



Mt. Lebanon School District

Electronic Emergency Medical Contact/Release Information Request Update

Dear Parents/Guardians:

Parents/Guardians are required to complete an Emergency Medical Contact/Release Information sheet on their children each year. Please check and update your child's emergency Medical Contact/Release information page on Dashboard, if not already completed. **A review/revision is required every school year as well as anytime a change is necessary.** Each time a review/revision has been made, please click "**SUBMIT**" at the bottom of the screen and save the review/revision.

The Emergency Medical Contact/release information page will be used in the event that your child is ill, injured or there is an emergency. **The Emergency Medical Contact/Release information is requested to ensure the safety and security needs of your children. It is important that the information be as accurate and up to date as possible.**

Please not the following tips:

1. You must go in under the parent/guardian's dashboard account, **NOT** the student's.
2. Emergency Medical Contact/Release information is located under "account preferences tab.
3. Please include parents/guardians (in priority order) as part of your four contact options in you wish to be contacted.
4. Please enter this information for each student—you may utilize the "copy from" feature to expedite the process.
5. **If you have completed this information in a previous year, please review it every school year and event if there are not changes, click the "SUBMIT" at the bottom of the screen. This will complete the process and the information will be saved.**
6. Students with more than one parent account or those who do not have access to a computer will need to complete a hard copy of the Emergency Medical Contact Release Information Sheet. Please contact your child's health office or school secretary for a copy of this.
7. If the Emergency Medical Contact/Release Information Sheet is not completed, there will be a deficiency that shows up on your child's and parent/guardian Dashboard account under the balance icon. This will be cleared once the Emergency Contact/Release Information Sheet is completed and updated. No money is due for this.
8. Please contact your child's health office for any issues, concerns or if you will need a hard copy Emergency Medical Contact/Release Information Sheet.

Thank you for your assistance in completing this vital part of your child's health record.

Health Services Department