

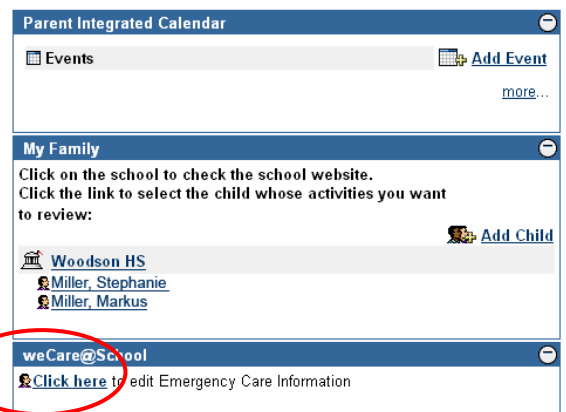
**Your Parent View account is about to become even more useful! WeCare@School has been added to the Parent View portal. WeCare will give you the opportunity to view your child(ren)'s emergency care information and make any necessary changes online. This means:**

- **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.

### My FCPS Parent



Parent Integrated Calendar

Events [Add Event](#)  
[more...](#)

My Family

Click on the school to check the school website.  
Click the link to select the child whose activities you want to review:

[Add Child](#)

[Woodson HS](#)

[Miller, Stephanie](#)

[Miller, Markus](#)

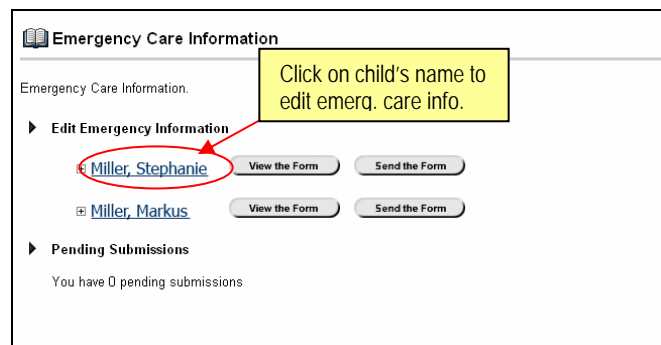
weCare@School

[Click here to edit Emergency Care Information](#)

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.

Click on **View the Form** to see the information that is currently on file on your child's emergency care card on file at school.

Click on **Send the Form** to send any changes that you make to the school. (Note: If you do not make changes, you do not need to send the form.)



Emergency Care Information

Emergency Care Information.

▶ Edit Emergency Information

[Miller, Stephanie](#) [View the Form](#) [Send the Form](#)

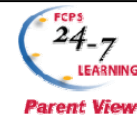
[Miller, Markus](#) [View the Form](#) [Send the Form](#)

▶ Pending Submissions

You have 0 pending submissions

Click on child's name to edit emerg. care info.

# FCPS 24-7 Parent View Using weCare@School



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

**Student Information**

Last Miller  
 First Stephanie  
 Middle Esther  
 Date of Birth (mm-dd-yyyy) 1/1/1991  
 Gender F  
 Grade 09  
 School Name Woodson High School  
 ID No. 567890  
 Teacher or Counselor  
 Bus # (AM)  
 Bus # (PM)

Student has medical alert information on file. See page 2 for details.

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

Cancel Continue

- 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**

Last Miller  
 First Maxine  
 Middle  
 Address Number 12345 Street Woodson Dr Apt #  
 City Fairfax State VA ZipCode 22032  
 Telephone Home 703-555-1234 Work 703-555-9876 Other 703-555-0011  
 Relationship Mother  
 Resides with  
 Language  
 E-mail Maxine@none.com  
 Delete Contact

Last Miller  
 First Lloyd  
 Middle  
 Address Number 12345 Street Woodson Dr Apt #  
 City Fairfax State VA ZipCode 22032  
 Telephone Home 703-555-1234 Work 301-555-3456 Other  
 Relationship Father  
 Resides with  
 Language  
 E-mail Lloyd@none.com  
 Delete Contact

Copy Information From  
 Add Contact  
 Delete Contact

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

Back Cancel Continue

Notice: You can copy info from another child's record.

- 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 your child up from school during the school day. Fields marked by an asterisk are required.

**Other Contact Information**

Copy Information From  
 Name of Person Esther Miller  
 Relationship Grandparent  
 Language  
 Telephone 703-555-9988  
 Delete Contact

Add Contact  
 Delete Contact

**Siblings Attending the Same School (Complete if applicable)**

Name (s):

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**.

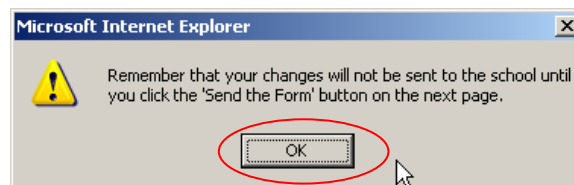
8. Continue to enter information about your child's health issues.

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**.



10. The information you entered or edited for your child will not been 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 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 header 'Edit Emergency Information'. 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' which is highlighted with a red box. It says 'You have 1 pending submissions.' and lists one submission: 'Submission for' created on '10/28/2006 09:11:15.0'. There are 'View the Form' and 'Cancel' buttons next to this submission.

