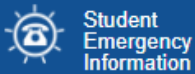


Emergency Card for parents/guardians in Parent Portal

Did you know you could update your child's Emergency Card information in the Parent Portal?



Select the Student Emergency information button from the left hand side navigation menu. After opening the Emergency Information Card, you will be able to update information on:

- Student Information
- Family
- Additional Contacts
- Medical Information
- Agreements

Student Information

This is the first page you will see. Here you can view the address on file. Note: *Any changes to home address need to be made in the main school office. You will not be able to edit address information.* You will select your primary language and can identify transportation information.

A screenshot of the 'Student Emergency Card Update (Eva)' web form. The form has a blue header with the title and navigation links: 'Introduction > FORMS > Review & Submit'. Below the header is a blue bar with the breadcrumb 'Forms | STUDENT > Family > Additional Contacts > Medical > Agreements > Signature' and '< Prev' and 'Next >' buttons. The main content area is white and contains several sections: 'Student Information' with a note about name changes, fields for First Name, Middle Name, Last Name, Student's Preferred Name, Date of Birth, Grade, and School; 'Home/Residential Information' with fields for Primary Phone, Address, City, State, and Zip; 'General Demographic Information' with dropdowns for Primary Language Spoken at Home (set to ENGLISH) and Preferred Language for Correspondence; and 'Transportation Information' with a note about bus routes and a field for Bus Route To and From School. At the bottom right are '< Prev' and 'Next >' buttons. The footer is a blue bar with copyright text: '© 2008-2017 PowerSchool Legal | Contact Us Version: 2.215.0.0'.

Emergency Card for parents/guardians in Parent Portal

Family

Update the Parent/Guardian Information on this page.

The screenshot shows the 'Parent/Guardian Information' section of the 'Student Emergency Card Update (BIS)' form. The form has a blue header with navigation links: 'Forms', 'Student', 'FAMILY', 'Additional Contacts', 'Medical', 'Agreements', and 'Signature'. Below the header, there are tabs for 'Parent', 'Student', and 'Additional Contacts'. The main content area is titled 'Parent/Guardian Information' and includes a dropdown menu to select the parent/guardian's role (e.g., 'Parent', 'Guardian', 'Relative'). Below this, there are two sections for 'Adult responsible for student at student's home address (Contact First)' and 'Adult responsible for student at student's home address (Contact Second)'. Each section contains fields for 'First Name', 'Last Name', 'Relationship to Student', 'Preferred Contact' (Home Phone, Cell Phone, Work Phone), and 'Email Address'. A checkbox is provided for each section to indicate if the responsible adult has no email address. At the bottom, there is a section for 'Name of Parent/Guardian if other than responsible adult above' with similar fields.

Additional Contacts

Identify additional emergency contacts which allows the school to release your child to anyone listed here.

The screenshot shows the 'Additional Contacts' section of the 'Student Emergency Card Update (BIS)' form. The form has a blue header with navigation links: 'Forms', 'Student', 'Family', 'ADDITIONAL CONTACTS', 'Medical', 'Agreements', and 'Signature'. Below the header, there are tabs for 'Parent', 'Student', and 'Additional Contacts'. The main content area is titled 'Additional Contacts' and includes a dropdown menu to select the contact's role (e.g., 'Parent', 'Guardian', 'Relative'). Below this, there are three sections for 'Emergency Contact 1', 'Emergency Contact 2', and 'Emergency Contact 3'. Each section contains fields for 'First Name', 'Last Name', 'Relationship to Student', 'Preferred Contact' (Home Phone, Cell Phone, Work Phone), and 'Email Address'. A checkbox is provided for each section to indicate if the contact has no email address. At the bottom, there is a section for 'Name of Parent/Guardian if other than responsible adult above' with similar fields.

Emergency Card for parents/guardians in Parent Portal

Medical Information

Here you will enter any new or existing medical information.

The screenshot shows the 'Medical Information' section of the 'Student Emergency Card Update (Eva)' form. The form is titled 'Student Emergency Card Update (Eva)' and has a breadcrumb trail: 'Introduction > FORMS > Review & Submit'. The 'Medical Information' section includes fields for 'Authorized Healthcare Provider/Physician' (Name, Phone), 'Dentist/Dentist' (Name, Phone), 'Health Insurance' (Does the student have health insurance? Yes/No, Type: Private, Name of Insurance Company), 'Preferred Hospital' (Preferred Hospital: Shady Grove Adventist, Rockville), and 'Health History' (Does the student have an allergy to bee stings? Yes/No, Does the student have an allergy to medications? Yes/No, Does the student have any other allergies? Yes/No, Does the student suffer from anaphylaxis/sensitivity? Yes/No, Does the student currently use any other emergency medication (e.g., an asthma inhaler)? Yes/No, Are there any other medical considerations that you would like to share regarding this student? (e.g., Asthma or Breathing Problems, Diabetes, Seizures, or other problems) Yes/No, Does the student have a health condition requiring possible emergency care? Yes/No). There is also a 'Medications' section at the bottom.

Agreements

Montgomery County Public Schools participates in the *Maryland Youth Tobacco and Risk Behavior Survey*. You can obtain information on what the survey is and what it asks by selecting the Check here to read information box. You have the right to opt out of the survey for your child. If you wish to do so, select the box declining the survey.

Additionally, you may request that your child's information is not shared with military recruiters by selecting the box next to the statement.

The screenshot shows the 'Agreements' section of the 'Student Emergency Card Update (Eva)' form. The form is titled 'Student Emergency Card Update (Eva)' and has a breadcrumb trail: 'Introduction > FORMS > Review & Submit'. The 'Agreements' section includes two checkboxes: 'Check here to read information regarding the Maryland Youth Tobacco and Risk Behavior Survey.' and 'My child may not participate in the Maryland Youth Tobacco and Risk Behavior Survey.' There is also a checkbox for 'Military Recruitment' with the text 'DO NOT RELEASE CONTACT INFORMATION TO MILITARY RECRUITERS.' The form has 'Previous' and 'Next' buttons at the bottom.

Emergency Card for parents/guardians in Parent Portal

Electronic Signature

On this page, you are confirming that the information you provided is correct.

The screenshot shows the 'Electronic Signature' page within the 'Student Emergency Card Update (Eva)' portal. The breadcrumb trail is 'Introduction > FORMS > Review & Submit'. The page title is 'Forms | Student > Family > Additional Contacts > Medical > Agreements > SIGNATURE'. Below the title, there is a section for 'Electronic Signature' with a red warning: 'I understand that my electronic submission of this emergency card and my electronic signature are intended to be, constitute, and are equivalent to my personal signature.' A statement follows: 'My signature indicates that the registration information I have provided is complete and accurate to the best of my knowledge.' The form includes a 'Parent Agreement' dropdown, a 'Parents/Guardian's Signature' text field with a placeholder 'type the Parent/Guardian's full name', a 'Date' field with a placeholder 'mm/dd/yyyy', and a 'Relationship to student' dropdown. A disclaimer at the bottom states: 'School officials will administer first aid and/or take your child to a physician or hospital for emergency treatment in the event it appears necessary and responsible adults/parents/guardians, cannot be contacted.' Navigation buttons '< Prev' and 'Next >' are at the bottom right.

Review and submit

You will be given a review page to verify the accuracy of the information. Should you have inadvertently missed some required information, it will prompt you to return to that page to include the necessary information. Select continue to return to the Review page. If all the information is correct, you can click on Submit. *Note: Once you have clicked submit, no further edits will be allowed.*

The screenshot shows the 'Review & Submit' page within the 'Student Emergency Card Update (Eva)' portal. The breadcrumb trail is 'Introduction > Forms > REVIEW & SUBMIT'. The page title is 'Review & Submit'. A red warning states: 'You are NOT finished yet! If you are satisfied with the information entered and are ready to continue, click the SUBMIT button. If you desire to make changes, click on the information you want to edit. Note: after you click SUBMIT, the information will be sent and further edits will not be possible. On the confirmation page you will have the opportunity to print this information.' The form is divided into two sections: 'Student Information' and 'Home/Residential Information'. The 'Student Information' section includes fields for 'First Name', 'Middle Name', 'Last Name', 'Student's Preferred Name', 'Date of Birth', 'Grade', and 'School'. The 'Home/Residential Information' section includes fields for 'Primary Phone', 'Address', 'City', and 'State'. Navigation buttons '< Prev' and 'SUBMIT' are at the bottom right.

Emergency Card for parents/guardians in Parent Portal

Submission Confirmation

This page verifies that your submission has gone through. Additional information regarding printing or other necessary forms is available on this page.

Student Emergency Card Update (Eva)

Submission Confirmation

Next Steps

- **Print a copy for your records**
Your information has been successfully submitted to Montgomery County Public Schools. Optionally, you may click this [Student Emergency Card Update](#) link to print a copy for your records.
Now that you've submitted your Student Emergency Card Update you must contact the school to make any adjustments.
- **Download any applicable supplemental forms**
 - Please download and complete [MCPS Form 525-12: AUTHORIZATION TO PROVIDE MEDICALLY PRESCRIBED TREATMENT](#) after you complete and submit this student's Emergency Card update.
 - Please download and complete [MCPS Form 525-13, Authorization to Administer Prescribed Medication](#) after you complete and submit this student's Emergency Card update.
 - Please download and complete [MCPS Form 525-14, Emergency Care The Management of a Student with a Diagnosis of Anaphylaxis](#) after you complete and submit this student's Emergency Card update.
 - If your student would like to participate in athletics, MCPS Form SR-8: The Pre-Participation Physical Evaluation for Athletics must be completed. Please click and download the form at the link below. The last page of the SR-8 form, the Clearance Form, must be submitted prior to participating in athletic tryouts or practices. Hard copies of the completed Clearance Form may also be submitted to the local school coach or athletic director (high school)/athletic coordinator.
[SR-8 PRE-PARTICIPATION PHYSICAL EVALUATION FOR ATHLETICS](#)
- **Complete an Student Emergency Card Update for another student (if applicable)**
This process must be completed for each child attending Montgomery County Public Schools. To begin another Student Emergency Card Update, click "Save & Logout", return to the myMCPS Parent Portal, and follow the instructions for the next student.

Contact Information

Please contact your child's school for more information.

WARNING: DON'T FORGET TO CLICK THE "SAVE & LOG OUT" BUTTON WHEN FINISHED, ESPECIALLY WHEN USING A SCHOOL OR PUBLIC COMPUTER, THIS WILL ENSURE THAT YOUR INFORMATION REMAINS SECURE.