



ATTENTION ALL RETURNING FBE FAMILIES!

ALL **returning** families (students entering 1st-5th grades) are required to complete online registration forms prior to your child's class placement/teacher assignment. Class Placement letters will be mailed out on July 15th. **Families** who have completed the registration forms by **July 13th** will be included in the mailing.



REGISTRATION INFORMATION

STUDENT REGISTRATION CAN BE COMPLETED ONLINE BY LOGGING INTO PARENT PORTAL USING A LAPTOP OR DESKTOP COMPUTER. (REGISTRATION CANNOT BE COMPLETED ON SMARTPHONES). FAMILIES CAN USE STUDENT CHROMEBOOKS TO COMPLETE THE REGISTRATION PROCESS IF THEY WOULD LIKE TO!

IF YOU DO NOT HAVE ACCESS TO A COMPUTER OR YOU DO NOT HAVE INTERNET ACCESS, FBE WILL BE HOLDING A RETURNING STUDENT REGISTRATION EVENT ON **WEDNESDAY, JUNE 22ND FROM 8:00AM - 4:00PM**. WE WILL HAVE ONLINE LAPTOP STATIONS SET UP FOR FAMILIES TO USE.

CLICK THE HYPERLINK BELOW TO BEGIN THE RETURNING STUDENT REGISTRATION PROCESS:

[RETURNING FAMILY REGISTRATION LINK](#)

[STEP BY STEP INSTRUCTION GUIDE](#)

PLEASE CONTACT THE FRONT OFFICE AT (540)381-6145 WITH ANY REGISTRATION QUESTIONS OR THE MCPS TECHNOLOGY DEPARTMENT AT (540)381-6165. OFFICE STAFF ARE AVAILABLE MONDAYS - THURSDAYS FROM 8AM-4PM.

WWW.MCPS.ORG/REGISTER

RETURNING STUDENT REGISTRATION REMINDERS

COMPLETE RETURNING STUDENT REGISTRATION FORMS

- LOG INTO PARENT PORTAL (CLICK HERE)
- CHOOSE FORMS FROM THE LEFT SIDE MENU. (CLICK HERE FOR VIDEO INSTRUCTIONS)
- CLICK ON FORM 01 TO BEGIN THE PROCESS.
- CLICK SUBMIT AT THE END OF EACH FORM TO PROCEED.
- CONFIRM ALL FORMS ARE IN THE PENDING STATUS. (ONCE THE SCHOOL VERIFIES THE INFORMATION, IT WILL SHOW AN APPROVED STATUS.)
- COMPLETE THE SCHOOLCARE MEDICAL UPDATES BY SELECTING SCHOOLCARE FROM THE LEFT SIDE MENU (CLICK HERE FOR VIDEO INSTRUCTIONS).
- NO ORANGE BUTTON FOR SCHOOLCARE??? CLICK HERE.
- COMPLETE ALL FORMS FOR ANY ADDITIONAL STUDENTS IN YOUR FAMILY.

STUDENT PROFILE UPDATES

STEP 1: RETURNING STUDENT REGISTRATION
Log in to Parent Portal to access Returning Student Registration. If you do not have a log in for Parent Portal or if you have forgotten your password, please contact your child's school. You must hit confirm that all forms have been submitted for Step 1 to be complete.

STEP 2: COMPLETE MEDICAL UPDATES
Complete medical updates on the SchoolCare website.

STEP 3: REPEAT FOR FAMILY MEMBERS
Repeat Steps 1 and 2 for any additional family members.

www.mcps.org/register

If you have any questions or issues, please contact the FBE main office at (540)381-6145 or the MCPS Technology Department at (540)381-6165.