

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.

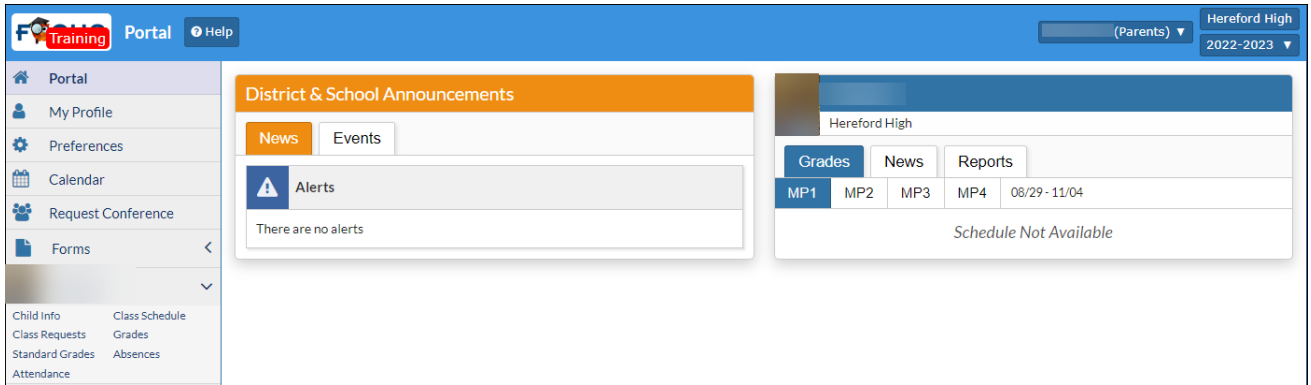


Figure 1

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

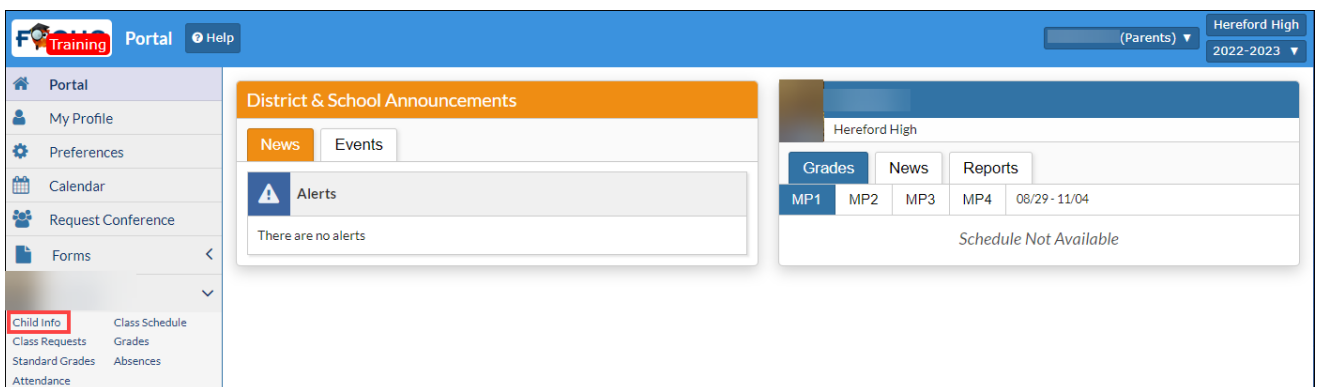


Figure 2

3. Click on the Forms menu, then click on the **Student Handbook Acknowledgement** form. See Figure 3.

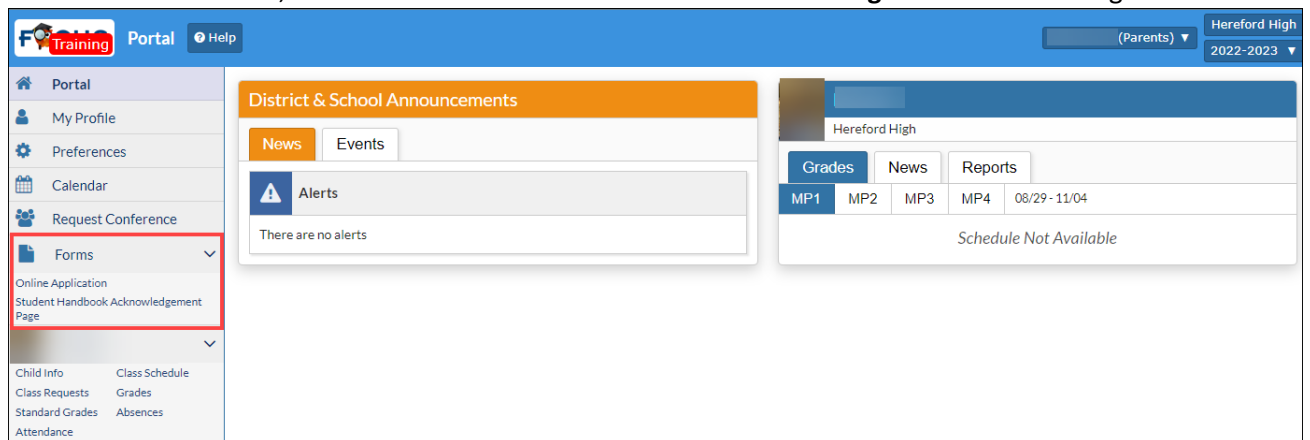


Figure 3

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

The screenshot shows the 'Student Handbook Acknowledgement Page' in a web application. The page has a blue header with 'Focus' and 'Help' buttons. On the left is a navigation menu with options like 'Portal', 'My Profile', 'Preferences', 'Calendar', 'Request Conference', and 'Forms'. The main content area has a title bar with 'Form', 'Drafts', and 'History' tabs. Below the title bar is a 'Title' field with the value '07/27/2022' and buttons for 'Start New Draft', 'Save Draft', 'Submit Request', and 'Print'. The form itself is titled 'Student Handbook Acknowledgement Page' and asks the user to 'Please print clearly'. It contains five numbered input fields: 1. Student's Last Name, 2. Student's First Name, 3. School, 4. Grade, and 5. Homeroom Teacher. Below the form is a paragraph of text explaining the purpose of the handbook and a note about behavioral expectations for students in Baltimore County Public Schools (BCPS).

Figure 4

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

The screenshot shows the 'Student Handbook Acknowledgement Page' in a web application, focusing on the signature section. The page has a blue header with 'Focus' and 'Help' buttons. On the left is a navigation menu with options like 'Portal', 'My Profile', 'Preferences', 'Calendar', 'Request Conference', and 'Forms'. The main content area has a title bar with 'Form', 'Drafts', and 'History' tabs. Below the title bar is a 'Title' field with the value '07/27/2022' and buttons for 'Start New Draft', 'Save Draft', 'Submit Request', and 'Print'. The form itself is titled 'Student Handbook Acknowledgement Page' and asks the user to 'Please print clearly'. It contains five numbered input fields: 1. Student's Last Name, 2. Student's First Name, 3. School, 4. Grade, and 5. Homeroom Teacher. Below the form is a paragraph of text explaining the purpose of the handbook and a note about behavioral expectations for students in Baltimore County Public Schools (BCPS). The signature section includes fields for 'Student's Signature' and 'Parent's Signature', both with 'Please type name' prompts. The date field is populated with '07-27-2022 08:07 PM'. A note below the signature fields states: 'This signed form is valid until September 30, 2023, or until it is replaced by a new form of acknowledgement.'

Figure 5

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