



HEALTH & MEDICATION FORMS SCANNING INSTRUCTIONS



WHAT NEEDS TO BE DONE AND WHEN THE FORMS ARE DUE

Forms must be scanned to Foothill, never mailed, or routed via county mail.

DEADLINE/WHEN:

- 3 weeks prior to your school's attendance at Foothill Outdoor Ed
 - There will be a late fee if the forms are not emailed to Foothill on time.

WHAT :

Group 1:

- Student Permission Slip and Health Information Form
- Adult Permission Slip and Health Information Form

Group 2:

- Authorization to Administer Medication

HOW:

- Keep the forms in Group 1 separated from the medication forms in Group 2.
- Scan the forms in small batches and email them to foothillhorizons@stancoe.org. Large files may be rejected by email servers.

GETTING THE FORMS READY

Check the forms before scanning them. We will charge a fee for grossly negligent/incomplete forms.

CHECK AND ORGANIZE THE FORMS:

- Make sure the forms are complete.
- Make sure all the signatures are there?
- Sort the forms by teacher, alphabetical order, and gender.
- Make sure all the forms are there?
- Separate the forms into the two groups above.
- The medication forms must be separate from health forms.

FORMS WILL BE CONSIDERED DISORGANIZED IF:

- the forms are in random order
- the forms are missing signatures
- less than 95% of forms are included
- the front and back of the forms do not match
- there are medicine forms included with health forms
- there are health forms included with medicine forms

SCANNING INSTRUCTIONS

Don't worry, it's easy!

- 1. Scan the Student and Adult Permission and Health Information forms ONLY.
- 2. Organize the forms by Teacher, alphabetical order, and separate by gender.
 - i.e., Ms. Hewitt's girls & Ms. Hewitt's boys
- 3. Set the scanner to scan both sides (double-sided/duplex mode) and **send them to your email first**.
 - Scans that come directly from copiers are often not received by Foothill. To ensure receipt, email them to yourself first then forward them to Foothill.
- 4. First, scan the health forms (Group 1) to your email in SMALL BATCHES by teacher, alphabetical order, and gender.
- 5. Next, scan the medicine forms (Group 1) to your email in SMALL BATCHES by teacher, alphabetical order, and gender.
 - Medical forms must be reviewed in advance to ensure a smoother arrival day. We understand there will be some late arrivals and that is okay.
- 6. Keep the original forms at your school for easy reference and any needed corrections.
- 7. Email the health forms in small batches to foothillhorizons@stancoe.org first.
 - If you do not receive an email from Foothill confirming the receipt of your forms within 24 hours, check to ensure the forms were sent to the correct email address and resend if necessary.
- 8. Email the medicine forms in small batches to foothillhorizons@stancoe.org next.
 - If you do not receive an email from Foothill confirming the receipt of your forms within 24 hours, check to ensure the forms were sent to the correct email address and resend if necessary.