

2017-18

Back to School Forms are Online



Parents Must Complete the Process Below by

Friday, August 25th

Instructions for Parents who already have students enrolled in the district and have an online registration account:

- Step 1: Go to the district website (www.bridgeportschools.net) and click on the Online Registration link on the top right side of the page.
- Step 2: Enter your user ID and password.
 - Note: If you do not remember your user ID or password, click on lost password to have your user ID or password reset.
 - If you are unable to reset your user ID or password, please call the building secretary.
- Step 3: Click on “Submit and View Online Forms” and Update all of the Back to School Forms listed by clicking on each form. **When updating each form, click “Save and Submit to District”**
 - Note: You will update Back to School forms for each child by navigating between students using the drop-down box on the right hand side. **The form status for each form listed will change to “Submitted” status when complete.**
 - Note: If you have an additional student to attach, click on “Manage my Students”. Provide demographic information (last name, grade level, date of birth, and student number (This number starts with 6400 and is on the student’s report card) and click “Attach” Follow Step 3 to complete Back to School forms for the additional student.
- Step 4: Once all forms are complete, **Log Out** of the system by clicking on the “Log Out” button on the top right of the page. Future emails may be sent to you from the system in situations where forms were not approved or returned for other reasons.
- Step 5: Return to school the following paper forms (if applicable):
 - Free and Reduced Lunch Form
 - Physician Request for Administration of Medication

****Please login and update any demographics, phone numbers, custody information, etc. at any time throughout the year.** If you have any questions or have issues, please call the building secretary.