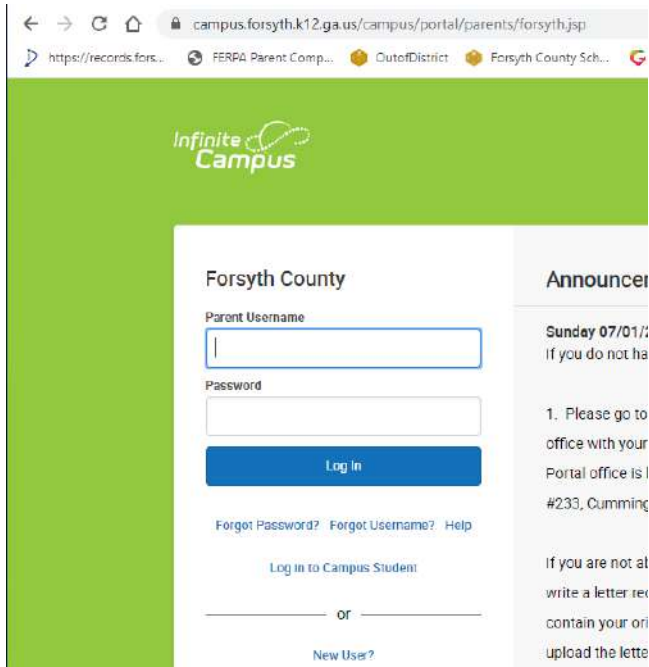


Signing Forms in Parent Portal

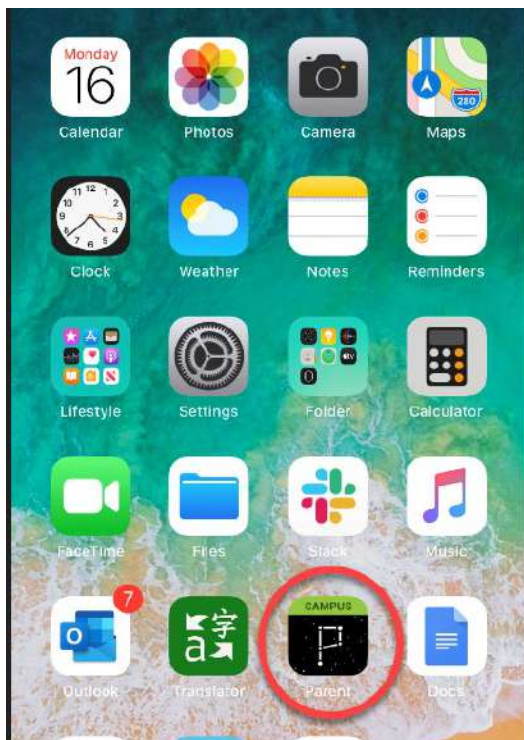
1. Login to your Parent Portal account or go to your Campus Parent app on your smart phone.

Parent Portal on a computer:

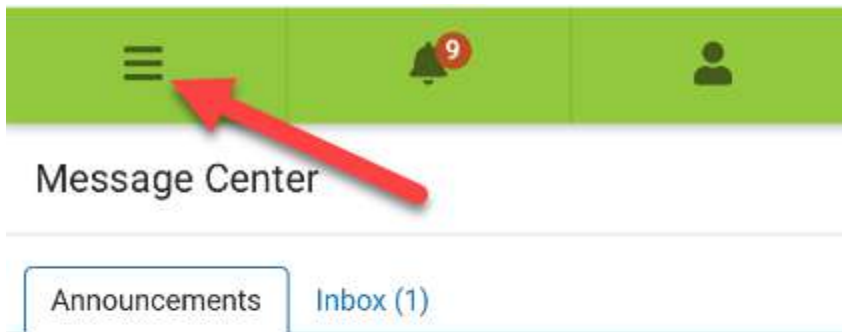


The screenshot shows a web browser window with the URL campus.forsyth.k12.ga.us/campus/portal/parents/forsyth.jsp. The page features the "Infinite Campus" logo at the top. Below the logo, the "Forsyth County" login form is displayed. It includes fields for "Parent Username" and "Password", a "Log In" button, and links for "Forgot Password?", "Forgot Username?", and "Help". There is also a link to "Log in to Campus Student" and a "New User?" link. To the right of the login form, an "Announcements" section is visible, starting with "Sunday 07/01/2020" and mentioning "If you do not ha".

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.



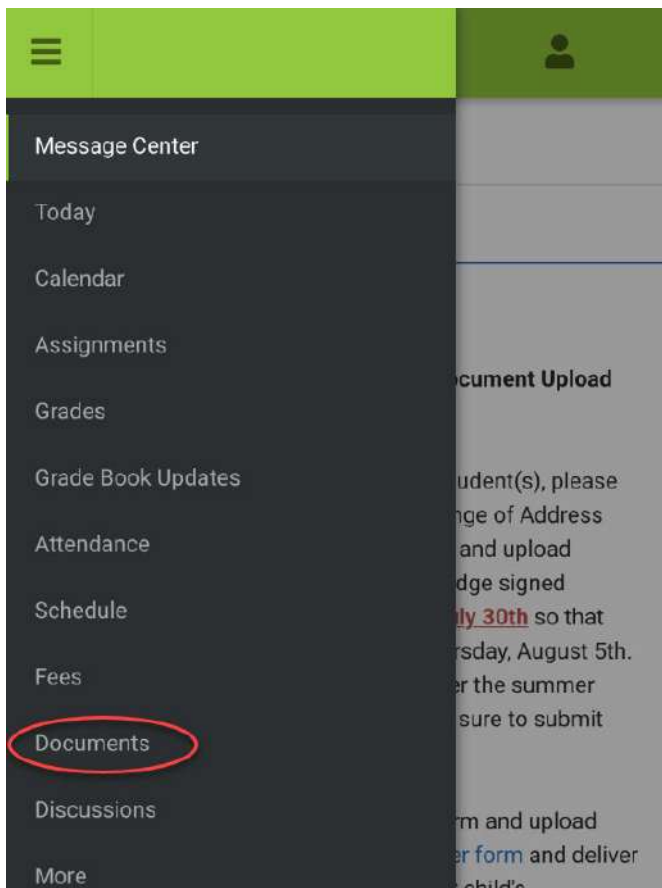
District Announcement

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 21-22 school year. Click inside the white section titled Parent Permission Form – 21-22.

The screenshot shows a user interface with a green header bar containing a menu icon, a notification bell with a red '2', and a user profile icon. Below the header, the 'Documents' section is visible. A dropdown menu for 'School Year' is set to '21-22'. Under the 'Portal Documents' section, the 'Parent Permission Form - 21-22' is listed with a creation date of '07/22/2021' and a yellow 'NEEDS ATTENTION' badge. Red arrows highlight the '21-22' dropdown and the 'NEEDS ATTENTION' badge.

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.

The screenshot shows a 'Confirm Editing' dialog box. It contains the text: 'Once you begin editing, this form cannot be edited by other users. Would you like to continue?'. At the bottom, there are two buttons: a blue 'Continue Edit' button and a white 'Cancel' button. A red arrow points to the 'Continue Edit' button.

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.



[< Back](#) | Parent Permission Form - 21-22

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PERMISSIONS NOTICE

Please read the notices and complete the signature form.

Attendance Notice:
The Compulsory Education Law, O.C.G.A. 20-2-690.1, requires that every parent/guardian and every child who is 10 years or older by September 1 shall sign a statement indicating they are informed of the possible consequences and penalties associated with violations of the Compulsory Education Law.

Possible Consequences and Penalties for Parents:
A parent/guardian who violates the Compulsory Education Law shall be guilty of a misdemeanor and upon conviction thereof, shall be subject per violation to a fine not less than \$25 and not greater than \$100, imprisonment not to exceed 30 days, community service, or any combination of such penalties at the discretion of the court having jurisdiction. Each day's unexcused absence beyond five unexcused absences constitutes one violation. A parent/guardian may be subject to Educational Neglect charges filed in Juvenile Court.

Penalties for Students: The Teenage and Adult Driver Responsibility Act requires that a Certificate of Enrollment form for a driver's license shall not be issued to a student who is 15 - 17 years old if the student is not currently enrolled in or is under expulsion from a public or private school. Students who are currently Non-Compliant will not be issued a certificate of Enrollment until the one year Non-Compliance date has expired. Charges may also be filed in Juvenile Court or State Court on students who do not comply with the Compulsory Education Law.

Code of Conduct Notice:
The General Assembly of Georgia (O.C.G.A. §20-2-1126) requires that a parent/guardian of each student acknowledge that he or she has received a copy of the school system's Code of Conduct (COC), and Forsyth County Schools (FCS) also requires students in grades 3-12 to acknowledge receipt of the system's COC. The General Assembly of Georgia (O.C.G.A. §20-2-705) also requires that the COC include information regarding the school's clubs and organizations, excluding competitive interscholastic activities or events, and to provide an area for a parent or guardian to decline permission for his/her student to participate in a club or organization.

Medical Notice:
Special health care or chronic conditions will be shared with appropriate personnel to provide the best possible care for children. In the event of a life-threatening situation or critical injury, I understand the school will take appropriate emergency medical action. Additionally, I understand the school will make every effort to notify me immediately and that I am financially responsible for medical care and transportation. FCS partners with District 2 Public Health to provide a program for emergency response to life threatening asthma or acute systemic allergic reaction (anaphylaxis). School staff members are trained to assess the clinical signs, call 911 and administer the ordered medications: Benadryl (for mild reactions), epinephrine injection, or a nebulized bronchodilator. Students with severe reaction must be transported to the nearest emergency facility for evaluation and treatment.

On-line Learning Notice:
Parents/guardians have been given the option to have their student participate in on-line instruction. Disclosure of student information in person or on-line is protected by the Family Educational Rights and Privacy Act (FERPA). The written consent of a parent or eligible student (18 years old or older) is required before personally identifiable information contained therein, may be disclosed. Due to the changing nature of the pandemic, there is the potential for future Forsyth County Schools (FCS) and/or statewide virtual learning days. When your student is participating in on-line learning, our staff members would like to continue meeting with their classes using a live group feed on-line platform. This platform would allow students to participate in group lessons as well as to turn off their cameras and microphones when they choose to do so for privacy. FCS staff will continue to support and provide educational access to all students. FCS staff have been advised to not disclose any student's specific program or disability information, and all live group sessions will be general in nature and focused around educational instruction. The on-line learning consent listed on the next page will let the school system know if your student is able to participate in live on-line learning sessions.



Parent Permissions

Student Name: Student ID: Grade:

Home Address: Phone Number:

YES/NO

☐ Yes ☐ No

Field Trip Permission/Release:
I give permission for my child to participate in field trips during school hours when accompanied by instructional staff.

Submit

Save Progress

Next Action

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.

FORSYTH COUNTY SCHOOLS
Quality Learning and Superior Performance for All

Parent Permissions

Student Name: _____ Student ID: _____ Grade: 4

Home Address: _____ Phone Number: _____

YES/NO

☒ **Field Trip Permission/Release:**
I give permission for my child to participate in field trips during school hours when accompanied by Instructional Staff.

☒ **Publicity and Yearbook/Release:**
I give permission for my child to be photographed, interviewed or videotaped for the school or school system. Information may appear in external or school system print and electronic publications, including yearbooks, television and the Internet. Regardless of a yes or no response, student pictures for the FCS information system will be taken and stored in the FCS information system for safety purposes.

☒ **Marketing:**
I give permission for my student's name, grade, mailing and email addresses to be provided to vendors for purposes of school photography, yearbook and graduation-related services.

☒ **Survey Release:**
I give permission for my child to participate in local and state surveys used to evaluate educational programs and activities.

☒ **Public Library Card/Account:**
I give permission for my child to have a card/account set up with the Forsyth County Public Library. This account provides my student access to all resources and content provided by the Forsyth County Public Library and complies with the Forsyth County Public Library privacy policy and service agreement located on their website at <https://www.forsythpl.org/privacy>.

☒ **Student/Parent Handbook Acknowledgment:**
I acknowledge that the Student/Parent Handbook is located in the Student Agenda, where applicable, and/or on-line for all grade levels. A printed copy is available upon request and is also posted on school websites. I acknowledge and consent to the FCS's FERPA Directory Information Notice included in this handbook.

☒ **Address Verification:**
I acknowledge that the information listed at the top of this form contains the correct home address.
If No, enter correct address: _____

☒ **Phone Number Verification:**
I acknowledge that the information listed at the top of this form contains the correct phone number.
If No, enter correct phone number: _____

☒ **On-line Learning Consent:**
I give my permission for my child to use an on-line platform for live group sessions during virtual learning sessions. I understand that I may withdraw my consent by contacting the school principal.

Done

Yes
No

iPhone users will see this screen when trying to change the responses. Android users will not.

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.

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



[< Back](#) | Parent Permission Form - 21-22

4 of 5

1858 Twin Towers East • 205 Jesse Hill Jr. Drive • Atlanta, Georgia 30334 • www.gadoe.org
An Equal Opportunity Employer

Signature Page

Signing on the next page indicates that I:

- have read the **Attendance Notice** and am now informed of the possible consequences and penalties associated with violations;
- can review the **Code of Conduct** on the website at <https://www.forsyth.k12.ga.us/Page/28509> and received a listing and description of each of the school's clubs and organizations and had an opportunity to deny permission for my child to participate in one or more of the school's clubs and organizations; A printed copy of the Code of Conduct or the list of school clubs/organizations is available upon request to the base school;
- have read the **Medical Notice**;
- have read the **Online Learning Notice**;
- have read the **Field Trip Permission/Release, Publicity and Yearbook Release, Marketing, Surveys Release, Public Library Card/Account, and Student/Parent Handbook Acknowledgment**, and I agree and/or give permission by checking one box per statement.
- acknowledge that my **home address verification** is accurately identified;
- acknowledge that my **phone number verification** is accurately identified;
- am the consenting parent/guardian for the student listed at the top of this for and per the Electronic Signature Act, acknowledge that my electronic signature constitutes my legal signature just as if it were my written or faxed signature.

**I must immediately notify FCS if I or if the child listed above changes residence. A student enrolled in FCS under falsified information is illegally enrolled and will be immediately withdrawn from school. Falsified information may result in a fine of not more than \$1,000.00 or by imprisonment for not less than one nor more than five years, or both.*

Signature Page, page 1 of 1

Submit

Save Progress

Next Action

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.

Signature Page, page 1 of 1

Parent Permission Form - 21-22

This electronic signature, for all purposes of legal documents, is the same as a pen-and-paper signature or initial.

Parent/Guardian Signature _____ Date _____

 _____

Printed Name _____

This electronic signature, for all purposes of legal documents, is the same as a pen-and-paper signature or initial.

Signature Pending

Parent/Guardian Signature _____ Date _____

Printed Name _____

This electronic signature, for all purposes of legal documents, is the same as a pen-and-paper signature or initial.

Signature Pending

Student Signature _____ Date _____

Printed Name _____

Submit Save Progress Next Action

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.

Signature Page, page 1 of 1

Sign/Decline Dialog

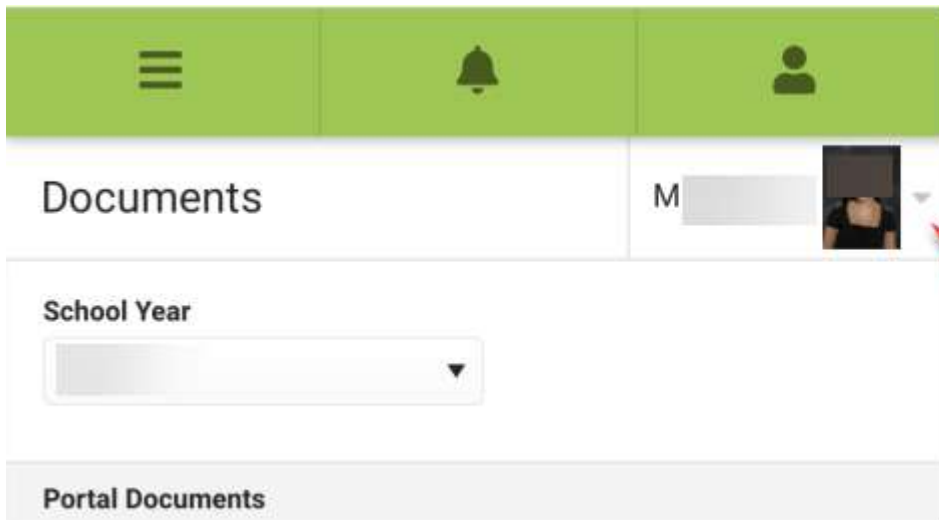
Click Sign to agree or Decline to disagree. You can change your signature choice until you Submit the document.

Sign Decline Clear

Signature Pending
Student Signature _____ Date _____
Madison Carpenter
Printed Name _____

Submit Save Progress Next Action

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.

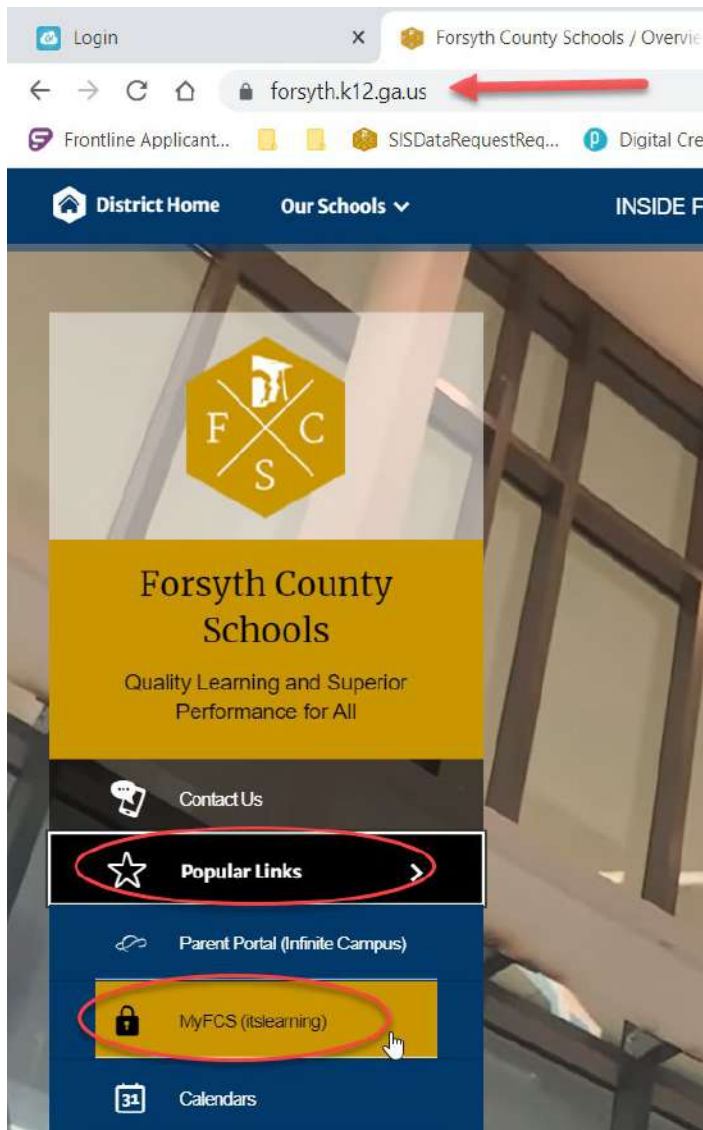


The screenshot shows the top navigation bar of the Campus Student app with three icons: a menu icon, a bell icon, and a user profile icon. Below the navigation bar, the word "Documents" is displayed on the left. To the right of "Documents" is a dropdown menu showing the letter "M" and a small profile picture of a student. A red speech bubble points to the dropdown arrow on the profile picture. Below the "Documents" section, there is a "School Year" dropdown menu. At the bottom of the screen, there is a grey bar labeled "Portal Documents".

Click her to change the student if you have more than one student enrolled in FCS.

13. If you have one or more students in grades 3 – 12, Georgia requires their signature on this form as well. Each student in grades 3- 12 will need to read the first page and scroll down to the signature page. *As long as the student was enrolled in FCS on the last day of the last school year, this form is active inside their Campus Student app in ClassLink. If the student was NOT actively enrolled on the last day of the school year last year, their form will populate in Campus Student after their first day of school.* To see the student instructions, go to the next page.

14. For the grade 3 – 12 student to sign the form, log into ClassLink. Go to the FCS website. Click on Popular Links. Click on MyFCS (itslearning).



15. The student will log in with the login and password associated with the school account. If your student does NOT know or remember these credentials, check with the base school.



The image shows the login interface for Forsyth County Schools' MyFCS! system. At the top, the Forsyth County Schools logo is displayed in white and yellow on a dark blue background. Below the logo, the text "Welcome to MyFCS!" is centered. The main login area is a white box with a light blue border. It contains the title "FCS Login for Student/Staff" in bold. Below this title are two input fields: "Username" and "Password". A yellow "Login" button is positioned below the password field. At the bottom of the login box, there are three links: "Take me to the Parent Login screen", "Other Account Actions", and "MS Authenticator Password-Less Authentication".

**FORSYTH
COUNTY SCHOOLS**

Welcome to **MyFCS!**

FCS Login for Student/Staff

Username

Password

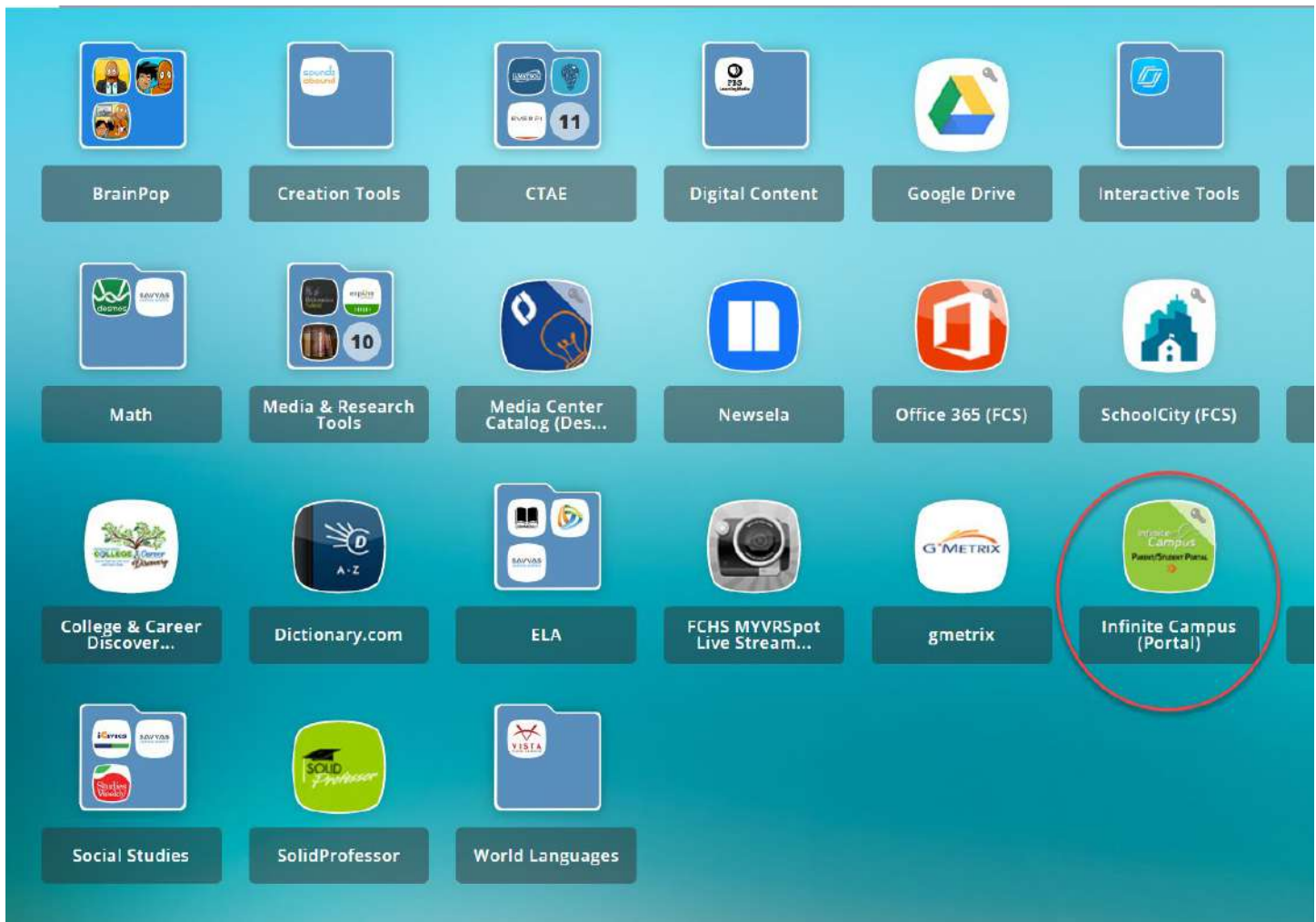
Login

[Take me to the Parent Login screen](#)

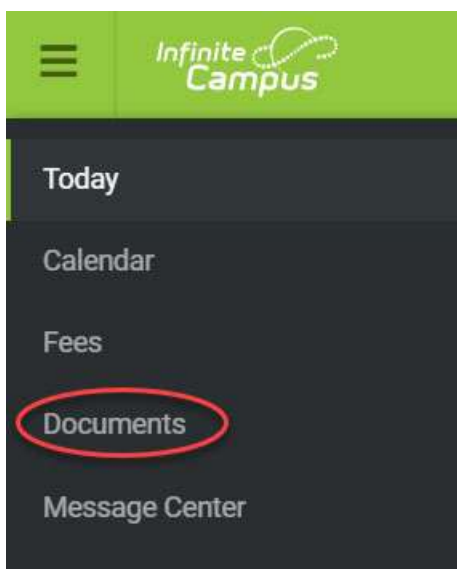
[Other Account Actions](#)

[MS Authenticator Password-Less Authentication](#)

16. Once logged in, the student's ClassLink page appears. Find the green Infinite Campus (Portal) icon and click on it.



17. Click on the Documents menu item.



18. Make sure you are in the 21-22 school year. Click inside the white section titled Parent Permission Form – 21-22.

The screenshot shows a web portal interface. At the top is a green navigation bar with three icons: a hamburger menu, a bell with a red '2' notification badge, and a user profile icon. Below the navigation bar is a white header section with the word 'Documents' on the left and a user profile picture on the right. The main content area has a 'School Year' dropdown menu set to '21-22', with a red arrow pointing to it. Below this is a section titled 'Portal Documents'. The first document listed is 'Parent Permission Form - 21-22', with a creation date of 'Created: 07/22/2021'. A red arrow points to a yellow button labeled 'NEEDS ATTENTION' located below the document title. A right-pointing chevron is visible at the end of the document entry.

19. The student will need to read the first page of notices.

2

Back | Parent Permission Form - 21-22

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FORSYTH COUNTY SCHOOLS
Quality Learning and Superior Performance for All

PERMISSIONS NOTICE

Please read the notices and complete the signature form.

Attendance Notice:
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On-line Learning Notice:
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FORSYTH COUNTY SCHOOLS
Quality Learning and Superior Performance for All

Parent Permissions

Student Name:

Student ID:

Grade:

Home Address:

Phone Number:

YES/NO

☐ Yes ☐ No

Field Trip Permission/Release:

☐ Yes ☐ No

I give permission for my child to participate in field trips during school hours when accompanied by instructional staff.

Submit

Save Progress

Next Action

20. The student will need to scroll down to the last page of forms. The last signature on this page will be for the student. Make sure the Printed Name line says the correct student name. Click on the red box on the line named Signature Pending. Then, hit submit.

Signature Page, page 1 of 1

Parent Permission Form - 21-22

This electronic signature, for all purposes of legal documents, is the same as a pen-and-paper signature or initial.

Parent/Guardian Signature _____ Date _____

Printed Name _____

This electronic signature, for all purposes of legal documents, is the same as a pen-and-paper signature or initial.

Signature Pending

Parent/Guardian Signature _____ Date _____

Printed Name _____

This electronic signature, for all purposes of legal documents, is the same as a pen-and-paper signature or initial.

Signature Pending

Student Signature _____ Date _____

Printed Name _____

Submit Save Progress Next Action

21. Click Sign, Decline, or Clear. If you want to complete the signed document, click Sign. If you want to decline the student signature, hit Decline. If you want to Clear the signature, hit Clear.

Signature Page, page 1 of 1

Sign/Decline Dialog

Click Sign to agree or Decline to disagree. You can change your signature choice until you Submit the document.

Sign Decline Clear

Signature Pending

Student Signature _____ Date _____

Madison Carpenter

Printed Name _____

Submit Save Progress Next Action

22. After both the parent/guardian and student have signed the document, the document is processed in 48 hours. Once all is finished, the document screen will show complete in green.

The screenshot displays the Infinite Campus web interface. On the left is a dark sidebar with a menu containing 'Today', 'Calendar', 'Fees', 'Documents' (highlighted with a green bar), 'Message Center', and 'More'. The top header is green with the Infinite Campus logo. The main content area is titled 'Documents' and features a 'School Year' dropdown menu set to '21-22'. Below this is a section for 'Portal Documents' containing a single entry: 'Parent Permission Form - 21-22'. This entry shows the status 'Created: 07/22/2021 - Received: 07/22/2021' and a green 'COMPLETE' button with a right-pointing arrow. A gear icon for settings is visible next to the document title.