

Emergency Information Forms (Printing)

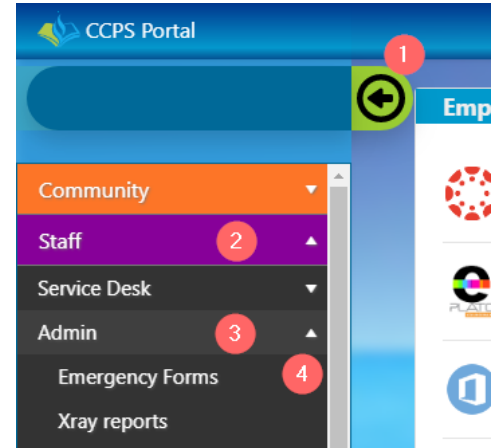
Emergency Information forms are printed from the CCPS Portal. You can print blank, or pre-populated (preferred) emergency information forms based on the selection criteria. It is distributed to parents/guardians so demographic, contact, and medical information can be updated.

Accessing the CCPS Portal

1. Open your CHROME browser.  Chrome is the preferred browser.
2. Visit <https://portal.collierschools.com/>

OR

2. Access the [CCPS District Website Parent Page](#) and click on the CCPS Portal icon
3. Login using your NETWORK credentials.



Accessing the Emergency Card

1. Click the green arrow on the left to expand the sidebar menu.
2. Select Staff.
3. Select Admin.
4. Select Emergency Forms.

You WILL NOT PRINT blank forms.
You will print PRE-POPULATED forms.

Generating a PRE-POPULATED Emergency Card – INDIVIDUAL Student

1. Select “Student Contact Language” from the language drop-down.
2. Enter the student ID number.
3. Click the Lookup button to generate the emergency form.
4. The PDF file will display to the right of the Lookup button.
5. Click the PDF icon to generate and display the PDF file.
6. The PDF will display in another browser tab.

Session settings

Language

Student contact language ▼

Enter a student number to generate a single form

*** NOTICE *** Single forms **WILL NOT** contain health and medication info (if applicable)

Generating a PRE-POPULATED Emergency Card – GROUP of Students

Under Session Settings:

1. Select “Student Contact Language” from the language drop-down.

Session settings

Language

Student contact language ▼

Emergency Information Forms (Printing)

Under Batch Generation:

2. Select your school.
3. Select the Sort by. This will default to Teacher but you do have the option to also sort by student Last Name (A-Z).
4. Select the Filter by Period.
5. Select the Filter by Grade if applicable.
6. Select Emergency Form criteria.
 - a. Not Returned – The checkbox on the demographics screen not checked.
 - b. All – Prints an emergency card for student regardless of the emergency form returned status.
7. The PDF file will display at the bottom right of the screen.

Batch Generation

Location
Sort by

Estates Elementary 2
Teacher 3

filter by Period
filter by Grade
Emergency form

Period 00 4
All 5
not returned 6

*** NOTICE *** Batch forms **WILL NOT** contain health and medication info

All Teachers – Contains all emergency forms for all teachers/student in one batch.

Batches for individual teachers are displayed. Click the PDF icon to the right of the teachers name to print the batch for that teacher.

Total: 109 7

All Teachers

109 students

Rose M Alonso

Generate 109 PDF

Generate 1 PDF

Generating a BLANK Emergency Form

In the Session settings section:

1. Select the print language from the language drop-down.
 - a. Student Contact Language – Print emergency forms based on parent contact language in focus.
 - b. English, Spanish, or Creole – Prints emergency card in selected language no matter what the parent contact language is.
2. Select the Color preference if applicable.

Note: This option will allow you to generate a color copy if desired. The default color preference is Black & White.

3. Click Blank PDF icon.
4. The PDF will generate and display in another browser tab.

Session settings

Language 1
Color preference 2

Student contact language 1
Black & White 2

blank PDF 3

You WILL NOT PRINT blank forms.
You will print PRE-POPULATED forms.