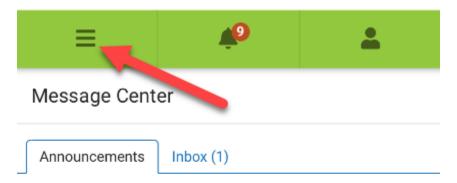
Parent Portal on a computer:



Campus Parent on a smart phone:



2. Once you log in, you arrive at the Message Center. Click on the 3 lines in the green area in the top left corner.



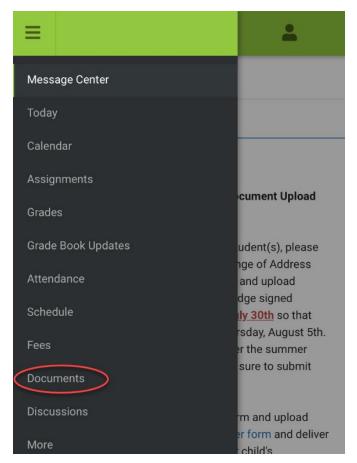
District Announcement

Wednesday 08/07/2019

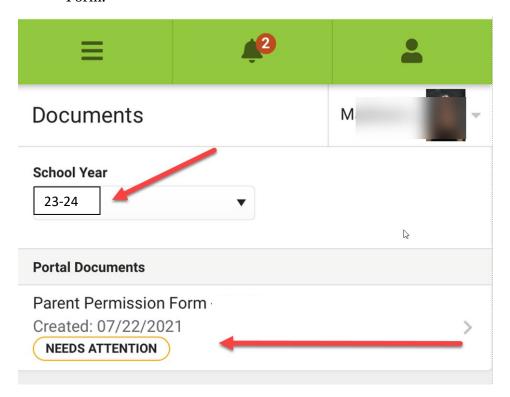
Important Reminder about Changes of Address, Custody, and/or Guardianship Changes:

If you have a change of address, custody, and/or guardianship change for your student(s), please provide your documentation. You may upload (click her for upload link) or hand deliver your documents to your child's

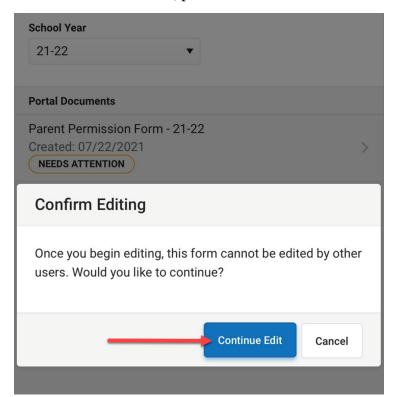
3. The dropdown menu will appear, and then select the Documents option.



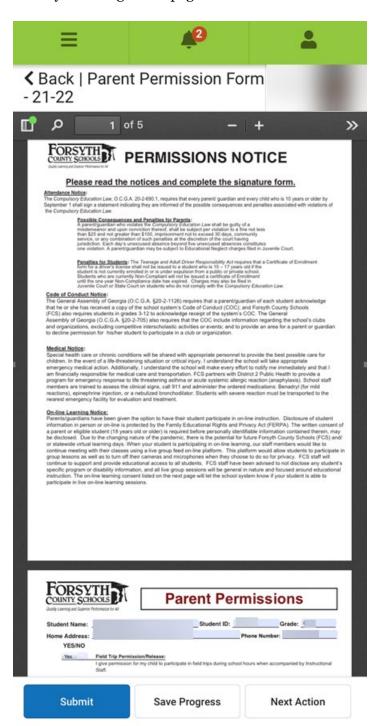
4. Make sure you are in the current school year. Click inside the white section titled Parent Permission Form.



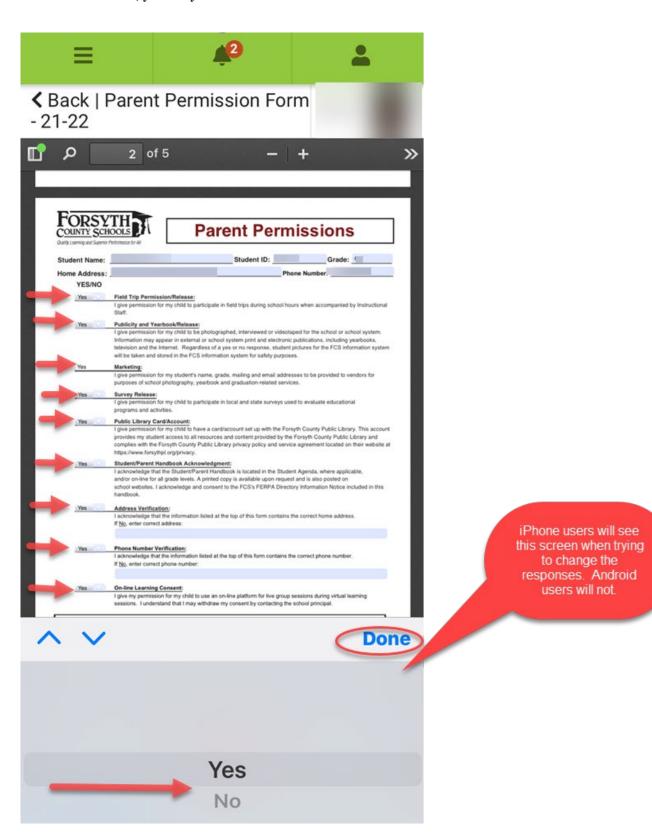
5. Click the Continue Edit button if you are the parent/guardian who needs to complete the form. If you are NOT the parent/guardian who needs to fill out the form, click cancel. The parent/guardian who hits Continue Edit will be the only one who can complete the form. Should the incorrect, parent/guardian hit Continue Edit, please contact the base school.



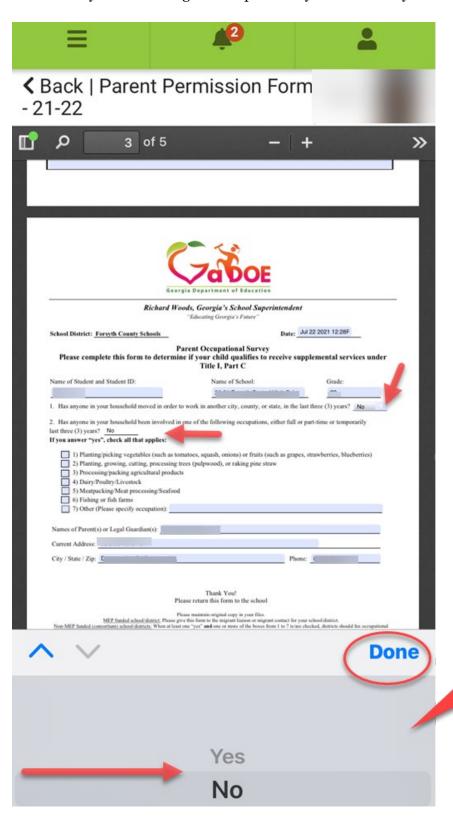
6. The permission notices and additional pages will appear. Read the permission notices page. Scroll down to the next page. Read each page. Please do NOT click Next Action because it will take you directly to the signature page.



7. Next to each item, select yes or no by clicking on the word yes. This page defaults to yes responses. You only need to change to no for the items that you decline the parent permission. If there is a club or activity that you do NOT want your student to participate in, fill in this box. If there are no club/activity restrictions, you may leave this box blank.



8. Scroll to the next form. Read the questions and select Yes or No. The responses on this page default to no. You only need to change the responses if your answer is yes.



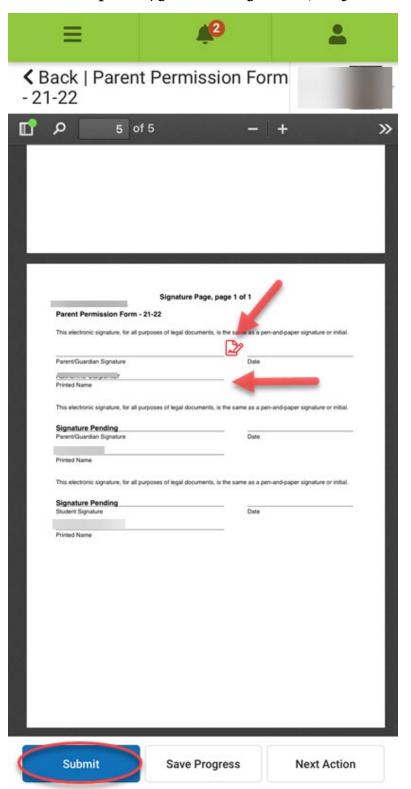
iPhone users will see this option when changing responses. Android users will not.

9. Continue to scroll to the next page. Review the Signature Page assurance items.

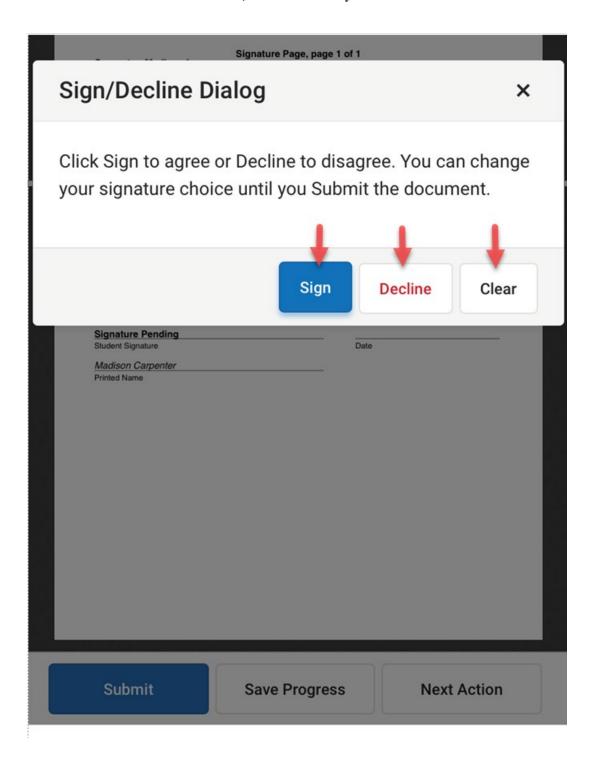


10. If you agree with the assurances, scroll down to the signature page. Make sure your name is listed on the Printed Name line just below the Signature Line. If the name on the Printed Name line and your name are the same, sign the document by clicking the red box. Then hit the submit button.

ONLY 1 Parent/Guardian needs to sign the form. The second parent will say pending, but if there is one parent/guardian signature, the form is complete.



11. Click Sign, Decline, or Clear. If you want to complete the signed document, click Sign. If you want to decline the entire set of forms, hit Decline. If you want to Clear the form and start over, hit Clear.



12. If you have multiple students, change the student by clicking on the down arrow in the right corner and repeat steps 4 - 11. A form for each student enrolled in FCS will need to be completed by the parent/guardian.

