# myStudent Documentation

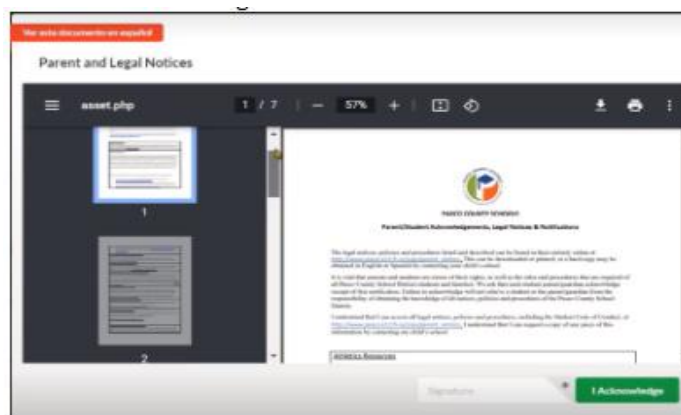## Emergency Card Information for Parents

The Emergency Card Information update for parents within myStudent is the information provided on the typical MIS 415 or MIS 416 form annual collected within the Orientation day process at school sites. The Emergency Information is provided electronically for each family through the parent portal. One entry will be made for each student enrolled.
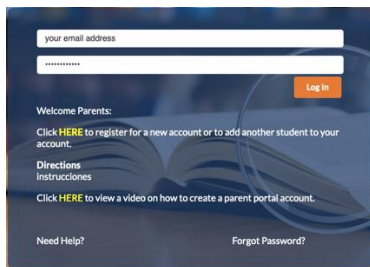
A parent first will enter their portal account. They can access the parent portal from the District website on the **Parent** page and by selecting **Check Grades/Attendance.**

Select HERE to link to the myStudent Parent Portal.

After a parent logs in, they will first update their **Legal Notices Acknowledgement** prior to be brought to the portal entrance within myStudent. Each year, the Legal Notices are provided for parents through the parent portal entrance and the parent is asked to acknowledge. A parent will scroll to the bottom of the screen and acknowledge, by providing their first and last name in the signature line and selecting Acknowledge. After acknowledging the family can later access the Legal Notices in the **News** area of the Parent Portal for later review.

After the General Description of Parent and Legal Notices, the parent will be brought to the myStudent parent portal. The Pending Forms for Emergency Information Card and Parent Consent require completion. If a parent has multiple students enrolled in the school district, the parent will have a separate Emergency Information Card and Parent Consent for update and review for each student. After completion of all Emergency Information Cards and Parent Consent for each individual child, the parent will be able to move to the parent portal to pay fees and view the student schedule for each child. Bus pass information is available in the parent portal under the **Transportation Route**s page within the **Child Info** screen.
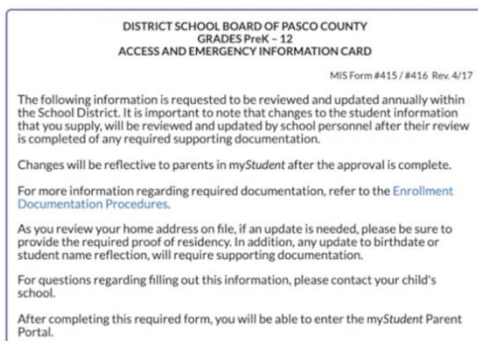
To begin an Emergency Information Card update, please select the **Not yet started – Click here to begin** button.

Pending Forms

The district and/or school has requested that the following form(s) be completed at this time in order to update your student information

	Student Name	Form	Status
	Acevedo, Ares Rose	Emergency Information Card	**Not yet started - Click to begin in English [EN]**

Page 1 of the Emergency Information Card:

DISTRICT SCHOOL BOARD OF PASCO COUNTY
GRADES PreK – 12
ACCESS AND EMERGENCY INFORMATION CARD

MIS Form #415 / #416 Rev. 4/17

The following information is requested to be reviewed and updated annually within the School District. It is important to note that changes to the student information that you supply, will be reviewed and updated by school personnel after their review is completed of any required supporting documentation.

Changes will be reflective to parents in my*Student* after the approval is complete.

For more information regarding required documentation, refer to the Enrollment Documentation Procedures.

As you review your home address on file, if an update is needed, please be sure to provide the required proof of residency. In addition, any update to birthdate or student name reflection, will require supporting documentation.

For questions regarding filling out this information, please contact your child's school.

After completing this required form, you will be able to enter the my*Student* Parent Portal.

Please review the Enrollment Documentation Procedures linked within page 1 of the Emergency Information Card for more information about Address update information and proof of residency requirements for an address update to be made in the student information system. After reviewing this page, select the **Next Page** button at the bottom of the screen.

Page 2 of the Emergency Information Card:

This area will display the first, middle and last name of the student that is currently on file. In addition, the date of birth for the student that is on file will display. The parent will be asked to review this area

and indicate **No** for no update needed or indicate **Yes** and provide a copy of the Birth Certificate for any update that is necessary. If Yes is selected, the the uploaded Birth Certificate is necessary to move forward within the Emergency Information Card update.

Page 3 of the Emergency Information Card:

This area will display the box to provide any brothers and/or sisters to the student's Emergency Information Card that the parent is currently working to provide information for within my*Student*. In order to save this area, please type within the text box area provided and **select enter or return** to initiate the **SAVE** button to appear. A parent can list multiple siblings by repeating the entry steps. A parent with one child may leave this box blank. It is important to note that the entry for this area is intended for students enrolled in a Pasco County School. Siblings not old enrolled, do not need to be provided.

Note: As a parent is entering information, they will get a message below if they attempt to enter information without selecting the accompanying save button. To return to the Emergency Information Card area, the parent can select OK and then proceed to the save of the area.
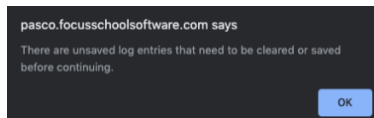
Page 5 of the Emergency Information Card:

This area will display the box to review the current primary address and phone on file for the student. If after review, **no** update to the address is needed, please proceed to the **Next Page**.

If update is needed, after review, select **Yes** in the dropdown for **Address change needed**? Please remember, the accompanying three proofs of residency will be required. At any time, to get more information on the documentation necessary, select the **Registration Requirements** link within the Emergency Card Information page listed in the page.

Page 6 of the Emergency Information Card:

The first area of this page will display the contact information currently on file for **Custodial Contacts**. In the below visual, the parent has reviewed the **Custodial Contacts** area and determined a need to update the information on file. By selecting **Yes**, the text area to enter specific information regarding contact information appears. Please remember to **select enter or return** on the computer keyboard in order to initiate the **Save** button becoming red. It will be necessary to select **Save** as it is highlighted in red.

The next area on this page will display the contact information currently on file for **Emergency Contacts**. In the below visual, the parent will review the **Emergency Contacts** area and determined a need to update the information on file or not. By selecting **Yes**, the text area to enter specific information regarding contact information appears. The parent will have an area for update/changes and then an area for removing an Emergency Contact, who should no longer appear. Please remember to **select enter or return** on the computer keyboard in order to initiate the **Save** button becoming red if Yes is selected to update an Emergency Contact. It will be necessary to select **Save** as it is highlighted in red.

Please review the health conditions currently on file.

Current Health Conditions	No Records Found

Now that you have reviewed the listed health conditions on file within my*Student*, please enter any updated or additional health condition information below.

The school nurse will review this information provided.

In addition, the parent/guardian must notify the school cafeteria of food allergies or special nutritional needs of their student separate from updating this emergency card information.

Note: Type the text within the text box areas provided and select enter or return. Press SAVE highlighted in red.

List all health conditions and/or allergies (food, medication, sting, etc) even if previously reported

Conditions/Allergies	Save
Health conditions and/or allergies	

Remove Emergency Contacts	Save
First Name	Last Name

In the last section of this page, the parent has an area available to upload any supporting documentation regarding a person who may not legally contact their child.

Person(s) who MAY NOT legally contact or remove my child from school (provide legal documentation)

Legal Documentation Upload — No File

Previous Page   Next Page
Save and Continue Later

Page 7 of the Emergency Card Information:

The next information on this page, is regarding health conditions currently listed within my*Student*. The health conditions visible are from previous entries from information provided through paper MIS forms submitted annually. Please review the Health Conditions on file and please provide the current list of health conditions. This information will be reviewed by the School Nurse. Please note, this informatin will be reviewed in the order received and will be

updated after full review is complete. The information will take time to be input in the parent portal for parents to see. In the below example, the parent will review Visual Impairment has been previously reported. After the parent review, they can add the visual impairment and any additional health conditions.

Please review the health conditions currently on file.

Current Health Conditions

Export | Filter: OFF

health_condition
Visual Impairment

Now that you have reviewed the listed health conditions on file within my*Student*, please enter any updated or additional health condition information below.

The school nurse will review this information provided.

In addition, the parent/guardian must notify the school cafeteria of food allergies or special nutritional needs of their student separate from updating this emergency card information.

Note: Type the text within the text box areas provided and select enter or return to intiate the save for each individual line below.

List all health conditions and/or allergies (food, medication, sting, etc) even if previously reported

List all health conditions and/or allergies (food, medication, sting, etc) even if previously reported

Conditions/Allergies

Save

Health conditions and/or allergies

allergy to bees

After review and providing any updates to the Health Conditions area, the parent will next list any medications. If there are no medications taken at home or at school, the parent can select the next area to continue.

List any medication(s) your child is currently taking (at home or school)

Medication(s)   Save

	Medication
—	enter medication here

In the last area of this page, the parent is required to list physician, hospital and dentist name and phone numbers. These fields must be completed in order to move forward to the last steps toward submission of the Emergency Information Card. Multiple doctors can be listed as necessary. If at any point, a parent needs to leave the update area and return later they can select **Save and Continue later**. After entering this information and **saving** in each area, the parent can select **next page**.

In the following area, you will be required to enter the physician, hospital and dentist with the specific phone number. You will not be able to move forward within this entry area until you add the required information.

Note: Type the text within the text box areas provided and select enter or return. Press SAVE highlighted in red.

Hospital*   Save

Hospital Preference	Phone Number

Physician*   Save

Physician's Name	Phone Number

Dentist*   Save

Dentist's Name	Phone Number

[Previous Page] [Next Page]
[Save and Continue Later]

Page 8 of the Emergency Information Card:

The final page of the Emergency Information Card, thanks you for your time in reviewing and completing the form submission. In order to finish, select **Submit and Finish**. If at any time, a parent needs to revisit a previous page, they may do so prior to submission.

Thank you for reviewing and providing updated information for your child.

It is the parent/guardian's responsibility to keep the school updated with new information and contact numbers as they change. Please remember throughout the school year, as information becomes outdated to provide updates by contacting your child's school directly.

Previous Page

Submit and Finish

Any updates after submission, will require the parent to submit another Emergency Information Card with updated information. The card can be found under Available Forms.

Available Forms

The district has made the following forms available for you to complete as needed to update information.

Available forms for Kia Reed
Emergency Information Card

A parent can return to the parent portal to continue reviewing and submitting Emergency Information Cards for additional students. After completion of the last form, the parent can view student information through the parent portal.

For assistance regarding submission of the Emergency Information Card, please reach out to mypascohelp@pasco.k12.fl.us