



Willow Springs Elementary School
 5400 Willow Springs School Road
 Fairfax, Virginia 22030

Dear Willow Springs ES families,

We have thoroughly enjoyed the first week of the 21-22 school year with your children. They are amazing!

Thank you for your patience and understanding as we navigate transportation challenges this week. These challenges are being problem solved and adjustments are being made.

As a reminder, please make sure your child has a **water bottle** every day. Although we cannot use the water fountains, we can use the bottle refill stations. We also recommend packing extra **face masks** in your child’s backpack. We do have extras available if needed.

There are many tasks and forms for parents/guardians to complete at the beginning of the year. We have organized the forms below into those required and those that are optional.

Please let us know if you have questions. Our wonderful front office staff will be happy to assist you with completing these beginning of year tasks if needed.

Looking forward to a great school year,

Mr. Dylan Taylor Ms. Lesley Hassen Mrs. Ipsa Stringer

Principal Assistant Principal Assistant Principal

Required Forms for all Students

Link to Form	Explanation of Form
Digital Consent Form	As part of our commitment to protect student data, FCPS is required to secure parental permission for student use of software/applications for which FCPS does not have a confidentiality agreement. For ease of access, an online process has been developed to collect this information digitally and provide school-based reporting.
Emergency Care Form <i>Review for accuracy and update if changes are needed</i> ParentVUE account required	<ul style="list-style-type: none"> • Go to the Willow Springs Website • CLICK SIS (top of the page-blue line-under green heading) • Login with your USERNAME and PASSWORD • On the top right side – CLICK on EnterWeCare@School To CHANGE emergency information: <ul style="list-style-type: none"> • CLICK on your child’s name • Make changes – then CLICK on SAVE CHANGES on the lower right side

	CLICK on SEND FORM, changes will be updated electronically in our Student Information System (SIS). You do not need to return the paper copy.
Health Information Form	Health Information forms are required for each student. (Newly registered students do not need to complete if completed at registration.) Please print and return to school or return via email to rjclaudio1@fcps.edu . These forms are due for all students by September 9 .
The Student Rights & Responsibilities (SR&R) handbook	The SR&R handbook is also located online in SIS. Parents and guardians are responsible for acknowledging they have received and reviewed the SR&R and should be prompted to do so when they log into their SIS Parent Account. Students will be reviewing the SR&R during the month of September.
Optional Forms	
Link to Form	Explanation of Form
Epinephrine Authorization	This form is specifically for students who have a prescribed epi-pen. All medications are required to have the appropriate authorization form.
Inhaler Authorization	This form is specifically for students who have a prescribed inhaler. All medications are required to have the appropriate authorization form.
Medication Authorization Form	As needed, over-the-counter medications may be transported to school (directly to the clinic) after the first day by parents. The medication must be in the original unopened container and accompanied by an appropriate Medication Authorization Form. All prescription medications must be transported to school by a parent or designated adult.
FLE Opt Out Forms - Link to all grade levels Scroll to the bottom of the page for specific grade level forms	WSES provides a comprehensive, sequential Family Life Education (FLE) program for students in grades K-6. Instruction is seen as a partnership among parents and guardians, the school, and the community in supporting the learning essential to the development of strong families, positive relationships, and a healthy community. Parents/guardians may choose to opt their child out of all or part of the Family Life Education program. Students who are opted out are provided with age-appropriate, nonpunitive alternative health instruction, and every effort is made to foster respect for family choices. If you wish to opt your child out of all or part of FLE for this school year, opt out forms are available online here . You or your student will need to drop-off the form in the main office, mail the form to the school, or scan the document in and email it to rjclaudio1@fcps.edu .
Annual Notice of Survey, Records, Curriculum, Privacy, and Related Rights	Additional opt-out forms can be found here . Scroll to the bottom of the page for forms.
And Opt-Out Forms	If applicable, please print and return to school or send via email to rjclaudio1@fcps.edu .

Military Connected Student Form	Form only needs to be returned if there is a change in parent's military connected status. If applicable, please print and return to school or send via email to rjclaudio1@fcps.edu .
Additional Information for Parents	
Schoology Information	Schoology - Parent accounts are available.
MySchoolBucks	MySchoolBucks is an online payment service that provides a quick and easy way to pay for school-related purchases. You will be able to pay for a variety of school fees, including field trips, using credit/debit cards or electronic checks. Cash or check payments will not be accepted this year in order to follow safety protocols.
WSES PTA Website	Stay up to date on all the activities sponsored by the WSES PTA .
News You Choose	<p>WSES sends email communications 1-2 times per week. Tuesday from the PTA and Friday from the principal.</p> <p>Community members can select what information they want to receive and how often from an individual school, the School Board office and members, departments, programs, and PTA/PTO and booster organizations</p> <p>Click here to sign up and select your News You Choose subscriptions</p>
e-Notify	<p>FCPS automatically enrolls parents and employees using contact information from the student and staff information systems</p> <p>FCPS central offices and schools use e-Notify to provide families and employees with three types of messages:</p> <ul style="list-style-type: none"> • Attendance (an automated calling system that calls and e-mails parents the same day an absence occurs) • Emergency (school closings and delays) • Outreach - via e-mails and phone calls
Social Media Accounts	<ul style="list-style-type: none"> • Twitter • PTA Facebook
SIS ParentVUE Account	ParentVue Information (Student Information System ParentVUE Account) is the FCPS secure solution for accessing information about your child's attendance, class performance, demographic data, and link to Schoology. It provides an additional conduit for communication with your child's school. Customized for Elementary, Middle, and High School students, your SIS ParentVUE Account login credentials can also be used to access Schoology.
Homeless Student Referral Form	Confidential form if needed for families experiencing homelessness. If applicable, please print and return to school or send via email to rjclaudio1@fcps.edu .