myMCPS Administrative Portal

Student Emergency Information Data Entry

This guide contains instructions for school administrative staff to enter in the myMCPS Administrative Portal data provided on MCPS Form 565-1, Student Emergency Information.

Overview of MCPS Form 565-1

Parents, guardians, or other authorized adults provide the information on MCPS Form 565-1 after enrolling their student in school. Annually at the beginning of each school year, they are given the opportunity to review and revise this information and can update it throughout the year if changes occur.

After parents, guardians, or other authorized adults have access to the myMCPS Parent and Student Portal and create an account, they can update emergency information for their student online. However, for student privacy and safety, *if there is a custody issue involving the student*, the custodial parent/guardian must submit any changes to the school on MCPS Form 565-1, Student Emergency Information and on MCPS Form 236-1, Parent/Child Reunification (PCR) Authorization for Release of Student.

For each student, the information on MCPS Form 565-1 must be available to staff in the school's main office and to school health room staff. Schools use the contact information from MCPS Form 565-1 to inform parents, guardians, or authorized adults when their student is ill and about school closings and other important updates. Schools use the health information from the form if they must administer first aid to a student or take the student to a physician or hospital for emergency treatment and the student's emergency contacts can't be reached.

Search for a Student Record

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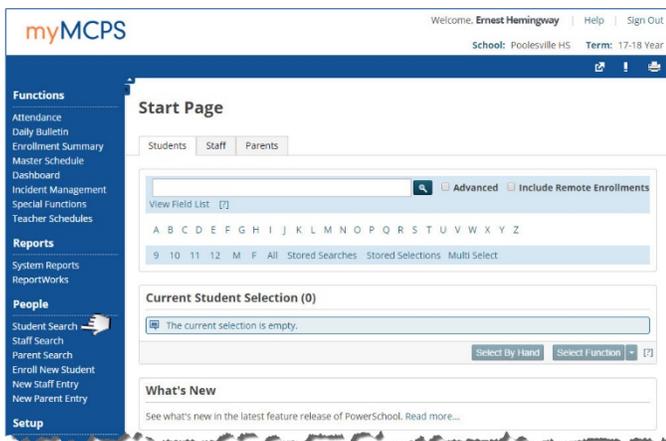
The Start Page opens when you first log in to the myMCPS Administrative Portal, or you can open it to the **Students** tab by selecting **Student Search** under **People** on the left navigation menu.

2. Do one of the following to search for the student whose emergency information you want to enter or update:

   - 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.

Enter or Update Student Emergency Information

1. Search for and select the record of the student whose emergency information you are entering or updating.
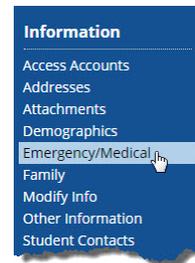
2. On the left navigation menu under **Information**, select **Emergency/Medical**.

3. Click the **Form 565-1 Data Entry** button to open the Student Emergency Information page.

4. Enter or update the student, contact, and medical information, and the health history.

   Enter phone numbers without hyphens or spaces.

5. Click the **Submit** button.

6. To enter student emergency information for another student, select **Switch Student** at the top of the left navigation menu.

7. Enter the name or ID of the student whose Student Emergency Information page you want to open, and click the **OK** button.

Sample Student Emergency Information Page

Student Information–demographic and basic scheduling information. Some of the information, such as address and phone number, is pre-filled from student enrollment and can only be changed in the Online Administrative Student Information System (OASIS). The **Grades 6-12 Only MYTRBS** (Maryland Youth Tobacco and Risk Behavior Survey) and the **Grades 11 and 12 only** fields are available for entry only for the grade levels indicated. An explanation of the survey is on the reverse side of MCPS Form 565-1.

If there is a custody issue involving a student who is currently enrolled in your school, set an alert by selecting the **Custody Concern** check box. When you do, a field will become available for you to enter 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`.

Contact Information–names and phone numbers of the parents, guardians, or other authorized adults who are responsible for the student day to day and in case of an emergency. If the person listed for **Name of Responsible Adult** does not work outside the home, enter for **Work Phone** the home phone number if other than the cell phone number. Do not separate parts of a phone number with spaces or hyphens. For **Relationship to student**, select a specific relationship instead of **Other**, if possible. If you do select **Other**, a field for specifying that relationship will show. To add additional parent/guardian or emergency contacts or a before school contact, select **Student Contacts** under **Information** on the left navigation menu (with the student's record selected).

Medical Information–basic information about medical providers and health insurance. Do not separate parts of a phone number with spaces or hyphens.

Physician/Authorized health care provider contact name: Marcus Welby	Physician/Authorized health care provider phone: 3011112345
Dentist/Hygienist Contact Name: Jane Smiley	Dentist/Hygienist Contact Phone: 3011116789
Hospital Preference	Select Hospital ▼
Health Insurance	⦿ Yes ○ No ⦿ Private ○ Health Choice (Medical Assistance) ○ Care for Kids ○ Not Specified

Health History–When you select **Yes** for a question, the related text field becomes available for entering details. For the following questions, you *must* enter details if you select **Yes**:

- **Does the student have an allergy to medications?**

- **Are there any other medical considerations that you would like to share regarding this student?**

- **Does the student have a health condition requiring possible emergency care?**

  If the answer to this question is **Yes** and the information provided is illegible or is in non-Latin script, type `Condition on file` in the related text field and retain the original document.

For these questions, be sure to collect from the student's parent, guardian, or other authorized adult the completed form indicated:

- **Does student self-carry an epinephrine auto-injector?** (MCPS Form 525-14, Emergency Care for the Management of a Student with a Diagnosis of Anaphylaxis)

- **Does student self-carry any other emergency medication (e.g Asthma inhaler)?** (MCPS Form 525-13, Authorization to Administer Prescribed Medication)

- **Is medication being administered by school staff on a continuing basis?** (MCPS Form 525-13, Authorization to Administer Prescribed Medication)

SCHOOL OFFICIALS WILL ADMINISTER FIRST AID AND/OR TAKE YOUR CHILD TO A PHYSICIAN OR HOSPITAL FOR EMERGENCY TREATMENT IN THE EVENT IT APPEARS NECESSARY AND RESPONSIBLE ADULTS NOTED ABOVE CANNOT BE CONTACTED. (THE RESCUE SQUAD WILL BE USED AS DEEMED NECESSARY IN EMERGENCY SITUATIONS.)

Does the student have an allergy to bee stings? **(Optional)**	○ Yes ⦿ No
Does the student have an allergy to medications?	⦿ Yes ○ No Zithromax
Does the student have any other allergies?	○ Yes ⦿ No
Does student self-carry an epinephrine auto-injector?	○ Yes ⦿ No If yes, MCPS Form 525-14 must be completed and returned to the school.
Does student self-carry any other emergency medication (e.g Asthma inhaler) ?	○ Yes ⦿ No If yes, MCPS Form 525-13 must be completed and returned to the school.
Are there any other medical considerations that you would like to share regarding this student?	○ Yes ⦿ No Special Medical Considerations You Like to Share e.g. Asthma, Diabetes, Seizure, Or Other Problem.
Does the student have a health condition requiring possible emergency care?	○ Yes ⦿ No
Currently Prescribed Medications **(Optional)**	○ Yes ⦿ No
Is medication being administered by school staff on a continuing basis?	○ Yes ⦿ No If yes, MCPS Form 525-13 must be completed and returned to the school.

Submit