Parent Guide: Emergency Data Review

Overview:

The Emergency Data Review is a set of forms in which parents review and update important family information on file with Worthington Schools. It covers guardian phone numbers and email addresses, emergency contacts, student medical information, permission for field trips, and more. It must be completed at the start of each school year and can be updated at any time when there is new information to share.

Steps to complete the Emergency Data Review:

1. Log in to **Infinite Campus Parent** through the Infinite Campus Parent app on your mobile device, or by visiting the Infinite Campus Parent website.

2. Input district-provided username and password. To retrieve forgotten login credentials, visit the Password Recovery Link.

3. Click **Parent Access Links** from either the *More* or *Quick Links* section. Then select Emergency Data Review. It may take several seconds to load. You will need to input your login credentials again for security purposes.

4. Click the circle next to **Emergency Data Review** and then click Submit.

5. Click the blue text that reads **Parent/Guardian and Primary Household**. Review the form and make changes as necessary. Please note that if no boxes are checked for your email and phone contacts, you will not be included on phone or email lists to receive important school communications. Click Save and Continue.

6. Next, click the blue text that reads **Emergency Contacts**. Review the form and make changes as necessary. Click Save and Continue.

7. Finally, click the name of your child in blue text. Review the form and make changes as necessary. Click **Submit**. If you have multiple children, this process must be completed for each child individually.