

## Instructions on filling out the ISZL Electronic Health Form

### Before you get started

You will be asked for the following types of information, which you may wish to gather before starting, as forms cannot be saved once started and for security reasons, the portal will time-out after 15 minutes of inactivity.

- **Doctor name and phone number**
- **Health Insurance information, including card number**
- **Immunisation history**
- **Alternative Emergency Contact's name and phone number**

The form is 6 or 7 pages long (depending on which division your child is in) and best filled in on a laptop, desktop or tablet device.

### Logging in to the [Report Card & Student Information Portal](#)

Information on recalling your username or resetting your password is available on the front page of the [Report Card & Student Information Portal](#). If you have any problems please contact [reply@iszl.ch](mailto:reply@iszl.ch).

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Home Student Profile **Electronic Forms** My Account Log Out

## Electronic Forms

Available Forms | Pending Forms | History

Listed below are the latest forms available to you within iSAMS.

Name	Description	Due	Entered	Remaining	Open
HF - Primary & Middle ...	Health Form for students in Nursery to Grade 8 for th...	9-Aug-2019	0	-	
HF - High School	Health Form for students in grade 9 to 12 in the acad...	9-Aug-2019	0	-	

### Completing the Form

1. Upon logging into the [portal](#), select the **Electronic Forms** tab and you will be presented with a list of available forms.
2. Click the folder icon in the **Open** column, next to the correct form. If presented with more than one form please ensure you fill in the correct one for your child's grade level in the 2019-2020 academic year.
3. On the first page, you will be asked to select a child from the drop-down. Click **Next Page** in the bottom right, to continue.
4. Once the whole form has been successfully submitted the very last page will display

Your form has been submitted and can be viewed under the **History** page

You will be able to access submitted forms using the **History** tab.

Please complete one form per child.

## FAQs

### ***What if I do not yet have a doctor or health insurer yet as I am new to Switzerland?***

We request that you fill out the rest of the form as completely as possible, even if something is currently missing. We need to process this information well in advance of Personal Development Week trips, which take place in September.

### ***What if do not know any Alternative Emergency Contacts residing in Switzerland yet?***

These are for us to contact in the event that your child requires emergency treatment to be authorised and we would only use these contacts in the event we are unable to reach a parent(s)/guardian(s). We understand that new families to Switzerland may have to include people not living in Switzerland but ask that you contact the front office of your division with updated contacts when you are settled and have made connections that qualify. Primary & Middle School - [office.zug@iszl.ch](mailto:office.zug@iszl.ch). High School - [office.riverside@iszl.ch](mailto:office.riverside@iszl.ch)

### ***Can I copy and paste information from a completed form into a new form? (e.g. Emergency Alternative Contact for a second child)***

Yes, you can. Once you have submitted a form you can use the **History** tab to access previously submitted forms. If you open this in a new browser tab, then you can easily copy and paste text from a submitted form into the form that you are completing.

***What if I do not have all of the immunisation information to hand?*** We request that you fill out the rest of the form as completely as possible and complete a new form once you have this information.

### ***Is it appropriate to put sensitive information in this form?***

Any important medical information about your child(ren) must be included in your form response. We need this information to enable us to provide a duty of care to students, which will involve informing teachers that are chaperoning field trips. If you are concerned about this and wish to speak to one of our nurses please contact our front office at 041 768 29 00.

### ***Should I put past medical history in this form?***

Please include past medical history that is relevant to your child.

### ***Should I include medication my child takes at home?***

Please include information about all medications your child takes. This is important so we can share with emergency services if they need medical treatment.

### ***I cannot see the correct form for my child or I do not know which form to fill out.***

Please contact [reply@iszl.ch](mailto:reply@iszl.ch) for help.

### ***I have filled in the wrong divisional form***

Please re-enter the data in the correct form (entered forms can be viewed under the **History** tab) and notify [reply@iszl.ch](mailto:reply@iszl.ch)