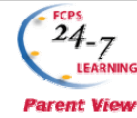


FCPS 24-7 Parent View Using weCare@School



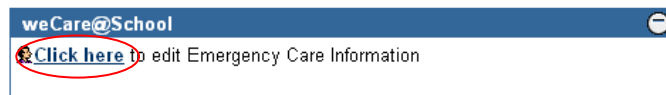
Your Parent View account is about to become even more useful! weCare@School has been added to the Parent View portal. weCare will give you the opportunity to view your child(ren)'s emergency care information and make any necessary changes online. This means:

- **No more redundant paperwork at the beginning of the school year if none of your child(ren)'s emergency care information has changed.**
- **Updating contact information for one child can update the records for all of your children. No more duplicate forms.**

Get Started

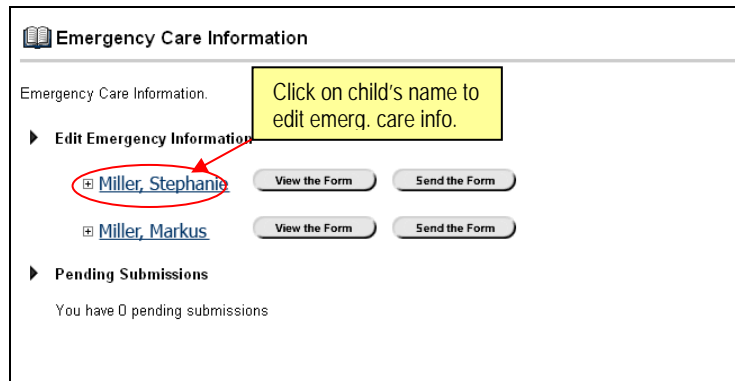
1. Log on to your FCPS 24-7 Parent View Account.

2. Click on the link for weCare@School.

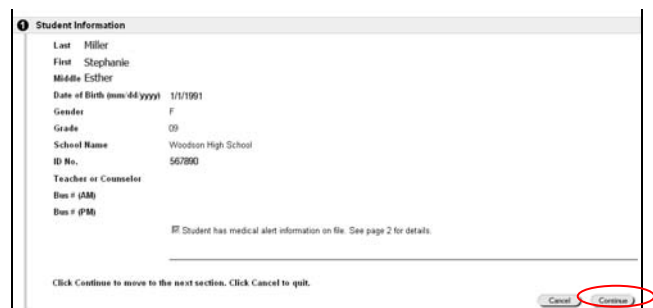


3. A list of your children will appear.

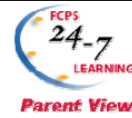
Click on your child's name to edit emergency care information.



4. View your child's name, birthdate and basic school information. Click on **Continue**.



FCPS 24-7 Parent View Using weCare@School



5. Every field on the Emergency Care Information form is editable. Make any and all necessary changes on this form.

Notice that you can delete any contact person from the form by checking the **Delete Contact** box.

You can also add a new contact by clicking on the **Add Contact** button.

If you have already updated emergency care information for another child, click on the drop down arrow next to **Copy Information from** and select that child's name.

When you are ready to proceed, click on **Continue**.

Emergency Care Information

Any parent with whom the child resides has the right to make decisions concerning the child in the event of an emergency and to pick up the child from school. A non-custodial parent has the right to be listed as an emergency contact unless a court order or other legal document stating otherwise has been presented to the school. Fields marked by an asterisk are required.

Parent/Guardian Contact Information

Copy Information from: [Dropdown]

Last: Miller
First: Maxine
Middle:
Address: Number: 12345 Street: Woodson Dr Apt. #:
City: Fairfax State: VA ZipCode: 22002
Telephone: Home: 703-555-1234 Work: 703-555-0876 Other: 703-555-0011
Relationship: Mother
Resides with: [X]
Language: [Dropdown]
Email: Maxine@none.com
Delete Contact: [X]
Add Contact: [Button] Delete Contact: [Button]

Last: Miller
First: Lloyd
Middle:
Address: Number: 12345 Street: Woodson Dr Apt. #:
City: Fairfax State: VA ZipCode: 22002
Telephone: Home: 703-555-1234 Work: 301-555-3456 Other: :
Relationship: Father
Resides with: [X]
Language: [Dropdown]
Email: Lloyd@none.com
Delete Contact: [X]
Add Contact: [Button] Delete Contact: [Button]

Click Continue to move to the next section. Click Cancel to quit.

Back Cancel Continue

6. Continue making necessary changes to contact information.

Notice the **Add Contact**, **Delete Contact** buttons. Also notice the **Copy Information From** options on this screen.

When you are ready to proceed, click on **Continue**.

Emergency Care Information

Please list four people we may call if the parent(s) or guardian(s) cannot be reached in the event of an emergency. These people also have your permission to pick up your child up from school during the school day. Fields marked by an asterisk are required.

Other Contact Information

Copy Information from: [Dropdown]

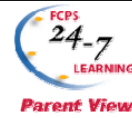
Name of Person: Esther Miller
Relationship: Grandparent
Language: [Dropdown]
Telephone: 703-555-9988
Delete Contact: [X]
Add Contact: [Button] Delete Contact: [Button]

Siblings Attending the Same School (Complete if applicable)

Name (s): [Text]
Click Continue to move to the next section. Click Cancel to quit.

Back Cancel Continue

FCPS 24-7 Parent View Using weCare@School

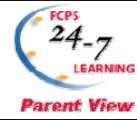


7. Enter all information regarding your child's health.
- When you are ready to proceed, click on **Continue**.

- 7a. weCare also allows parents to enter information that was previously only available on the Health Information form.

Checking certain boxes for Conditions (A) will expand the selection list to include additional options to select Reactions and Prescribed Treatments to be used **IN SCHOOL** (B).

FCPS 24-7 Parent View Using weCare@School



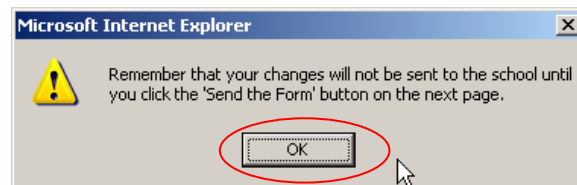
8. Continue to enter information about your child's health issues.

Enter or edit information about your child's doctor and medical coverage.

Notice that you can use the **Copy Information From** feature on the **Physician Information** section.

When you are ready to proceed, click on **Save Changes**.

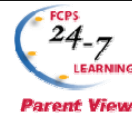
9. After you click on **Save Changes**, you will see this message. Read it and click on **OK**.



You can click on **View the Form** if you would like to review the changes you made. Note that if you have included health information for your child you will be able to scroll within the form window to see both the Emergency Care form and the Health Information Form.

10. The information you entered or edited for your child will not be changed in the school records until you click on **Send the Form**. Click on this for each child whose record was edited.

FCPS 24-7 Parent View Using weCare@School



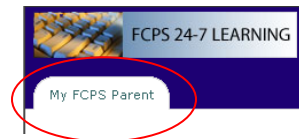
11. After you click on **Send the Form**, you will see that you have a pending submission for each form you sent. (In this case, one record was changed, so there is 1 pending submission.)

Once the school personnel view and approve the changes, they will accept them and your child's record will be updated with the information you supplied.

You can still click on **View the Form** if you would like to review the changes you made.

12. To return to your FCPS 24-7 Parent View homepage, click on the **My FCPS Parent** tab.

The screenshot shows the 'Emergency Care Information' page. It has a title bar with a book icon and the text 'Emergency Care Information'. Below the title bar, it says 'Emergency Care Information.' followed by a section titled 'Edit Emergency Information' with a right-pointing arrow. Under this section, there are two entries: 'Miller, Stephanie' and 'Miller, Markus'. Each entry has a 'View the Form' button and a 'Send the Form' button. Below this is a section titled 'Pending Submissions' with a right-pointing arrow. It says 'You have 1 pending submissions.' and lists one submission: 'Submission for' with a date 'created on 10/28/2006 09:11:15.0'. There are 'View the Form' and 'Cancel' buttons next to this submission. A red box highlights the 'Pending Submissions' section.



Parent Information About the Emergency Care Information Form

What is the Emergency Care Information form used for?

School staff rely on the Emergency Care Information form to provide them with information needed to (1) contact a parent or other responsible adult in the event of an emergency concerning the student; (2) assist school staff or emergency medical services in the event the student requires medical services for illness or injury; (3) respond to requests to release of the student during the school day in nonemergency situations.

Who is responsible for completing the Emergency Care Information form?

This form should be completed by the enrolling parent. The enrolling parent is the natural parent, adoptive or legal guardian with whom the student lives the preponderance of the school week and who enrolled the student in school.

Who else should be listed in the Parent/Guardian Contact Information section of the form?

The Parent/Guardian Contact Information section has space for a student's other natural or adoptive parent or legal guardian to be listed. A parent's contact information should be listed in the second box if the parent shares legal custody of the child with the enrolling parent. School staff will share information about the student and will release the student to a parent who has legal custody of the child. A stepparent that resides with the child may also be listed in the Parent/Guardian Contact Information section of the form.

Who should be listed in the Other Contact Information section of the form?

It is very important that school staff have contact information for at least two responsible adults who can be contacted in the event of an emergency when the parents cannot be reached. Other adult family members or friends should be listed in the Other Contact Information section of the form. Please also note that school staff will allow any person you list on this form in the Other Contact Information section to pick up the child from school during the school day in both emergency and nonemergency situations.

In the event of an emergency, who will the school notify?

In the event of an emergency, school staff members will attempt to contact the enrolling parent first. If the enrolling parent cannot be reached, school staff will then attempt to reach the parent/guardian, if any. If neither the enrolling nor other parent/guardian listed can be reached, school staff shall contact the people listed in the Other Contact Information section on the Emergency Care Information form. Once a parent or designated contact is reached, staff will provide him or her with information about the student and the emergency situation and will release the student to him or her, as appropriate. A noncustodial parent may be provided with information about the child, but staff will not release the student to him or her without the written consent of the custodial parent (Regulation 2240, III.B, and IV.F).

What should I do if I need to update the information on this form?

It is extremely important that school staff have the most up to date and accurate information about your child. The enrolling parent may update information on this form at any time by either contacting the school or accessing weCare@school in the FCPS 24-7 website (fcps.blackboard.com).

Where can I find more information about FCPS's procedures regarding the emergency care information form and first aid and emergency treatment for students?

Please refer to FCPS Regulation 2240, Parent Participation and Decision-making and FCPS Regulation 2102, First Aid, Emergency Treatment, and Administration of Medication for Students for additional information.