



# HEALTH & MEDICATION FORMS SCANNING INSTRUCTIONS



Health/ Permission & Medication forms are scanned to [foothillhorizons@stancoe.org](mailto:foothillhorizons@stancoe.org)  
3 weeks prior to attendance

## 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:

- Forms are complete
- Check for Guardian, Student Signatures
- All students on School Roster have a Health/Permission Form
- Separate the Health/Permission Forms from the Med Admin. Forms
- Sort Health/Permission Form by teacher and gender (or alphabetical order for larger schools)

### FORMS ARE DISORGANIZED IF:

- Forms are in random order
- Incomplete forms
- Less than 95% of Health/Permission Form are submitted
- Health and permission forms mixed, not separated by type

## SCANNING INSTRUCTIONS

Don't worry, it's easy!

- 1. Set the scanner to scan both sides (double-sided/duplex mode) and lower resolution if possible. **Send them to your email first**, then [Foothillhorizons@stancoe.org](mailto:Foothillhorizons@stancoe.org).
  - *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.*
- 2. First, scan the Health/Permission forms to your email in SMALL BATCHES.
  - *Files that are too large are rejected by firewalls.*
- 3. Next, scan the medication forms to your email in SMALL BATCHES by teacher, alphabetical order, and gender.
  - *Medical forms will be reviewed in advance to ensure a smoother arrival day. We understand there will be some late arrivals and that is okay and that school nurses are also reviewing them at this time.*
- 4. Forward the scanned forms to [foothillhorizons@stancoe.org](mailto:foothillhorizons@stancoe.org) You will receive a reply when your forms have been received. **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.**
- 5. Keep the original forms at your school for easy reference and any needed corrections. The *Request for Medication Administration Forms* are placed into bags with the student's medication on departure day.