weCare@School (weCare) is a part of the Parent View portal that enables parents to view and edit their child(ren)’s emergency care information online. Before beginning please review the following important notes:

- Changes to student addresses must be made in person by a parent/guardian. A copy of the lease or deed must be provided to the school as described in Regulation 2202.
- Changes to the phone number used for attendance and non-emergency calls can only be made by contacting your child’s school directly and specifying that you wish to have the student home phone number changed.

Get Started

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

2. Click the link for weCare@School.

3. A list of your children will appear. Click your child’s name to edit emergency care information.
4. View your child’s name, birthdate and basic school information. Click Continue.

![Image of Student Information]

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

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

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.

When you are ready to proceed, click Continue.
6. Continue making necessary changes to contact information.

   Notice the **Copy Information From** options on this screen.

   Also notice the **Add Contact**, **Delete Contact** buttons.

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

7. Enter all information regarding your child's health.

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

   weCare also collects the information required for 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).
8. Continue to enter information about your child’s health issues.

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

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

When you are ready to proceed, click Save Changes.

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

You can click 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.

Note that it is not possible to make changes to emergency care information via the "View the Form" button. To make changes you must follow the procedures described above.
10. The information you entered or edited for your child will not be changed in the school records until you click **Send the Form**. Click this for each child whose record requires updating.

11. After you click **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 **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 the **My FCPS Parent** tab.
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.

The contact information is also used to notify the parent/guardian through the FCPS Keep in Touch (KIT) notification system about emergency, delayed opening and school closing information, attendance, and outreach messages (this includes news and announcements from your child's school).

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.

How do I update the student home address and the phone number FCPS calls for attendance, school, and non-emergency phone messages?
Changes to student addresses must be made in person by a parent/guardian. A copy of the lease or deed must be provided to the school as described in Regulation 2202. To update the student home phone number, used to contact parents for attendance and other non-emergency school related messages, contact your child’s school directly and specify that you wish to have the student home phone number changed.