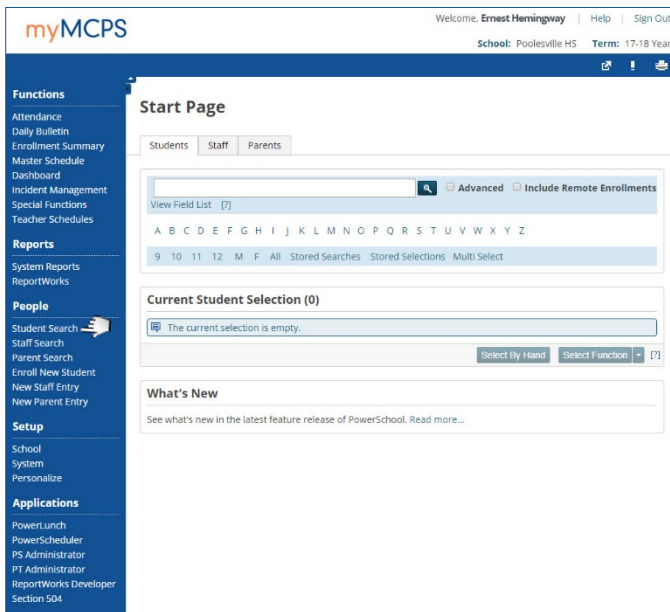


## How to Add a Guardian Alert/Custody Concern

If you have received legal paperwork informing you of a custody issue involving a student who is currently enrolled in your school, you must add a guardian alert to the student's record. After you add the alert, a **Guardian Alert** icon (▲) will be shown next to the title of pages in the student's record.

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

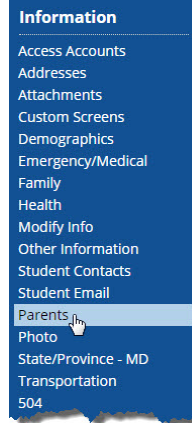


The Start Page opens when you first log in to the myMCPS Administrative Portal, or you can open it to the **Students** tab by selecting **Student Search** under **People** on the left navigation menu.

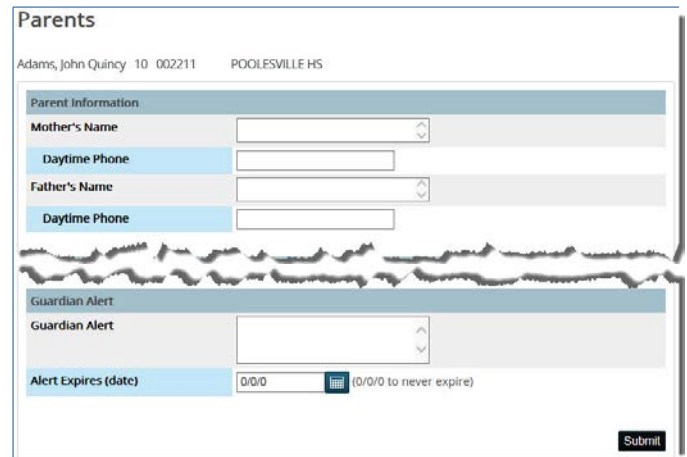
2. Do one of the following to search for the record of the student whose guardian alert/custody concern you are adding:
  - Enter the student's last name or ID, then click the **Search** icon (🔍).
  - Click a letter to list students whose last name begins with that letter.
  - Click either a grade level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

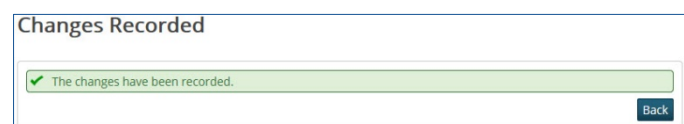


3. On the left navigation menu under **Information**, select **Parents**.



4. On the Parents page, do the following in the **Guardian Alert** section:
  - For **Guardian Alert**, 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 leave it as is if the alert will be needed indefinitely.
5. Click the **Submit** button.

A message confirming the changes will be displayed.



The **Guardian Alert** icon (▲) will be shown next to the title of pages in the student's record.

**Bell Schedule View** ▲

Adams, John Quincy 10 002211 POOLESVILLE HS

	Tuesday 09/05/2017	Wednesday 09/06/2017	Thursday 09/07/2017	Friday 09/08/2017

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

**Parent Alert** [Close]

▲ **Adams, John Quincy**  
Yes  
Alert Expires: Never

Click the [Close] to close the alert.