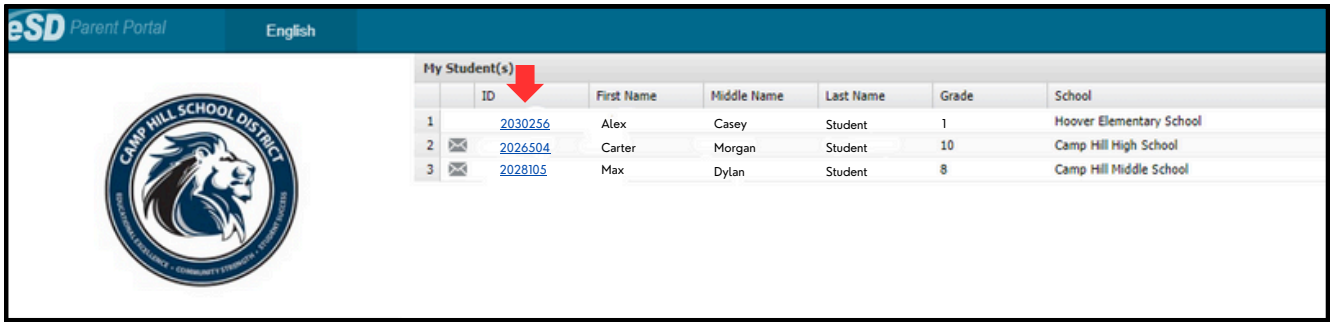
CAMP HILL SCHOOL DISTRICT

SIS Parent Portal
Contact Verification Instructions

Every year at the start of the school year, the District requests the Primary Guardian for each household update their child's information in the Parent Portal of our Student Information System (SIS). Instructions for how to complete the annual Contact Verification process is below. If you need additional help or support, please contact Amanda Rhinehart, Director of Technology, at arhinehart@camphillsd.k12.pa.us, or stop at the technology support table at your child's Back to School event.

Go to: https://parentsis.csiu-technology.org/CAMP

When you first login to the Parent Portal using the credentials you created, you will be prompted with your dashboard and your student(s) listed. Click on the blue underlined Student ID number and it will take you automatically to the Contact Verification screen.



The Contact Verification screen begins with an overview of the information you will need to update (see below). The Contact Verification process updates the contact information for parents/guardians, emergency contacts, your child's medical history, medication administration update, and annual policy acknowledgement forms. This process replaces the need for paper forms and consents to be sent home and returned by your student at the beginning of the school year. You will need to complete this process for each child in your household.

Dear Parents/Guardians,

The district requests annual updates to student information from all users of the parent portal. If you notice your mailing address is incorrect in our database, please contact our Registrar, Anna Grove, at agrove@camphillsd.k12.pa.us.

Please note, if you are NOT the Primary Guardian of the student, you will not see student household information, emergency contacts, or physician information, but you will be able to update your contact information.

If you are the Primary Guardian, you will need to update the following information during the contact verification process:

- **Primary Guardian Contact Information (phone number and email address)**
- **Medical History and Physician Information**
- **Medication Administration Update**
- **Annual Policy Acknowledgement Forms**

Primary Guardian Contact Information

Please verify the primary guardian's phone number(s) and email address is correct for your student(s). If you have multiple students associated with your Household, you can update all guardian phone records with the "Update All Linked Records" option. Any records with a gold lock will be updated to match the updated household contact information.

Medical History and Physician Information

Please enter your student's physician and dentist in the "Physician Information" section as we no longer collect paper Medical History Update forms. If your student has had an updates to their medical history since the previous entry, please update that information regarding any new medical diagnosis/concern.

Medication Administration Update

Please review the list of medications available for distribution to your student from their school nurse. Please select **Yes** or **No** for each medication they are allowed to receive from the school nurse. **Consent Statement:** I give my permission to the school nurse to administer the following medications to my child according to the school's standing medical orders. Medical Standing Orders are available for your review. I hereby release Camp Hill School District and all of its employees from any and all liability for any adverse effects or injuries my child may suffer as a result of this request.

Link to Medication Form

IMPORTANT: A School Medication Administration Authorization Form must be completed annually by a physician and parent for inhalers, epi-pens, and any other types of medications that are to be administered at school. This form is available on our website under the Health Services tab (linked above), or by contacting your school's nurse.

Annual Policy Acknowledgement Forms

Please review the policies and statements associated with each policy. These statements acknowledge your review and consent with the requirements of each policy. Below are links to the resources that review each policy in detail.

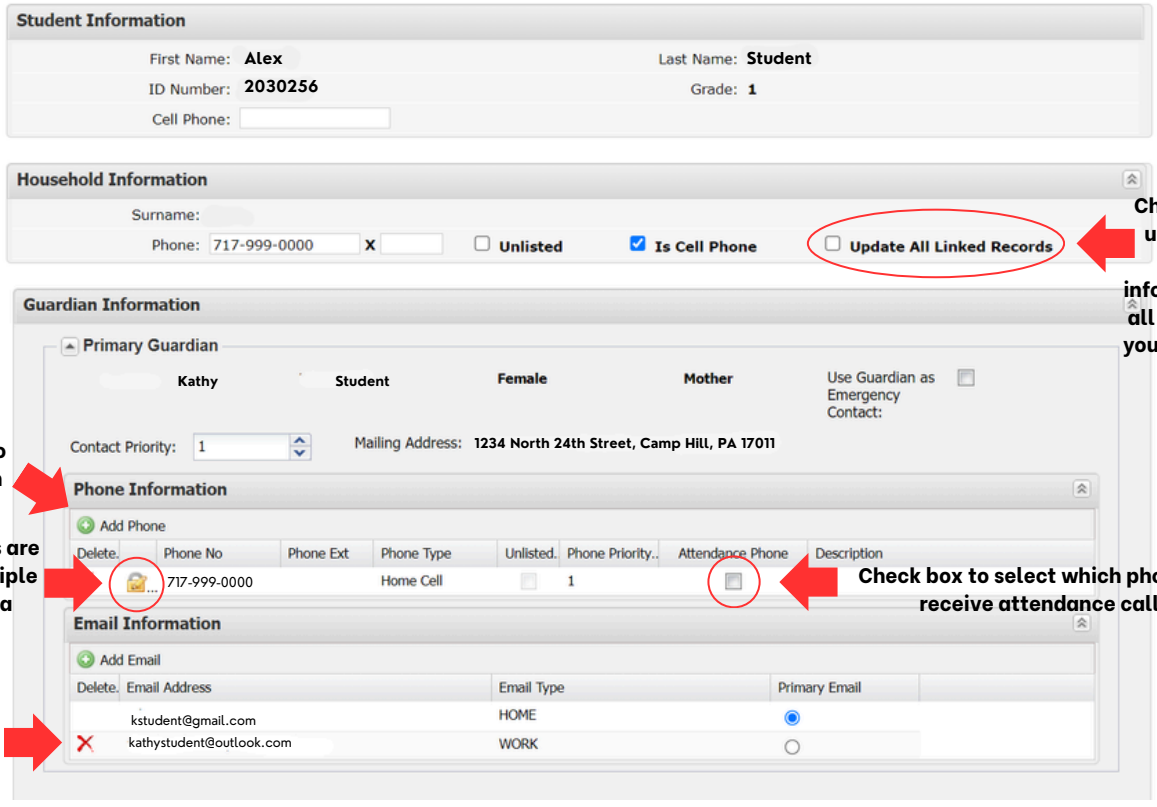
Links to Student Handbook and Policies for Review

- Student Handbook - Please review the Code of Conduct, Behavior Matrices, and Attendance Policy 204. Please select **Yes** or **No** for the two statements regarding the Student Handbook.
- Technology and Internet Acceptable Use Policy 815 - Please review the Technology and Internet Acceptable Use Policy. Please select **Yes** or **No** for the statement regarding this policy.
- Educational Apps and Websites Privacy Policies and Registration Parental Consent - Each of the websites and applications require registration prior to use. If your child is under 13 years of age, the registration process requires parental consent. The use of these applications and the collection of personal information from students will be for the use and benefit of the school and not for commercial purposes. For these reasons, the District is permitted and will be providing the website consent on behalf of the parents without the need for individual parent consent for each website application, unless you elect to opt out of this common consent. Please select **Yes** or **No** to give your consent to the two statements for your child to utilize these digital resources.

Click *Verify* to complete the contact verification form. After you verify and update all of this information, you will be able to proceed to the other menu options (Schedule, Gradebook, etc.). Student schedules and/or teacher assignments will be available for viewing on Friday, August 9, 2024.

Thank you for taking the time to update our district records.

After the instructions section, you will need to complete an update of the information and consent statements. You can add, edit, and delete information in the contact information and emergency contacts, as needed.



Check box to update the contact information for all students in your household

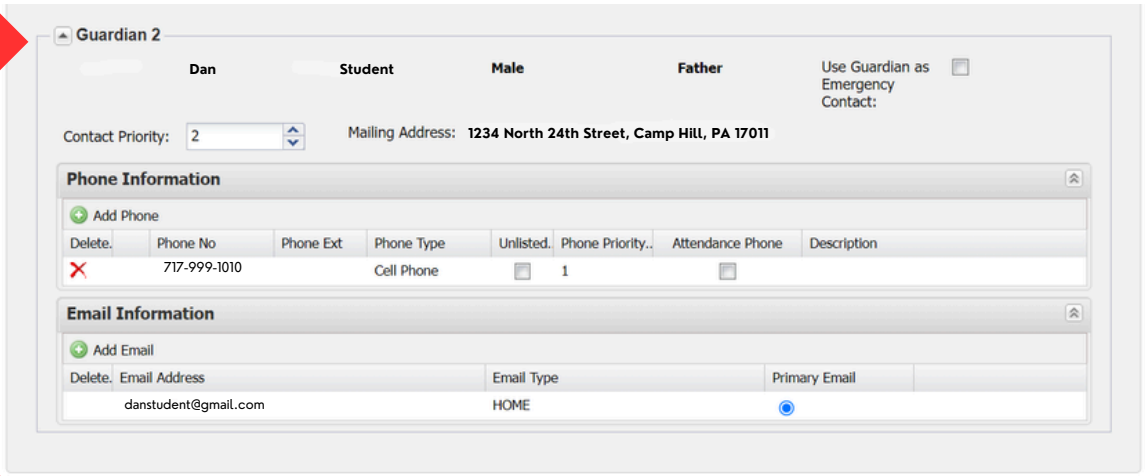
Green + allows you to add new information

Shows records are linked to multiple students in a household

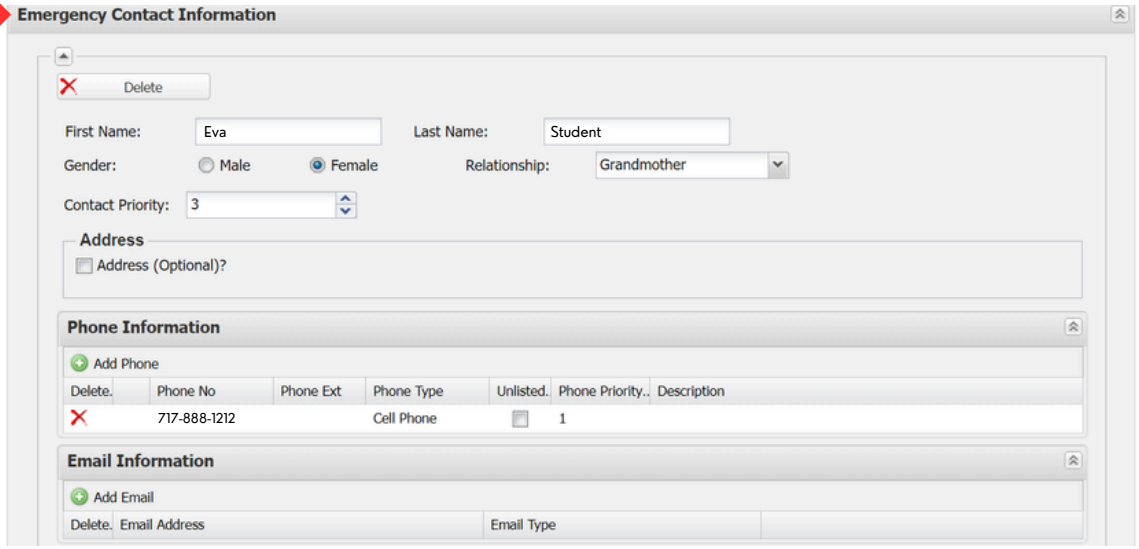
Check box to select which phone will receive attendance calls

Red x allows you to delete information

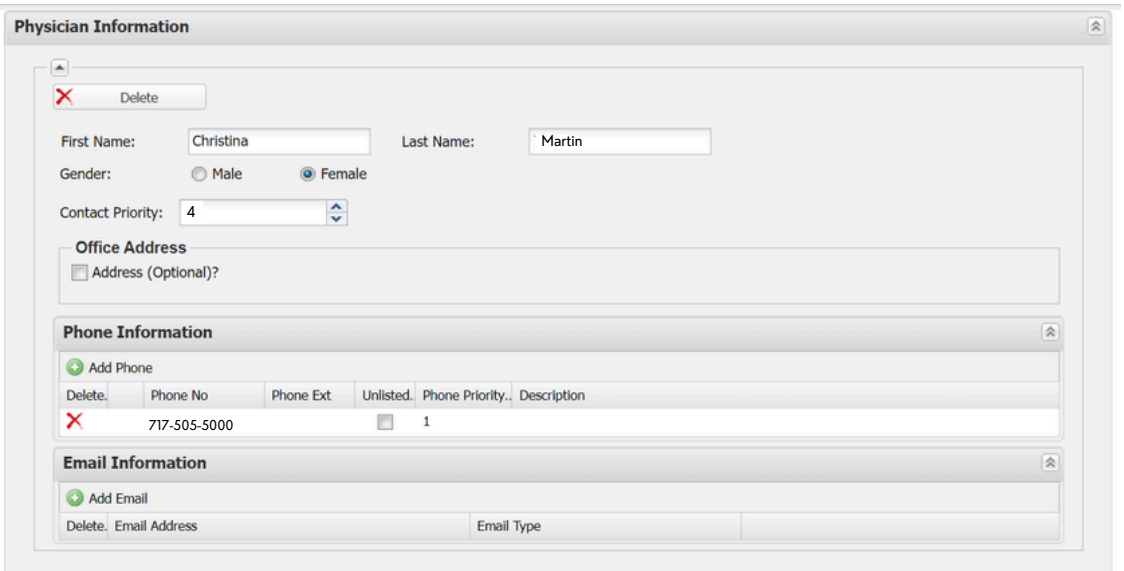
Update secondary guardian's information, if needed



Update each emergency contact's information, if needed

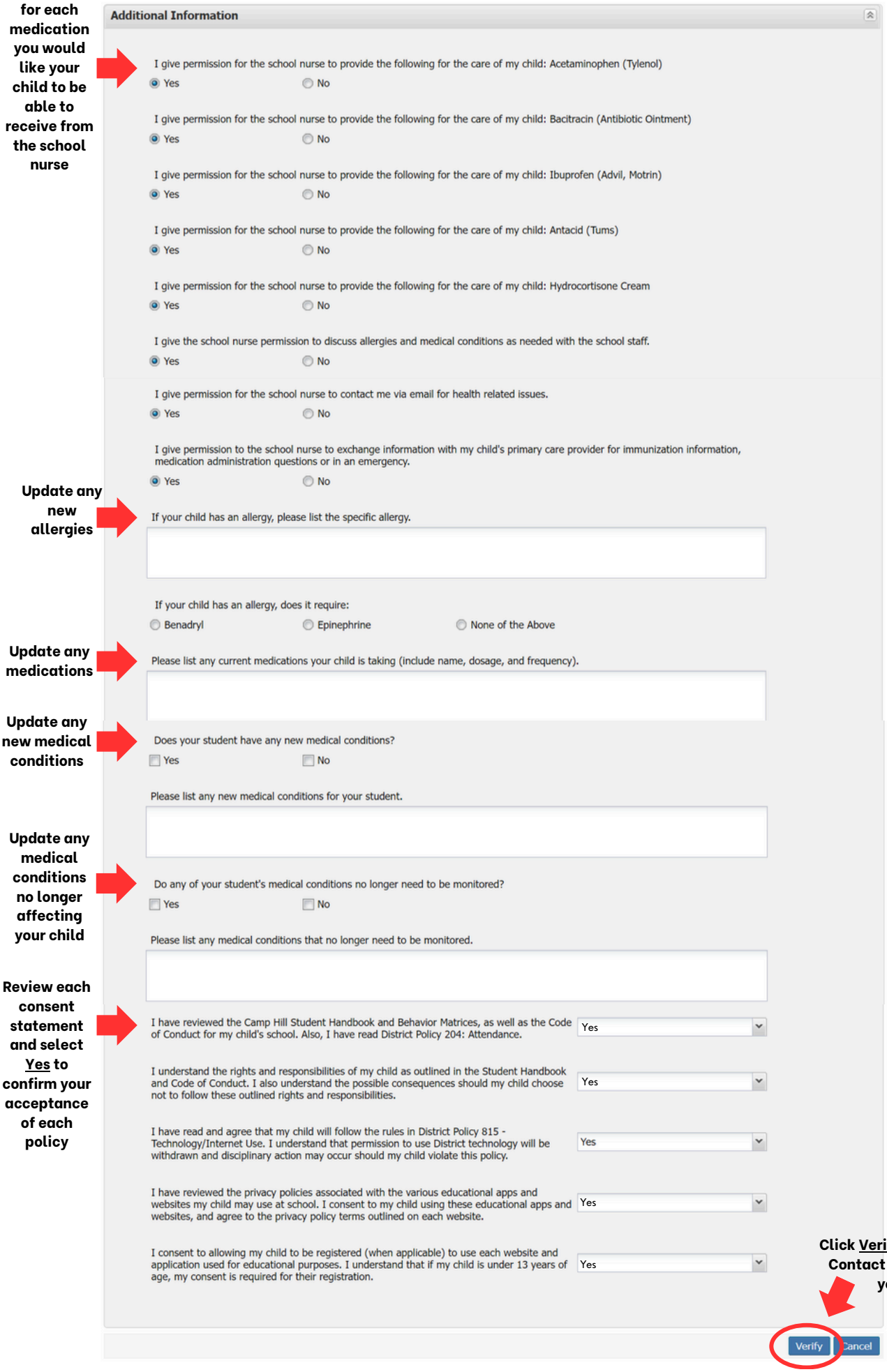


Update your child's physican's information, if needed



In the next section, the primary guardian should update the child's medical history and conditions that may be new since last year. There is also standing orders for various medications kept in the nurse's office. If you would like the nurse to be able to provide your child with these medications during the school year, please select <u>Yes</u> for each consent statement.

The guardian will also need to review consent statements related to various school district policies regarding the student handbook, code of conduct, and student technology usage. For your child to have access to these resources during the school year, please select <u>Yes</u> for each consent statement.



IMPORTANT: If you have multiple students in the District, you will need to complete the Contact Verification process for each student. Thank you for updating your District records!