Student Handbook Acknowledgement – Parent entry

Parents are able to complete the Student Handbook Acknowledgement signature page in Focus SIS for their BCPS student(s). This form will be available year-round and stored in the Focus SIS. The Student Handbook Acknowledgement is completed every year.

How to complete the Student Handbook Acknowledgement

1. After reviewing the current school year’s Student Handbook, navigate to the Parent Portal. See Figure 1.

2. To complete the form for one of your children, be sure to click on the Child Info for that Child before entering the form. See Figure 2

3. Click on the Forms menu, then click on the Student Handbook Acknowledgement form. See Figure 3.
4. The **Student Handbook Acknowledgement** form will display. Enter the following information for the student and read the contents of the acknowledgement. See Figure 4.
   1. Student’s Last Name
   2. Student’s First Name
   3. Student’s School
   4. Student’s Current Grade
   5. Student’s Homeroom Teacher

![Figure 4](image)

5. Sign the form in the **Parent’s Signature** field. The date will automatically populate. Click Submit Request when complete. See Figure 5.

![Figure 5](image)

6. Complete this form as appropriate for your student(s).