myMCPS Administrative Portal

## Print Student Emergency Information

This guide contains instructions for school administrative staff to print in the myMCPS Administrative Portal a report that includes data that parents, guardians, or other authorized adults provide on MCPS Form 565-1, Student Emergency Information and data previously maintained in the Online Administrative Student Information System (OASIS) Emergency Card module.

Search for a Student Record

The starting point for printing student emergency information is searching for a student record.

1. *In Google Chrome*, go to the myMCPS Administrative Portal and sign in using your Outlook username and password.
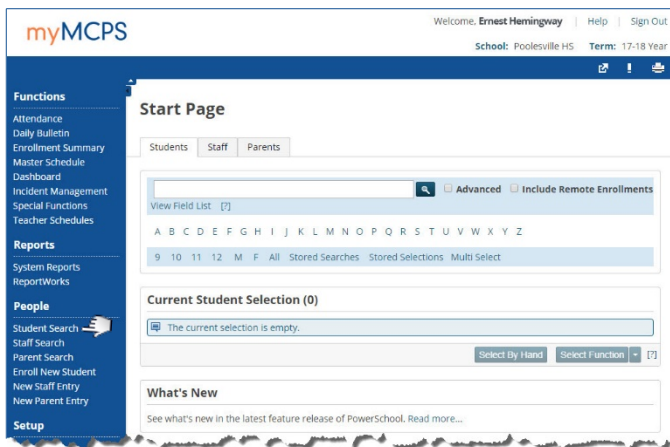
The Start Page opens when you first log in to the myMCPS Administrative Portal, or you can open it to the **Students** tab by selecting **Student Search** under **People** on the left navigation menu.

2. Do one of the following to search for the student whose emergency information you are printing:

   • 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.

Bell Schedule View

Print Student Emergency Information

You can print student emergency information for an individual student or for a group of students.

Print Emergency Information for an Individual Student

1. Search for and select the record of the student whose emergency information you are printing.
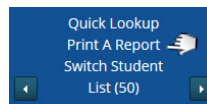
2. At the top of the left navigation menu, select **Print a Report**.

3. On the Print A Report page, make sure that **Student Emergency Information** is selected for **Which report to print**.
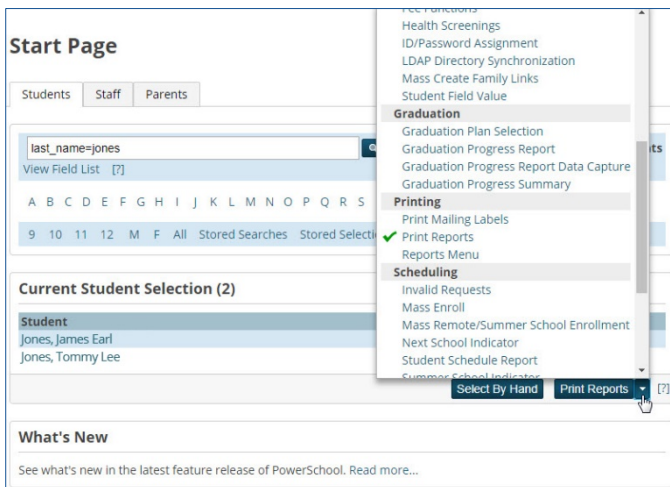
4. Click the **Submit** button.

5. In the report queue, open a PDF of the report for printing by right-clicking the **View** link and selecting **Open in new tab**.

Print Emergency Information for a Group of Students

**1.** Search for the group of students whose emergency information you are printing.

For example, you can search for students in a particular grade or whose name begins with a particular letter. You also can enter special searches like the following, then click the **Search** icon (🔍):

- last_name=jones
  (students with last name Jones)

- first_name=rob@
  (students whose first name begins with "Rob," such as Rob, Robert, Roberta, Robbie, and Robin)

- grade_level in 9,10,11
 (ninth, tenth, and eleventh graders)

2. Click the **Print Reports** button.

If you see a Select Function button instead, click that button's down arrow, then on the **Group Functions** menu, scroll down and select **Print Reports**. The name and function of the button will change to allow you to print reports.
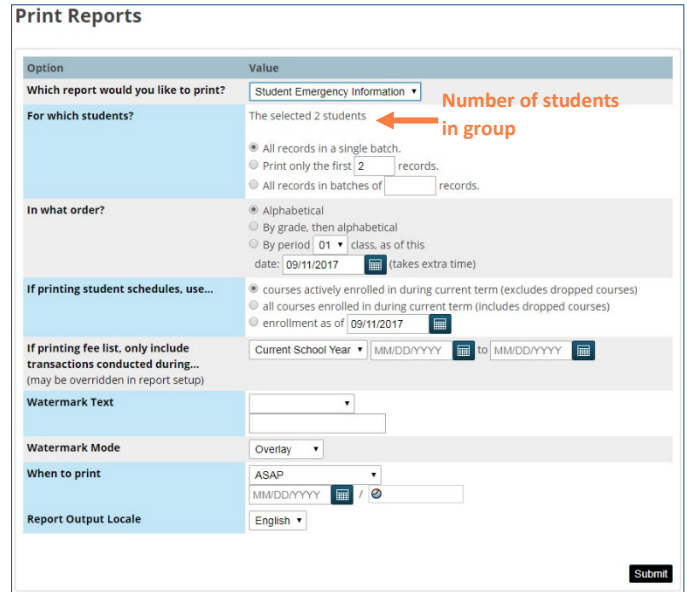
The Print Reports page will open showing the number of students resulting from your group search.

3. On the Print Reports page, make sure that **Student Emergency Information** is selected for **Which report would you like to print?**.

4. Click the **Submit** button.
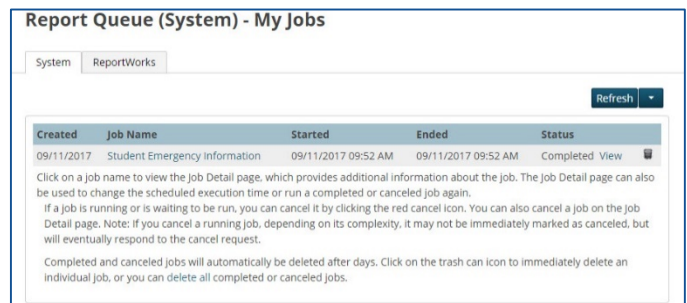
5. In the report queue, open a PDF of the reports for printing by right-clicking the **View** link and selecting **Open in new tab**.