

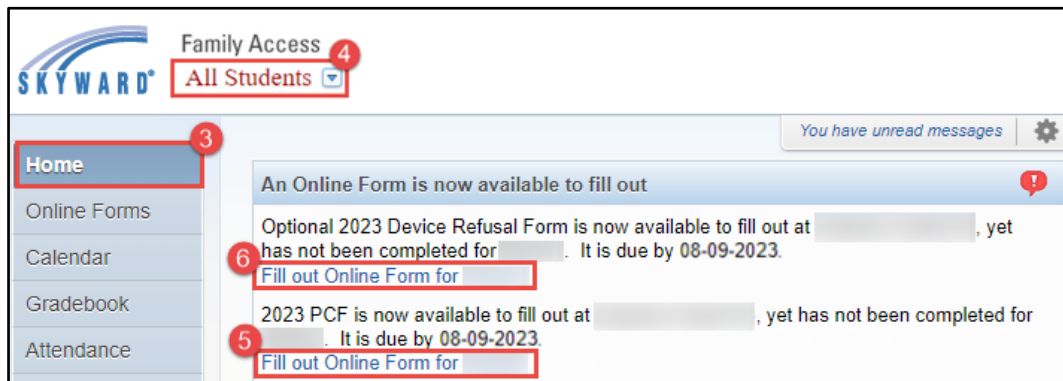
# OCPS Parental Portal Online Forms

## Reference Sheet

The Family Access Portal allows Guardians to complete district forms for their student(s) digitally. Online Forms provides families a quick way to fill out forms for the district without having to submit paper copies.


**Navigate to Online Forms** **\*\*It is recommended if using cellphone, use button/link to switch to desktop view.**

1. Log into the OCPS Parental Portal at [parents.classlink.com/ocps](https://parents.classlink.com/ocps).
2. Once you have logged into the OCPS Parent Portal, select **Skyward (parents)**.
3. Select the **Home** tab.
4. Select **student name** from drop-down if you have more than one student in the district.
5. Select **Fill out online Form for [Student Name]** to complete the *Parent Consent Form (PCF)* [required].
6. Select **Fill out online Form for [Student Name]** to complete the *Device Refusal Form* (optional).



### Parent Consent Forms (PCF)

The *Parent Consent Forms (PCF)* is required to be completed for all students.

**Note:** Select the *View Full Screen* hyperlink to view the information in full screen. When in *View Full Screen* mode, **DO NOT** select Close Window , as this will close Skyward Family Access completely.

1. Select the **2023 PCF form** from the homepage (see navigational steps above).
2. Read the District Message.
3. Select **Next** to complete the *2023 Student Technology Acceptable & Responsible Use Agreement*.
4. Select **Complete Step 1 and move to Step 2** to complete the *2023 Model Release Form – Consent, Waiver, and Release*. Read and select **Yes** or **No** to complete.
5. Select **Complete Step 2 and move to Step 3** to complete the *2023 Public Notice of Parent Rights – Student Records*. Read and select **Yes** or **No** to complete.
6. Select **Complete Step 3 and move to Step 4** to complete *2023 Health Services Consent Form*. Read and select **Yes** or **No** to complete.
7. Select **Complete Step 4 and move to Step 5** to complete the *2023 PCF*. **\*Please make sure you have answered each question with a YES or NO. Do Not leave blank**
8. Verify all forms have been completed and select **Submit 2023 PCF**.

### Device Refusal Form (Optional)

The *Device Refusal Form* is required to be completed **ONLY** if the Guardian(s) are refusing to accept the device being provided by the district.

1. Select the **2023 Device Refusal Form** from the homepage Wall (see navigational steps above).
2. Select **Yes** or **No** for *Device Refusal Acknowledgement*.
3. Select **Bring Your Own Device (BYOD)** or **Traditional Curriculum** for *Request*.

**Note:** If *Traditional Curriculum* was select for *Request*, enter **N/A** for the *Make, Model, Serial Number, and MAC Address* fields. These fields must be completed to complete the form.

4. Enter **Request Date (MM/DD/YYYY)**.
5. Enter device **Make, Model, Serial Number, and MAC Address**.
6. Verify Guardian Address and Phone Number. If the information is incorrect, please contact the school's registrar to update.
7. Select **Complete Step 1 and move to Step 2**.
8. Select **Submit Device Refusal Form**.
9. Verify the form was successfully completed.