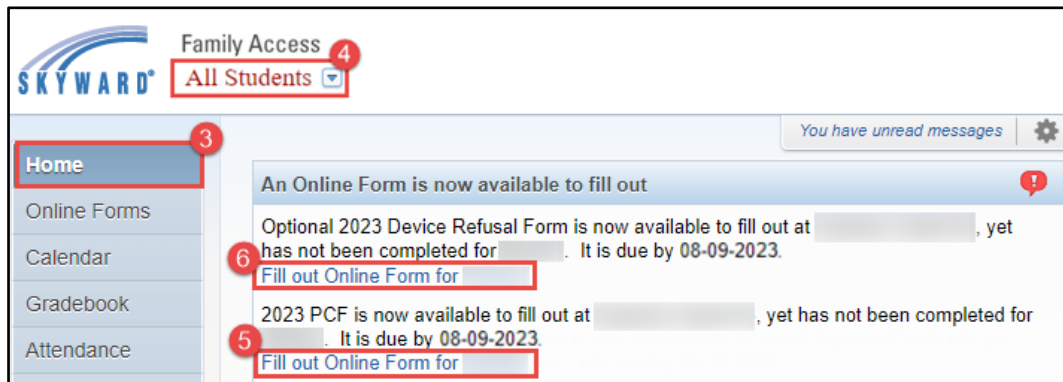


## Reference Sheet

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

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 **2024 PCF** form from the homepage (see navigational steps above).
2. Read the District Message.
3. Select **Next** to complete the *2024 Student Technology Acceptable & Responsible Use Agreement*.
4. Read and select **Yes** or **No** to complete. Select **Complete Step 1 and move to Step 2** to complete the *2024 Model Release Form – Consent, Waiver, and Release*.
5. Read and select **Yes** or **No** to complete. Select **Complete Step 2 and move to Step 3** to complete the *2024 Public Notice of Parent Rights – Student Records*.
6. Read and select **Yes** or **No** to complete. Select **Complete Step 3 and move to Step 4** to complete *2024 Health Services Consent Form*.
7. Read and select **Yes** or **No** to complete. Select **Complete Step 4 and move to Step 5** to complete the *2024 Library Access Form*.
8. Read and select **Limited Library Access**, **No Library Access** or **Unlimited Library Access** to complete. Select **Complete Step 5 and move to Step 6** to complete the **2024 PCF**.
9. Verify all forms have been completed and select **Submit 2024 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 **2024 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 selected for *Request*, enter **N/A** for the *Make, Model, Serial Number* and *MAC Address* fields. These fields are required in order 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.