



Parent Guide: Emergency Data Review

Updated: July 2024

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 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 the Worthington Schools Parent Portal at worthington-portal.org, or visit the Worthington Schools website and click the Portal Login tile.
2. Input district-provided Username and Password. To retrieve forgotten login credentials, visit the [Password Recovery Link](#).
3. Click the **Emergency Data Review** tile.
4. 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**.

Email 1:	<input type="text" value="parentemail@address.org"/>
	Emg: <input checked="" type="checkbox"/> Att: <input checked="" type="checkbox"/> Beh: <input checked="" type="checkbox"/> Gen: <input checked="" type="checkbox"/> Tch: <input checked="" type="checkbox"/>
Email 2:	<input type="text" value="secondaryemail@work.com"/>
	Emg: <input checked="" type="checkbox"/> Att: <input checked="" type="checkbox"/> Beh: <input checked="" type="checkbox"/> Gen: <input type="checkbox"/> Tch: <input type="checkbox"/>
Cell Phone	<input type="text" value="555"/> <input type="text" value="555"/> <input type="text" value="5555"/>
	Voice: Emg: <input checked="" type="checkbox"/> Att: <input checked="" type="checkbox"/> Beh: <input checked="" type="checkbox"/> Gen: <input checked="" type="checkbox"/>
	Text: Emg: <input checked="" type="checkbox"/> Att: <input type="checkbox"/> Beh: <input type="checkbox"/> Gen: <input type="checkbox"/>

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