

FCPS 24-7 Learning Parent View Using weCare@school



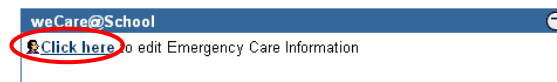
Your Parent View account is about to become even more useful! weCare@School has been added to the Parent View portal. weCare will give you the opportunity to view your child(ren)'s emergency care information and make any necessary changes online. This means:

- 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

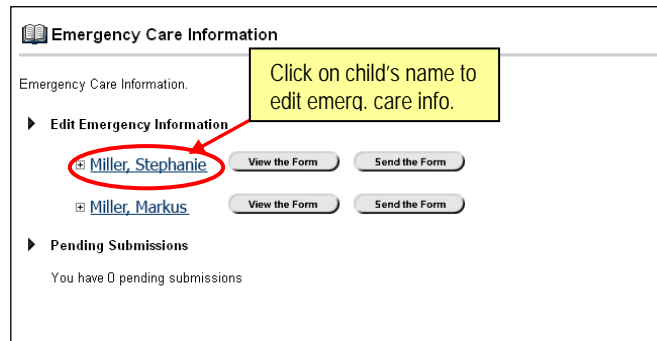
1. Log on to your FCPS 24-7 Parent View Account.

2. Click on the link for weCare@School.

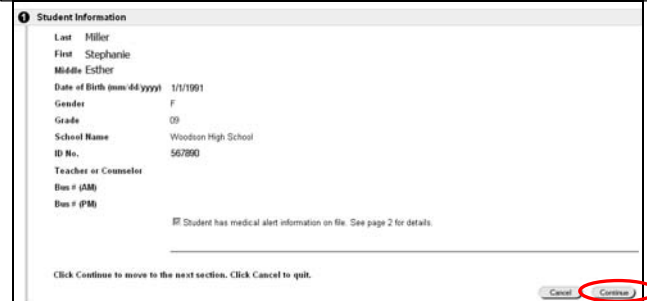


3. A list of your children will appear.

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**.



- 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 menu]

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: []
Email: 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: []
Email: Lloyd@none.com
Delete Contact:

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

- 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: [Dropdown menu]

Name of Person: Esther Miller
Relationship: Grandparent *
Language: []
Telephone: 703-555-9998
Delete Contact:

Siblings Attending the Same School (Complete if applicable)

Name (s): []

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

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).

- 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**.

- 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.

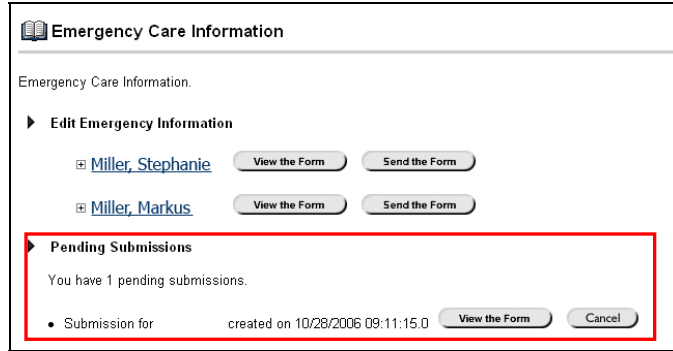
- The information you entered or edited for your child will not be changed in the school records until you click on **Send the Form**. Click on this for each child whose record was edited.

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 Learning Parent View homepage, click on the **My FCPS Parent** tab.



The screenshot shows a web interface titled "Emergency Care Information". Under the "Edit Emergency Information" section, there are two entries: "Miller, Stephanie" and "Miller, Markus", each with "View the Form" and "Send the Form" buttons. Below this, the "Pending Submissions" section is highlighted with a red box. It states "You have 1 pending submissions." and lists a submission for "Submission for" created on "10/28/2006 09:11:15.0", with "View the Form" and "Cancel" buttons.

