

Parent Place - Online form entry

Parent Place is the new place to enter many of the JCPS forms that were previously received in paper format. This page explains how to create an account and utilize parent place to enter forms electronically.

Since the forms are student-based and not household-based, guardians should determine a plan on who will fill it out since there is one form per student and not one per household.

1. Navigate to jcps.me/parents.
2. Click on **Complete Forms**.



3. First time users: Click **Sign up for a JCPS Parent Account**. (This is separate from the JCPS Parent Portal account so even if you have a parent portal account you will have to create a new account here.)

4. Enter your **First** and **Last** name exactly as provided to JCPS as well as the **Email** on file at JCPS and the one you receive district and school notifications in.
5. Click **"I'm not a robot"**
6. Click **Submit**. (An email will then be sent to you.)

7. Check for your verification email and click the [blue] **Click Here** button.



8. Enter your email again. Create a *password* and enter it in both the **Password** and **Confirm Password** box and click **Save Password**.

Note: The password must be at least 15 characters long but there are no complexity requirements. A good idea is to use a passphrase such as "I love jelly donuts" or "takemetothebeach". (Please do not use either of those since they are samples used in these directions.)

9. Go back to the logon screen at jcps.me/parents, enter your **Email** and **Password** and click **Login**.
10. Click **Complete Forms**.

Note: Forms are divided into 3 sections: **Required**, **Optional** and **Completed**. Once you submit each form, it moves from **Required** or **Optional** to **Completed**.

11. Click on a form and fill out the contents.
12. Click **Next** to go forward to the next screen or **Previous** to go back. To save the form when finished (even if you will go back later and add additional content), click the *electronic signature* box on the last page, write your name, and click **Submit**.

Note: The form will then move from **Required** or **Optional** to **Completed** but can be edited at any time.