

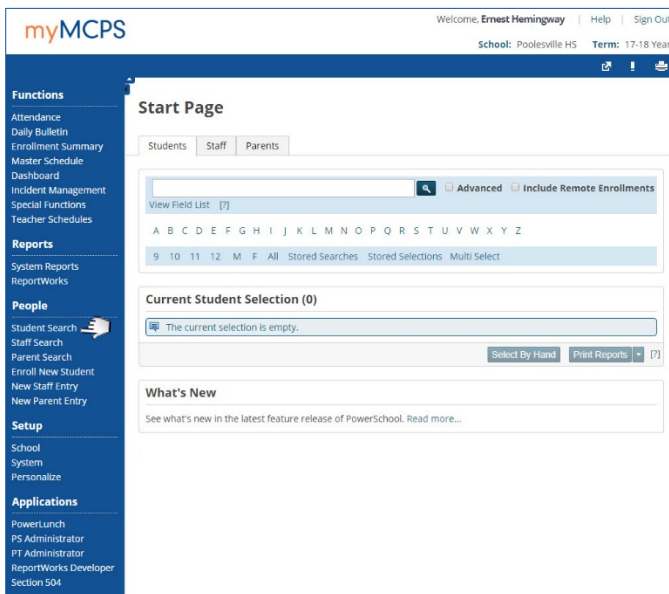
## How to Add a Guardian Alert/Custody Concern

If you have received legal paperwork or other information regarding custody concerns or issues involving a student who is currently enrolled in your school, add a guardian alert/custody concern indicator to the student's record to assist staff in addressing this issue. After you add the alert, a **Guardian Alert** icon (▲) will be shown next to the title of pages in the student's record. Also, for student safety and security, the student's parents or guardians will not be able to access and update student emergency information online or register a student for a school athletic activity online (high school students) but instead must contact the school to receive a paper copy of the appropriate form(s). Athletic registration forms also can be downloaded from the [Forms page of the Athletics website](#).

### Search for a Student Record

The starting point for adding a guardian alert/custody concern is searching for and selecting a student record.

1. In Google Chrome, go to the [myMCPS Administrative Portal](#) and sign in using your Outlook username and password.



The Start Page opens when you first log in to the myMCPS Administrative Portal, or you can open it to the **Students** tab by selecting **Student Search** under **People** on the left navigation menu.

2. On the Start Page, do one of the following to search for the record of the student whose guardian alert/custody concern you are adding:
  - Enter the student's last name or ID, then click the **Search** icon (🔍).
  - Click a letter to list students whose last name begins with that letter.

- Click either a grade level or **M** (male) or **F** (female).

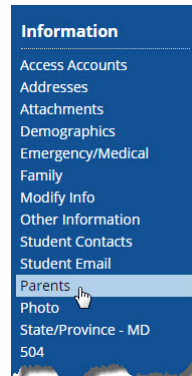
If multiple student records match your search criteria, they will be listed under **Current Student Selection**. In the list, click a name to open that student's record. If only one student record matches your search criteria, it will open directly.

### Add a Guardian Alert/Custody Concern

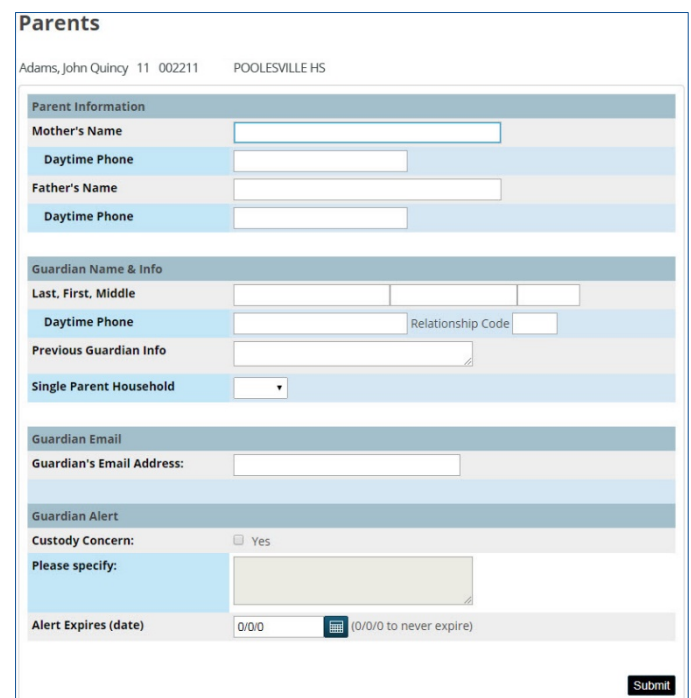
In the myMCPS Administrative Portal, you can add a guardian alert/custody concern using either the Parents page or the Student Emergency Information page.

#### Add a Guardian Alert/Custody Concern: Parents Page

1. [Search for and select the record of the student](#) whose guardian alert/custody concern you are adding.



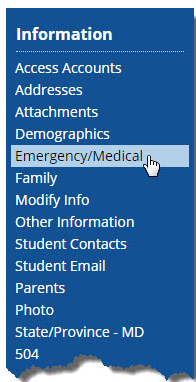
2. On the left navigation menu under **Information**, select **Parents**.



- On the Parents page, do the following in the **Guardian Alert** section:
  - For **Custody Concern**, select the **Yes** check box.
  - For **Please specify**, type a brief description of the custody issue, such as not permitting a student to be released to a particular person. Do not include any confidential information in the description. Instead, you can type, for example, *See student file for custody details*.
  - For **Alert Expires (date)**, click the **Calendar** icon (📅) to select the date the alert will no longer be needed, or make sure that the date is 0/0/0 if the alert will be needed indefinitely.
- Click the **Submit** button.

**Add a Guardian Alert/Custody Concern: Student Emergency Information Page**

- [Search for and select the record of the student](#) whose guardian alert/custody concern you are adding.



- On the left navigation menu under **Information**, select **Emergency/Medical**.

- On the Emergency Contact/Medical page, click the **Form 565-1 Data Entry** button.

- On the Student Emergency Information page, select the **Custody Concern** check box.
- In the field that displays below the check box, type a brief description of the custody issue, such as not permitting a student to be released to a particular person. Do not include any confidential information in the description. Instead, you can type, for example, *See student file for custody details*.
- Click the **Submit** button.

**View a Guardian Alert/Custody Concern**

After you add a guardian alert/custody concern, a **Guardian Alert** icon (⚠️) will be shown next to the title of pages in the student's record. All school staff who can access the myMCPS Administrative Portal and can search for a student record can see the **Guardian Alert** icon and view the alert. However, not everyone with that access can [add a guardian alert/custody concern](#) or [generate a Guardian Alert List report](#).

Click the **Guardian Alert** icon to view the alert.

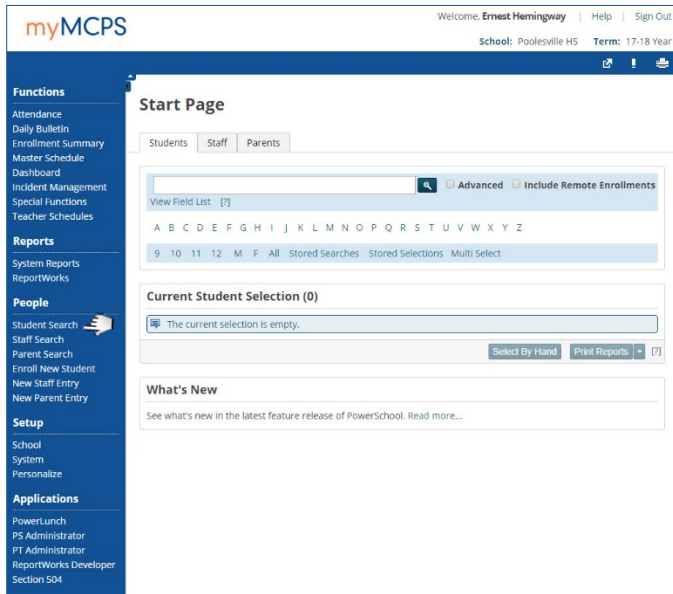
Click the to close the alert.

**Generate a Guardian Alert List Report**

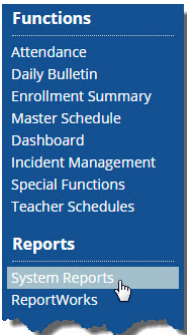
This report lists students currently enrolled in your school with a guardian alert/custody concern. School administrators, administrative secretaries, counselors, counseling secretaries, and registrars can generate this report.

*Information in the report is highly confidential, so follow school procedures for handling and disposing of confidential information.*

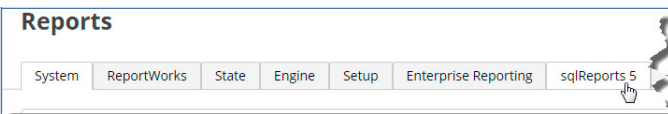
1. Open the Start Page.



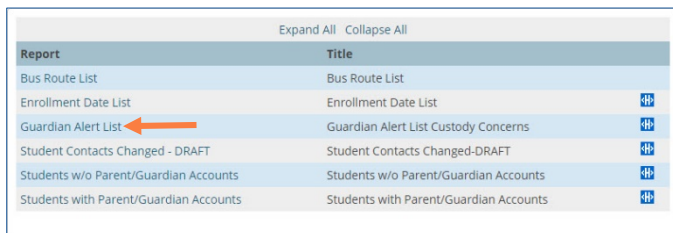
The Start Page opens when you first log in to the myMCPS Administrative Portal, or you can open it to the **Students** tab by selecting **Student Search** under **People** on the left navigation menu.



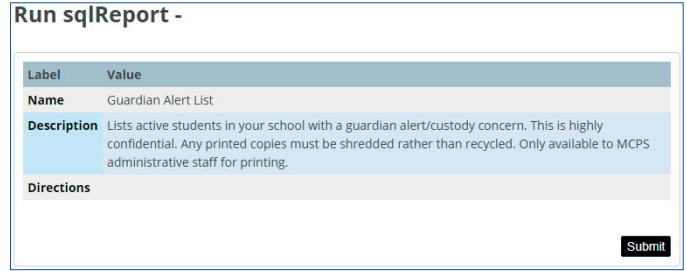
2. On the left navigation menu under **Reports**, select **System Reports**.



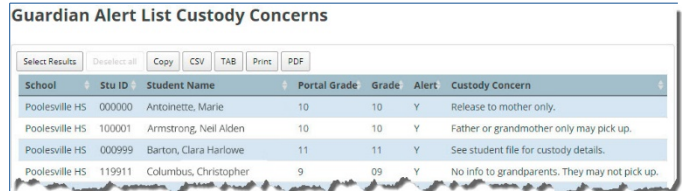
3. At the top of the Reports page, select **sqlReports 5**.



4. In the list of reports, select **Guardian Alert List**.



5. On the Run sqlReport page, click the **Submit** button to open the report.



6. To copy the report data or view it in another format, do the following:

a. Select students in the report:

To:	Do This:
Select all students.	Click the <b>Select Results</b> button.
Select one or several students.	Click the row for each student.
Undo selections.	Click the <b>Deselect all</b> button.

b. Then, using the buttons at the top of the report, do any of the following with your selection(s):

To:	Click This Button:
Copy to the clipboard to paste in another application.	<b>Copy</b>
Download to Excel.	<b>CSV</b>
Download to a text file.	<b>TAB</b>
Open as a web page for printing.	<b>Print</b>
Open as a portable document format (PDF) file.	<b>PDF</b>