Parents of students will log on to their active parent portal account to update their student’s health and FERPA consent information. Parents must have a portal account to access the Forms Summary. If you do not have a parent portal account, visit Parent Portal Instructions on the LCS parent portal page to view instructions for creating an account.


2) Choose the My Child menu and Click Forms Summary.

3) The Forms Summary screen will appear.

4) Select and Complete the Health Information Form or the FERPA & Internet Permission Form. The FERPA & Internet Permission Form questions default to Yes. Please remember to update to “No” if desired, for each question.

5) After completing the form, Click the Submit and Finish button to submit the form. The updated form will appear within the Completed Forms section below the Available Forms.

6) You have the option to Review Changes by Clicking the View Changes button under completed forms. A summary of changes made will appear.

7) Parents with multiple children must complete the process for each child.