


 =Warning  =Timesaver  =Note

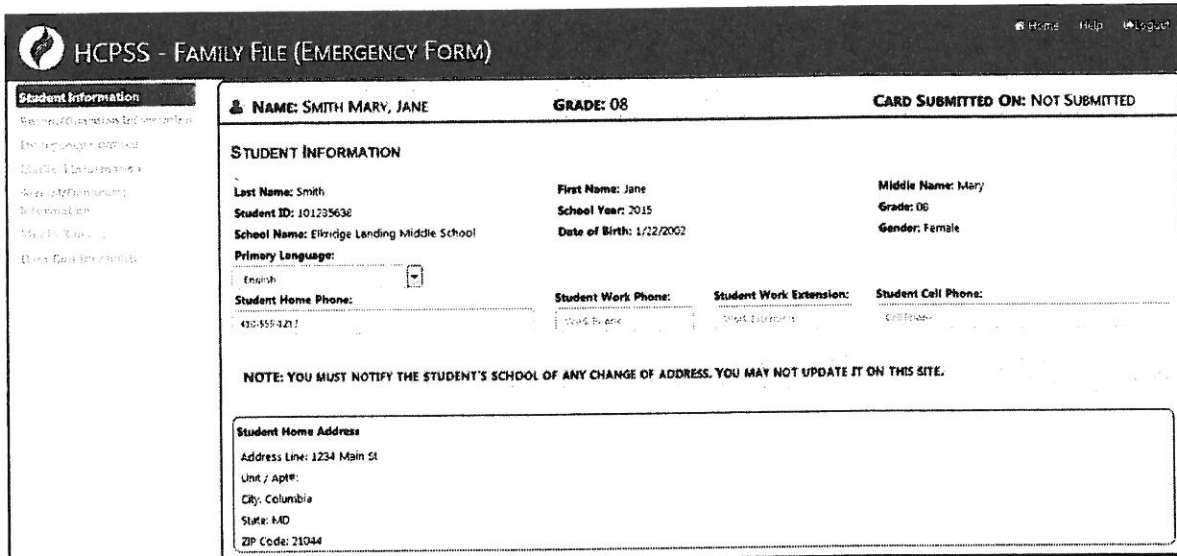
About the Family File

The Howard County Public School System (HCPSS) has implemented a new process for parents/guardians to complete emergency information. Parents/guardians must complete a Family File for each child.

 **NOTE:** You must have a valid HCPSS Connect user name and password to access the new Family File. If you have forgotten your username and password or if you experience any issues completing the Family File, please contact your child's school.

The Family File is organized into separate pages. You must verify and/or enter information on each page. The pages are:

- **Student Information:** Your child's address and contact information.
- **Parent/Guardian Information:** Information for the child's parents or guardians.
- **Contacts:** Your child's authorized contacts in case of an emergency.
- **Medical Information:** Your child's health information.
- **Arrival/Departure Information:** Instructions for your child's method of transportation for arrival, departure, and early closing.
- **Media Release:** Permission to use your child's photo in print, TV, radio, online and/or via social media.
- **Data Confidentiality:** Permission to release your child's information to various organizations.



HCPSS - FAMILY FILE (EMERGENCY FORM)

NAME: SMITH MARY, JANE **GRADE: 08** **CARD SUBMITTED ON: NOT SUBMITTED**

STUDENT INFORMATION

Last Name: Smith	First Name: Jane	Middle Name: Mary
Student ID: 101295638	School Year: 2015	Grade: 08
School Name: Elkridge Landing Middle School	Date of Birth: 1/22/2002	Gender: Female

Primary Language: English

Student Home Phone: 410-555-4217	Student Work Phone: Work Phone	Student Work Extension: Work Extension	Student Cell Phone: Cell Phone
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NOTE: YOU MUST NOTIFY THE STUDENT'S SCHOOL OF ANY CHANGE OF ADDRESS. YOU MAY NOT UPDATE IT ON THIS SITE.


Student Home Address

Address Line: 1234 Main St
Unit / Apt#:
City: Columbia
State: MD
ZIP Code: 21044


You will be able to save your work and finish at another time if necessary by clicking the **Save & Finish Later** button. All of the data you entered will be saved. Also, you will be able to copy the contact information you entered for one child to any remaining children in your family.

Access the Family File

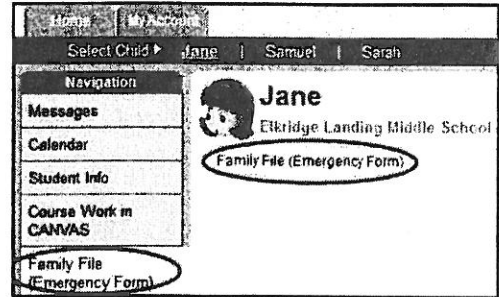
1. Launch your Internet browser, e.g., Firefox, Internet Explorer, Chrome, or Safari.


 **NOTE:** Make sure your browser is set to allow for pop-up windows.

2. In your browser's Address Bar, type www.hcpss.org/connect

 **TIMESAVER:** You may want to bookmark this page as a favorite for future use. For security reasons, do not have the browser remember your username and password.

3. In the **Login ID** field, enter your HCPSS Connect username.
4. In the **Password** field, enter your HCPSS Connect password.
5. Click **Log in**.
6. Click the **Family File** tab on in the left panel.
7. Click the **Family File** link under the child's name. The HCPSS - Family File window displays.



 **NOTE:** If you don't have an account, follow the instructions for creating a new account on the HCPSS Connect page of the HCPSS website.


Complete the Family File

Student Information

1. Select a child in the list and click **Next**.

NAME: Smith, Amy		GRADE: 04
STUDENT INFORMATION		
Last Name: Smith	First Name: Amy	Middle Name:
Student ID: 068121450	School Year: 9/14/2015	Grade: 04
School Number: 0701010 (Elementary School)	Date of Birth: 10/5/2003	Gender: Female
Primary Language: English	Student Home Phone:	Student Cell Phone:
Student Home Phone:	Student Work Phone:	Student Cell Phone:
NOTE: IF YOUR STUDENT'S ADDRESS HAS CHANGED, YOU MUST NOTIFY THE SCHOOL'S FRONT OFFICE.		
Student Home Address		
Address Line: 1234 Main Street		
City: Columbia		
State: MD		
Zip Code: 21044		
Student Mailing Address (Must be same as Home address)		
Address Line:		
City:		
State:		
Zip Code:		

2. Update the child's **Primary Language**, **Student Home Phone**, **Student Work Phone**, and **Student Cell Phone** as necessary. If you do not have a land line, enter the cell phone number of the parent/guardian.
3. Click **Next**.

 **NOTE:** If the child's address has changed, you must notify the school front office. You will not be able to update the address here.

Parent/Guardian Information

Update the information for each of the child's parents/guardians as necessary. Note that the Email Address is read-only. This is also your login ID. If you need to edit this email, please contact the school.

- Relationship to child
- Alternate Email Address
- Address
- Home Phone, Cell Phone and Work Phone
- Does the Parent/Guardian need an interpreter to communicate with the teacher/school? If you select yes, please select the appropriate language.
- Is Parent/Guardian active military duty? If you select yes, please list the location.

PARENT / GUARDIAN INFORMATION

NAME: SMITH , MARY

Lives with student Can pick up the student

Relationship to Student:
 Mother

Email Address: mary@email.com

Alternate Email Address:
 Please No Email address

Address Line:
 1234 Main St

Unit/Apt#:
 Unit 225B

City:
 Columbia

State:
 Maryland

ZIP Code:
 21044

Home Phone: 410-555-1212 **Work Phone:** Work Phone **Work Phone Extension:** Work Extension **Cell Phone:** 443-316-5944

Yes No **Does Parent/Guardian need an interpreter? No** **If yes, what language:** Italian

Yes No **Is Parent/Guardian active military duty? No** **If yes, list location:** Location

Emergency Contacts


Current contacts recorded for your child will display. You can edit existing contacts, add new contacts, and remove contacts. If no changes are needed, click **Next** to advance to the next page.

EMERGENCY CONTACTS


To add a new emergency contact, click the Add New button.
 To update an existing emergency contact, click on the contact row.
 To permanently delete an existing emergency contact, click on the contact row.
 Remember to save (by clicking Save button) after making changes before you go to the next page.

First Name	Last Name	Relation	Priority	Lives With Student	Pick up student without consent	Home Phone	Work Phone	Cell Phone	Edit	Delete
Smith	Mary	Mother	1	Yes	No	410-555-1212	410-123-4567	443-123-4567	<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Smith	John	Father	2	Yes	No	410-555-1212			<input type="button" value="Edit"/>	<input type="button" value="Delete"/>
Smith	Jane	Aunt	3	No	Yes				<input type="button" value="Edit"/>	<input type="button" value="Delete"/>


Add a New Contact

1. Click the  button to add a new emergency contact.
2. Scroll down to the **Contact Details** section.
3. Complete the contact information as requested.
4. Click **Save** in the bottom right corner of the Contact Details section.

Update a contact

1. Click the **Edit** icon  for the contact to update. The selected contact row will highlight in yellow. The **Contact Details** section will populate with the current information.
2. Make the necessary edits.
3. Click **Save** in the bottom right corner of the Contact Details section.

Delete a contact

1. Click the **Delete** icon  to remove a contact from the list of contacts.
 2. Click **OK** to confirm your decision to delete.
- NOTE:** You will not be able to delete contact priority 1 or 2 as these priority positions are reserved for parents/guardians.

Medical Information

Enter your child’s medical information:

- Child’s Medical Physician/Provider – this is a required field.
- Phone Number
- List any pertinent health problems
- Does your child have health insurance? – this is a required field.

<p>MEDICAL INFORMATION</p> <p>MAJOR EMERGENCIES WILL BE TAKEN TO THE NEAREST HOSPITAL.</p> <p>* Indicates Required</p> <p>Child’s Medical Physician/Provider: <small>*(If you are not sure about the answer, please write "Not Available")</small> Beno Thomas MD</p> <p>Phone Number: 410 555 1212</p> <p>List any pertinent health problems, e.g., bee stings, food allergies, specific medications needed, etc.</p> <p>Does your child have health insurance? * <input type="radio"/> Yes <input type="radio"/> No</p>
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Arrival/Departure Information

On this tab you will record your child's arrival, departure, and early closing transportation information. Select one transportation method for morning, afternoon, and unscheduled closing.

ARRIVAL / DEPARTURE INFORMATION		
Please indicate how your child will arrive and depart from school on a typical day and in case of an unscheduled early school closing. If there are any changes in your child's arrangements, it is your responsibility to notify the front office in writing. These transportation plans will also be followed on any regularly scheduled early closing school days.		
* Indicates required		
In the morning, my child will be (select one): *	In the afternoon, my child will be (select one): *	If there is an unscheduled early closing of school, my child will (select one): *
<input type="radio"/> A walker <input type="radio"/> A car rider <input type="radio"/> In CA/Rec & Parks Before Care <input type="radio"/> Transported by bus # <input type="radio"/> Transported by daycare	<input type="radio"/> A walker <input type="radio"/> A car rider <input type="radio"/> In CA/Rec & Parks Before Care <input type="radio"/> Transported by bus # <input type="radio"/> Transported by daycare	<input type="radio"/> Walk home <input type="radio"/> Be picked up and transported home by Picked up and transported home by: <input type="text"/> <input type="text"/> <input type="radio"/> Ride his/her assigned bus # Bus #: <input type="text"/> <input type="radio"/> Transported by bus # Bus #: <input type="text"/> <input type="radio"/> Transported by daycare Name of daycare: <input type="text"/>
<p>UNSCHEDULED EARLY CLOSING OF SCHOOL - It is important that you discuss the emergency plan that your child should follow if school closes early for inclement weather, power failure or other emergency. Make sure your child is aware of his/her assigned bus number. Please note that:</p> <ul style="list-style-type: none"> • The CA/REC & Parks Before and After Care programs will not operate when there is an emergency closing. • The school will not be able to call parents. • No child may wait for a parent/guardian to pick him or her up as it may be unsafe to wait at school. 		
<p>I have discussed this procedure with my child and he/she knows what to do in the event of an unscheduled closing. I will periodically review these procedures with my child.</p>		
Parent/Guardian Name: *	<input type="text" value="Mary Smith"/>	
Date:	<input type="text" value="8/10/2015"/>	

Type your name in the **Parent/Guardian Name** field before clicking **Next**.

Media Release

On this tab you will grant or deny permission to use your child's photo in print, TV, radio, online and/or via social media. Select this checkbox if you do not want your child photographed.

MEDIA RELEASE/INTERNET EXPOSURE
In the course of school activities, HCPSS staff and the news media occasionally photograph or videotape students and/or make public their names, likeness or school work for display/use intended for a public audience. Such exposure could occur in print, on TV, on radio, or by electronic means such as the internet or social media. Unless you exclude your child from all such exposure by opting out below, we will assume your permission to do so.
<input type="checkbox"/> I DO NOT want my child photographed, videotaped, or identified by the HCPSS or the news media for display/use intended for a public audience. I understand this release does not apply to public events, the Yearbook, and use by the Parent Teacher Association.

Data Confidentiality

On this tab you can restrict parent/guardian directory information release to PTA/PTSA.

DATA CONFIDENTIALITY

OPTION TO RESTRICT DISCLOSURE OF STUDENT DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (Public Law 93-380) authorizes local school systems to disclose certain information from the educational records of a student that is designated as directory information. This designation includes basic biographical information only, NOT student grades, test results or any part of academic or discipline records. Based on categories designated by the federal government, the HCPSS definition of directory information includes the following student data:

- Name
- Major field of study
- Date of attendance
- Address
- Participation in officially recognized activities/sports
- Degrees and awards received
- Phone Number
- Weight and height of athletic team members
- Most recent previous educational agency or institution attended
- Date of Birth

You have the right to restrict the school system from releasing any category of directory information about your child by indicating so below. If you elect to restrict the release of any category of directory information about your child, exceptions for specific situations cannot be granted. For instance, if you restrict the release of your child's name, you may not ask that an exception be made to allow your child's name to appear in a school event program.

There are other provisions in the law that allow school systems to release information about students without parental permission under limited circumstances.

The school system WILL NOT release a student's HOME ADDRESS or PHONE NUMBER to any person or organization beyond those listed below. You may restrict the release of this information to one or more of the organizations listed by checking the corresponding box.

[Click Here](#) to restrict parent/guardian directory information release to PTA/PTSA.

Click the **Click Here** link to access the ability to restrict parent/guardian directory information. Select the appropriate checkboxes to restrict release and click **Save**.

NAME: [REDACTED] **GRADE:** 04

SCHOOL DIRECTORY INFORMATION FOR PTA

DO NOT release the following information in the directory listing for the PTA/PTSA.

Smith, [REDACTED] Directory Information	Smith, [REDACTED] Directory Information
<input type="checkbox"/> Home Address	<input type="checkbox"/> Home Address
<input type="checkbox"/> Home Phone	<input type="checkbox"/> Home Phone
<input type="checkbox"/> Work Phone	<input type="checkbox"/> Work Phone
<input type="checkbox"/> Cell Phone	<input type="checkbox"/> Cell Phone
<input type="checkbox"/> Email Address	<input type="checkbox"/> Email Address
<input type="checkbox"/> Alternate Email Address	<input type="checkbox"/> Alternate Email Address

Save

You can also restrict the release of child information to various organizations. Select the various checkboxes as appropriate.

DO NOT release my child's HOME ADDRESS OR PHONE NUMBER to:

- An organization of parents, teachers, students or former students or any combination of those groups of the school (i.e. booster club, class reunion committee, etc.)
- An organization of force of the military (i.e. Military recruiters, etc.)
- A representative of a community college in the state
- A representative of the Maryland Higher Education Commission

State and federal law permits school systems to release additional information about students. You may restrict the release of one or more categories of this information by filling in the corresponding box.

DO NOT release the following category/categories of information about my child:

<input type="checkbox"/> name	<input type="checkbox"/> major field of study	<input type="checkbox"/> degrees/awards
<input type="checkbox"/> grade level	<input type="checkbox"/> participation in school activities	<input type="checkbox"/> previous educational institutions attended
<input type="checkbox"/> enrollment status	<input type="checkbox"/> weight and/or height of athletes	
<input type="checkbox"/> date of birth	<input type="checkbox"/> dates of school attendance	

Sign and Submit

Before you submit your emergency contact information, you will have the option to copy the Parent/Guardian and Emergency Contact Information to another child. You will have the ability to edit the copied information before submitting.

NOTE: Medical, Arrival/Departure Information, Media Release, and Data Confidentiality information will not be copied to the next child. You must complete this Family File for each child separately.

SIGN AND SUBMIT

You have successfully completed the emergency procedure and confidentiality information for **Smith Jane**.

Copy the Parent/Guardian and Emergency Contacts Information to another student's Family File (Emergency Form)?

Yes No

If Yes, please select a student from the below list:

Smith, Samuel
 Smith, Sarah

NOTE: If you selected the option to copy the Parent/Guardian and Emergency Contacts Information to another student, all the information from Parent/Guardian and Emergency Contacts is copied to the selected student and you will be taken to the selected student's page. Please review the copied data before you submit again. (Applicable for users with more than one student).

* Indicates required

Parent/Guardian Name: *

Date:

[Previous](#) [Submit](#) [Download Report](#)

Click **Submit** to complete the Family File and submit the information.

NOTE: If you experience any issues completing the Family File information, please contact your child's school.