

## Emergency Medical Authorization & Contact Verification

**Due by: Friday, August 22**

The Emergency Medical Authorization and Contact Verification MUST be **submitted and reviewed by a parent/guardian** each school year. This ensures we have the most up-to-date information in the event of a medical/safety situation so we can communicate accordingly as well as setup various accounts. MVCTC will share the Emergency Medical Authorization with the student's partner school.

Students who do not have a submitted Emergency Medical Authorization and Contact Verification by the designated due date (above) may receive disciplinary consequence and be unable to participate in some lab/school activities.

**NOTE:** In addition to the medical authorization, please contact Mrs. Lanna Anspach, School Nurse, with medically specific student information of importance at [lanaspach@mvctc.com](mailto:lanaspach@mvctc.com) or 937-854-6261.

### **Helpful information to have available when completing this task:**

- The student's MVCTC six-digit student ID number
- The name, phone number, and email addresses of residential parent(s) or guardian(s)
- The name and phone number of at least one (1) emergency contact
- Student health information (allergies, asthma, diabetes, daily medications, etc.)
- The name and phone number of a preferred doctor, dentist, or hospital (not required)

### **To complete:**

1. **NOTE: There are two (2) required parts to fully complete the tasks**
  - a. *Part I: Emergency Medical Authorization*
  - b. *Part II: DASL Contact Verification*
2. Login to: [www.mvctc.com/emf](http://www.mvctc.com/emf)
3. Enter the student's last name and **six-digit** MVCTC student ID number.
4. Create a password
5. Complete Part I: Emergency Medical Authorization
6. Complete Part II: DASL Contact Verification
  - a. Student SELF Record: be sure to list the **student's personal** cell phone number and student's personal email address (not a school or parent email)
  - b. Parent/Guardian Record: be sure to list a cell phone number and personal email address (please do not list the same number for HOME, MOBILE, & WORK)—only once is needed, preferably mobile.
  - c. *If your address differs from the address on file, please contact MVCTC Student Services at (937) 854-6257; otherwise MVCTC will contact you to verify the address as it must match your partner school records.*
  - d. Contact verification will ensure you receive communication from staff and emergency and school-year reminders.
7. Make sure you sign and **submit** using your initials (alpha characters)
8. Both fields should show as complete once submitted.

\*If you cannot complete it in one sitting, please be sure to click "save progress" before logging out.

If you need your password reset, please email Mrs. Becky Stump at [bstump@mvctc.com](mailto:bstump@mvctc.com) or call (937) 854-6067