

Hello,

It is that time of year again, to update student demographics along with completing all BCS paperwork that is required every year. This year, due to the COVID-19 pandemic, we are asking that you download, complete and submit the paperwork online using a software program called Xello.

- Using this Xello, we are able to assign assignments to students along with being able to submit the assignments electronically.
- We recognize that some students do not yet have a BCS email. We are working on getting that fixed and will let you know when the student emails are available. Unfortunately, you will be unable to complete the forms until then. We expect this problem to be solved by the middle of this coming week.
- When filling out the student forms, you will be asked for a signature. We recognize this is difficult to do online, so we are asking that instead of signing the forms you simply initial them.
- We have created a help video to assist you in completing this task. This help video can be found at the following link: <https://www.youtube.com/watch?v=LI6vcVo0QSY>

Thank you,

Lawrence Sanchez

BHS Principal