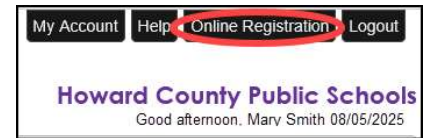


HCPSS –Family File



Family File is the tool used to collect emergency information and can be found in HCPSS Connect.

- NOTE:** You must have a valid HCPSS Connect username and password to access the Family File. Your username is your email address that is on file with HCPSS. Use the **Forgot Password** link on the HCPSS Connect login screen if you forgot your password.



Go to www.hcpss.org/connect. Use your HCPSS Connect username and password to login. Click **Online Registration** in the top right corner. Click **Family File Verification**.






- NOTE:** If you already have an online registration started to enroll a student, either delete the registration or resume the registration and submit. Then you can click Family File Verification.

In the **Electronic Signature** field, type your name as it appears on your parent/guardian record.

To navigate through the pages, click **Previous** to go to the previous page and click **Save and Continue** to save your work and advance to the next page. You can use the page titles on the left panel to navigate back to pages you have already completed.

Complete the Family File

- Family:** Verify the family address. Select the checkbox if your address has changed.
 - If your address has changed, enter the date of the address change, type the address in the field provided, and select your address from the list provided. Confirm the Mail Address.
- Parent/Guardian Information:** Confirm the information for the child's parents or guardians.
- Emergency Contacts:** Your child's authorized contacts in case of an emergency.
 - Add a new contact:** Click , complete the fields, and click Save.
 - Update a contact:** Click the Edit icon , edit the fields below, and click Save.
 - Delete a contact:** Click the Delete icon , and click Yes to confirm.
- Students:** You must review each child's information. Click the **Edit** button for each child to review.
 - Contact information:** phone numbers
 - Emergency Contacts:** relationships and contact order
 - Health Information:** doctor, dentist, insurance, and health concerns
 - PTA Directory:** Restrict parent/guardian information in the PTA/PTSA Directory.
 - Release of Information Permissions:**
 - Media:** Use your child's photo in print, TV, radio, online and/or via social media.
 - Data Confidentiality:** Release your child's information to various organizations.
 - Student Creative Work:** Use your child's work outside of the school.
 - Science Agreement:** Acknowledge the safety agreements to ensure a safe classroom.
 - Arrival/Departure Information:** Instructions for your child's method of transportation for arrival, departure, and early closing. You must pick one method for each situation.
- Documents:** If you indicated that there is an address change, click **Upload** to attach the Primary and Secondary home address verification documents. Select each Document Type as appropriate.

- NOTE:** You can save and close the window and resume completing the Family File. When you log into HCPSS Connect, click **Online Registration** in the top-right corner and click **Resume Registration**.

Review and Submit

Click **Review** to review the Family File information for all of your children. At the bottom of the page, select the checkbox to confirm that you have reviewed the information. Click **Submit**.

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