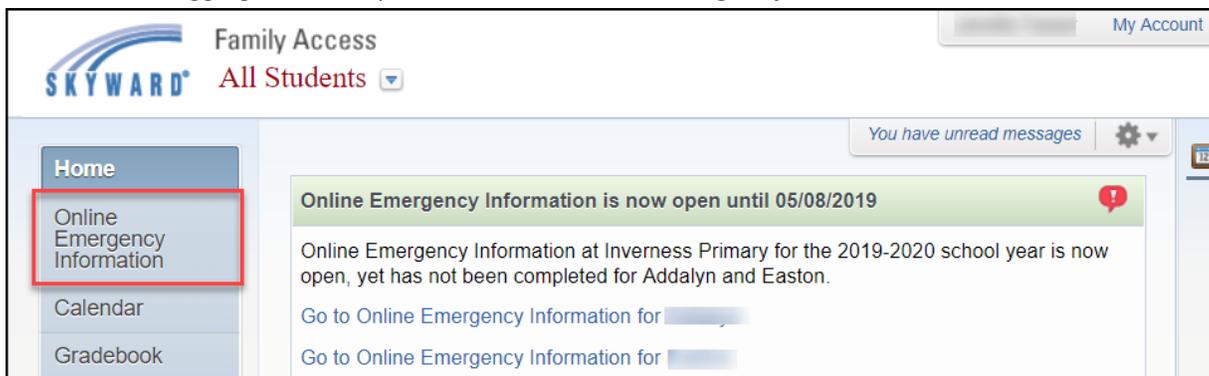


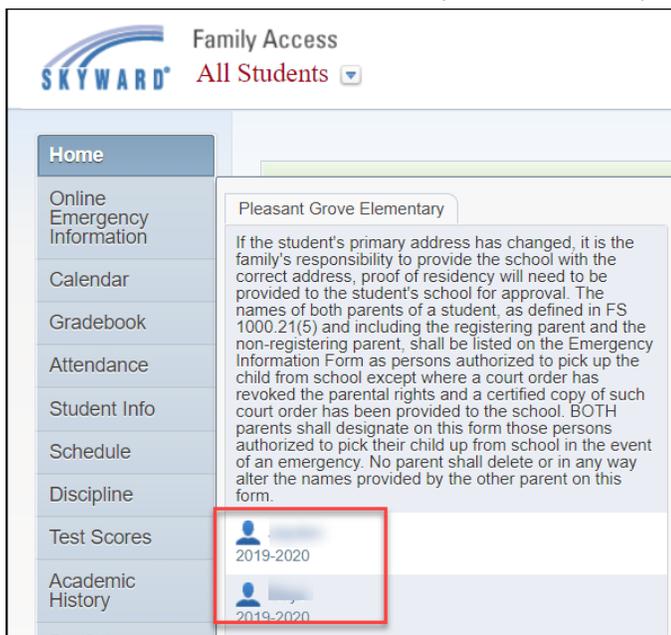
COMPLETE THE ONLINE EMERGENCY INFORMATION IN FAMILY ACCESS

STEP 1: After logging into Family Access, select **Online Emergency Information** on the left.



The screenshot shows the Family Access homepage. The left sidebar contains a menu with 'Home', 'Online Emergency Information', 'Calendar', and 'Gradebook'. 'Online Emergency Information' is highlighted with a red box. The main content area features a green banner stating 'Online Emergency Information is now open until 05/08/2019' and a message: 'Online Emergency Information at Inverness Primary for the 2019-2020 school year is now open, yet has not been completed for Addalyn and Easton.' Below this are two links: 'Go to Online Emergency Information for [redacted]' and 'Go to Online Emergency Information for [redacted]'. The top right corner has a 'My Account' link and a notification 'You have unread messages'.

STEP 2: Select the student for which you want to complete the **Online Emergency Information**.



The screenshot shows the 'Online Emergency Information' page. The left sidebar has 'Online Emergency Information' selected. The main content area displays 'Pleasant Grove Elementary' and a paragraph of text: 'If the student's primary address has changed, it is the family's responsibility to provide the school with the correct address, proof of residency will need to be provided to the student's school for approval. The names of both parents of a student, as defined in FS 1000.21(5) and including the registering parent and the non-registering parent, shall be listed on the Emergency Information Form as persons authorized to pick up the child from school except where a court order has revoked the parental rights and a certified copy of such court order has been provided to the school. BOTH parents shall designate on this form those persons authorized to pick their child up from school in the event of an emergency. No parent shall delete or in any way alter the names provided by the other parent on this form.' Below the text is a student selection box with two entries, each with a person icon and the text '2019-2020'. The selection box is highlighted with a red box.

STEP 3: Complete Step 1a. Once this step is marked completed, the box **Next Step** on the right navigation menu will activate. Repeat for steps **1a-1e**. **Step 1c**, select **Receive a Paper Copy of Report Card** to receive a hard copy.



The screenshot shows the 'Online Emergency Information' page. The left sidebar has 'Online Emergency Information' selected. The main content area displays a 'District Message' box with a list of steps: '1. Verify Student Information', '2. Health Information Verification', '3. Online Health Form', '4. Medical Release Form', '5. PM Transportation', and '6. Complete Online Emergency Information'. The 'District Message' box is highlighted with a red box. Below the list are two buttons: 'Next' and 'Close and Finish Later'.

STEP 4: Review Court Order tab, indicate the appropriate answer. Select **Yes** only *if* existing supporting documents are on file at the school.

STEP 5: Review the **Health Info** information. Locate and click on the **Health Info Tab** on the left. Verify the information is Correct. To View Health Condition, click on **Display Options**.

Health Condition	School Year	School	Status	Treatment
ALLERGY, NON LIF THRT ENVIRON	2018-2019		Active	

STEP 6: After reviewing the information. Continue to **Health Information Verification**, acknowledge the **Health Info Tab** was reviewed. Click on **View Full Screen**. Use your electronic signature by selecting **I agree** and enter date. **Complete Step.**

STEP 7: Review the **Online Health Form**. Click on **View Full Screen**. *If no changes are needed select 'No' and complete the step. If changes are needed, select 'Yes'. Select the appropriate boxes or fill in the information in the spaces provided.*

Complete step.

Print Complete Step 3 and move to Step 4 Exit Full Screen

Does your student have a physical diagnoses of allergies or health conditions that needs to be updated? Yes No. *If your student does not have any corrections or update, please be sure to mark 'No'. Complete this step and move to step 5.*

Health Information

MEDICAID PERMISSION

I give permission for the Citrus County School District to request Medicaid eligibility reports and bill for Medicaid covered services provided to students as allowed by Federal and State guidelines. I give permission each time Medicaid is accessed for all reimbursable services, including health screenings and services referenced on the IEP. I further understand that I have the right to refuse release of any health information as provided by HIPAA and FERPA laws.

Signature: Relationship to Student: Date:

It is the responsibility of the parent/guardian to contact the School Nurse or Health Room Attendant directly each school year regarding medical interventions or treatments requested for their child.

ALLERGIES: Does your child have a physician's diagnosis of any of the following allergies? (check all that apply)

NON-LIFE THREATENING			LIFE THREATENING (Requires Medical Documentation)		
Food (List) <input type="text" value="Nuts"/>	<input checked="" type="checkbox"/>	B01	Food (List) <input type="text"/>	<input type="checkbox"/>	A01
Bee/Insect	<input type="checkbox"/>	B02	Bee/Insect	<input type="checkbox"/>	A02

STEP 8: Fill out the required information for Medical Release. Select **View Full Screen**. **Complete step.**

Family Access Online Emergency Information - Internet Explorer

https://skyward.citrus.k12.fl.us/scripts/wsisadll/WService=wsEaplus/sfonlinereg001.w

Print Exit Full Screen

Only members of the student's primary family may modify this step.

In the event of a medical emergency, if the school is unable to notify me or a temporary caregiver(s), I hereby authorize the Principal or Principal's designee to have my child, , transported to a clinic or to a hospital for emergency treatment. I will be responsible for all costs incurred.

MR Signature: Relationship to Student: Date:

Physician's Name: Physician's Phone Number:

STEP 9: Complete the PM Transportation.

Online Emergency Information

Step 5. PM Transportation (Required)

Print

Schedule

Parent Pickup

Day Care

Walker

District Message

- Verify Student Information Completed 05/09/2019 10:3
- Health Information Verification Completed 05/08/2019 11:26
- Online Health Form Completed 05/08/2019 11:26
- Medical Release Form Completed 05/09/2019 10:3
- PM Transportation

Step 10: Complete iPad Handbooks Steps.

Online Emergency Information

y 2019-2020)

Step 8. iPad Handbook Acknowledgement (Required)

Print

I acknowledge that I have read the iPad Handbook in its entirety.

Signature: Date:

After completing all steps select **Submit Online Emergency Information**.

District Message

- Verify Student Information
 - Student Information
 - Family Address
 - Family Information
 - Emergency Information
 - Emergency Contacts
- Court Order
- Health Information Verification
- Online Health Form
- Medical Release Form
- PM Transportation
- iPad Handbook
- iPad Handbook Acknowledgement**
- Complete Online Emergency Information

NOTE: After submitting the forms, the user will have the ability to review and make changes.