Emergency Card for parents/guardians in Parent Portal

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

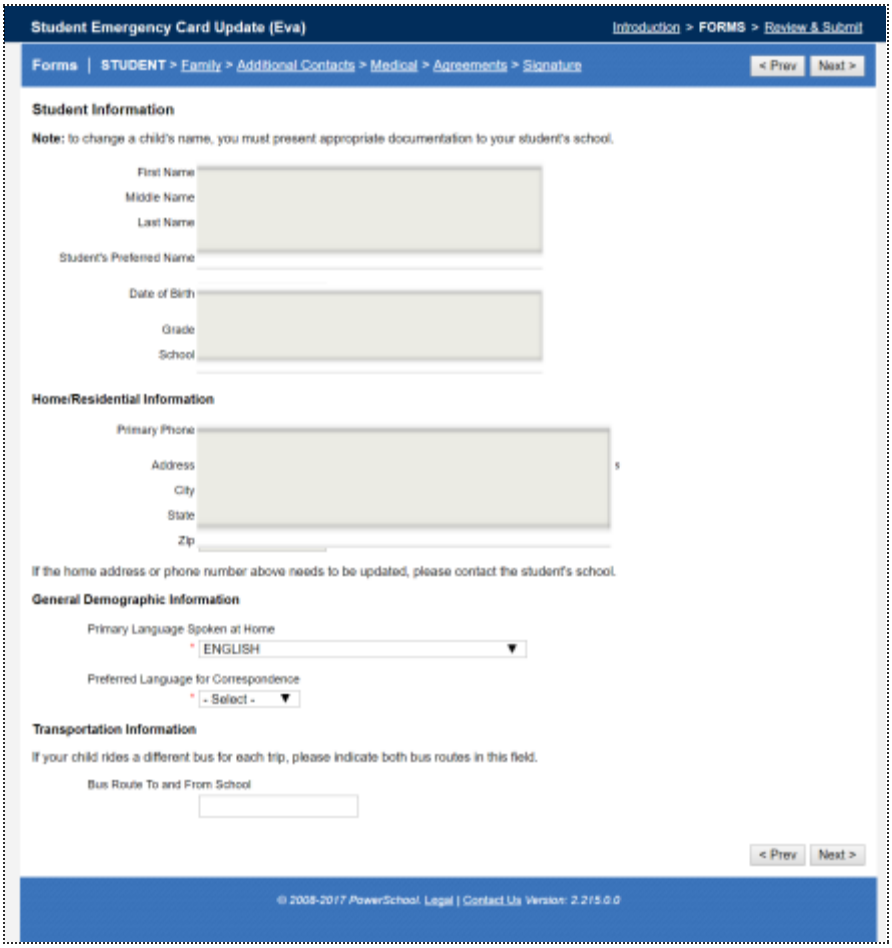


Select the Student Emergency information button from the left hand side navigation menu. After opening the Emergency Information Card, you will be able to update information on:

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

Student Information

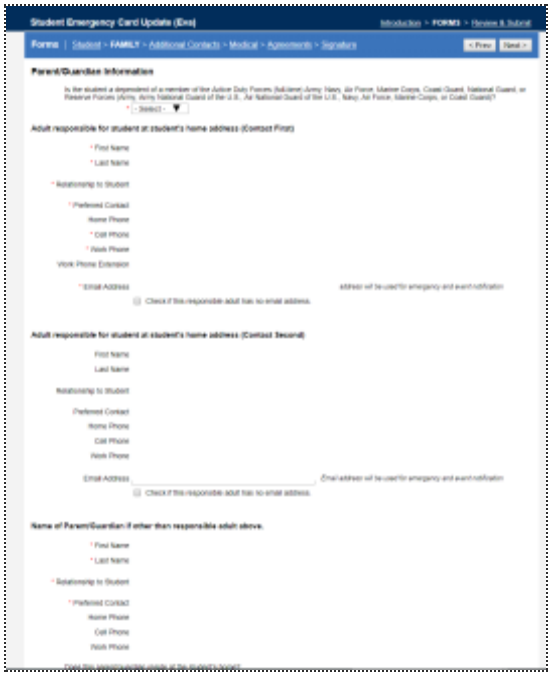
This is the first page you will see. Here you can view the address on file. Note: *Any changes to home address need to be made in the main school office. You will not be able to edit address information.* You will select your primary language and can identify transportation information.



Emergency Card for parents/guardians in Parent Portal

Family

Update the Parent/Guardian Information on this page.



Additional Contacts

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



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Medical Information

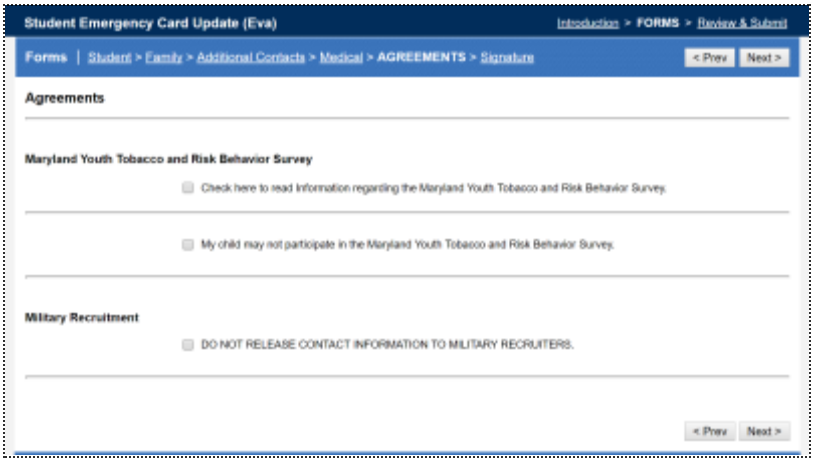
Here you will enter any new or existing medical information.



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.

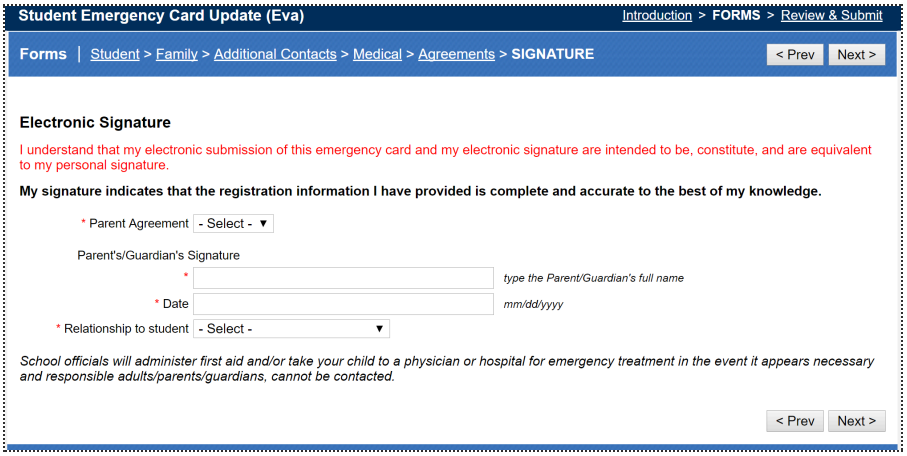
Additionally, you may request that your child's information is not shared with military recruiters by selecting the box next to the statement.



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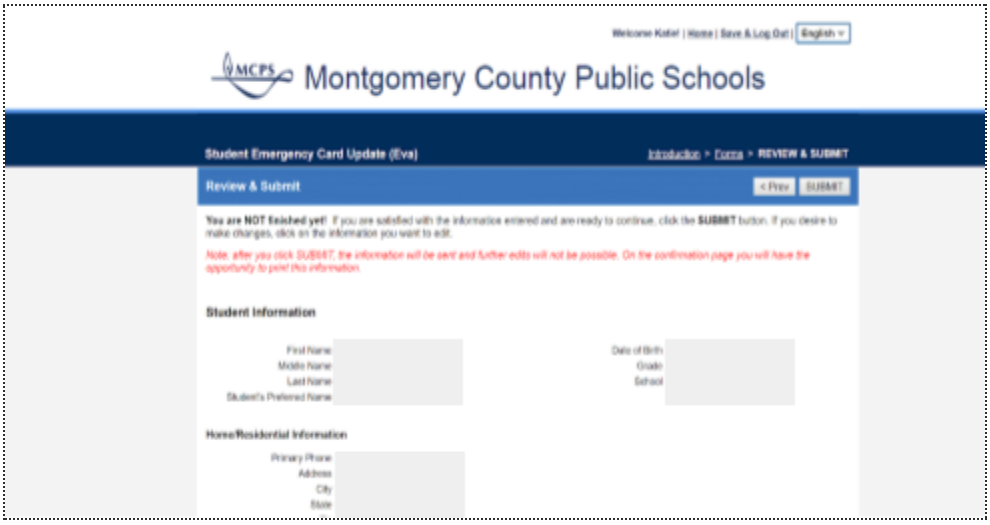
Electronic Signature

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



Review and submit

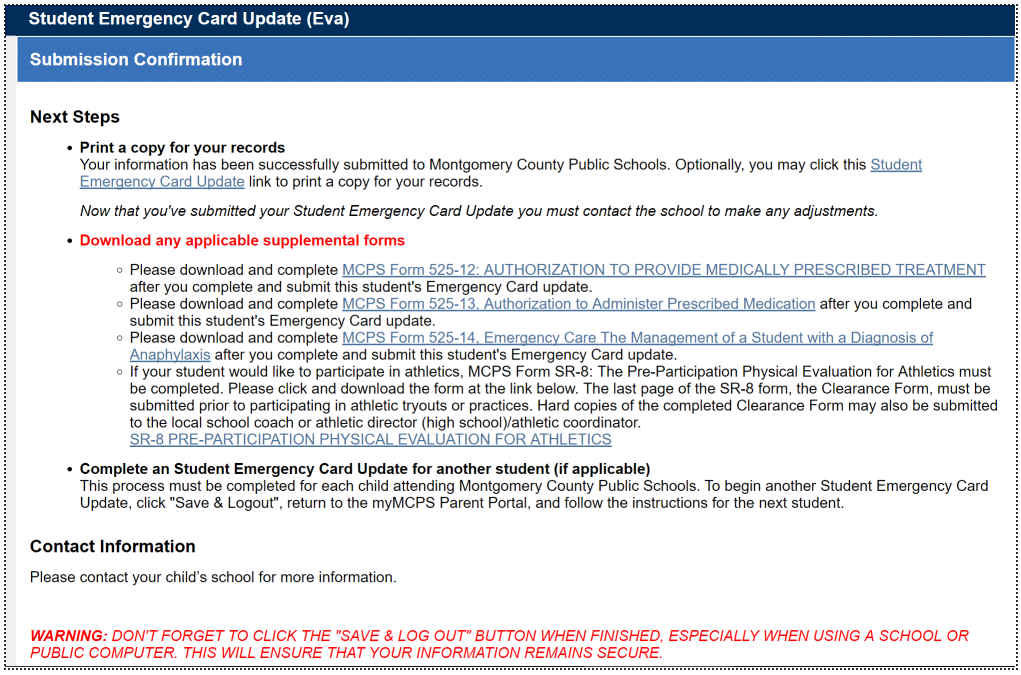
You will be given a review page to verify the accuracy of the information. Should you have inadvertently missed some required information, it will prompt you to return to that page to include the necessary information. Select continue to return to the Review page. If all the information is correct, you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



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.*