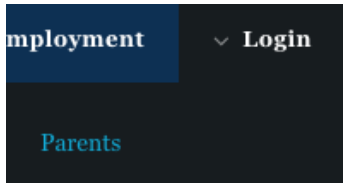


Parents & Guardians - Blackbaud Medical Forms

New parents and guardians will receive an invitation to join our Blackbaud account. This invitation is sent to the email address you have on file with the school.

Once you’ve joined you may access Blackbaud [directly](#) or by logging into the school website. If using the school website the login menu is located in the upper right corner. Although all parents/guardians have access to the medical forms only 1 parent/guardian needs to complete and sign them.



Parents/Guardians will be notified when a medical form is made active in Blackbaud via a link to the form(s) in a yellow banner at the top of the Blackbaud window after login completion.



When the ‘Form to Review’ link is clicked parents/guardians will see all forms that are due for each of their students. To begin filling out the form click the ‘Review’ button.

Medical	Consent to Administer Medications PK-12, 25-26	Due: 6/30/2026	Review
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Click the ‘Agree’ button for the eSignature Agreement to begin filling out the form.

eSignature Agreement

By typing your name(s) on this electronic record, you are acknowledging to have read and understood the terms and conditions of this Agreement.

Agree

Decline

Click ‘Next’ through each of the sections of the form after verifying information or answering all questions in each section. Each form will list the student’s information and ask the parent to confirm.

Please verify all information is accurate and up to date.

First Name

Ima HS

Middle Name

Last Name

Student

Suffix

Preferred Name

School Level Description

High School

Current Grade

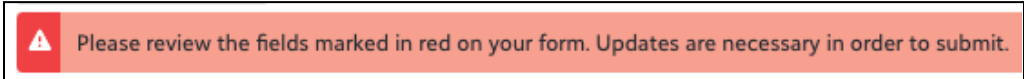
9

Grad Year

2027

Date of birth

If any required questions are not answered parents/guardians will be prompted to complete them before the form can be submitted.



The tab that is missing information is marked with a red circle and the question or section missing information is highlighted with a red box.

The image shows two tabs at the top. The first tab is labeled "File Upload & Digital Signature" and has a red circle icon to its left. Below the tabs is a signature box. On the left, it says "Ima Parent". On the right, there is a label "Signature" above a red-outlined rectangular box.

Some forms may contain a linked medical document for your child’s doctor to complete. These documents must be completed, scanned and then uploaded before **‘Submitting’**.

When files have finished uploading you will see the file name listed in place of the ‘Upload’ button

The image shows a button labeled "Upload" on the left. To its right is a box containing text: "Click the 'Upload' button below and attach your completed 'Consent to Administer Medication' form. *". Below this text is a file name: "-Completed-Consent-to-Administer-Medication-2024-1551.pdf" followed by a small square icon with an 'x' inside.

The ‘Medical Information’ form will ask who needs to see your student’s information for: Allergies and Medical conditions. Please select Teacher, Coach, Non-Teaching Staff and Activity Leader. The other options may be ignored.

A form titled "Who needs to see this *". It contains a list of checkboxes with corresponding labels: "Dorm Group Manager", "Teacher", "Coach", "Non-Teaching Staff", "Dorm Supervisor", and "Activity Leader".

Parents/Guardians can stop and return to medical forms at any time by clicking on the yellow forms banner at the top of the Blackbaud window.



Clicking the ‘Continue’ button will bring you back to the incomplete form so that you can upload any completed files that are necessary and submit your Blackbaud medical form(s). You may move onto a secondary form before the first form you have started is complete.

A form with a label "Due: 6/30/2026" on the left and a yellow button labeled "Continue" with a pencil icon on the right.

When all fields have been completed and any necessary documents have been uploaded the signing parent should type their name in the ‘Signature’ box and click the ‘Submit’ button. Medical information can be added or edited once forms are submitted.

A form with two rows. The first row has a label "Ima Parent" on the left, a "Signature" box in the middle, and a "Date" box on the right. The second row has a label "Ima Partner" on the left, a "Signature" box in the middle, and a "Date" box on the right. Below the rows are two buttons: "Previous" and "Submit".