


 =Warning  =Timesaver  =Note


About the Family File

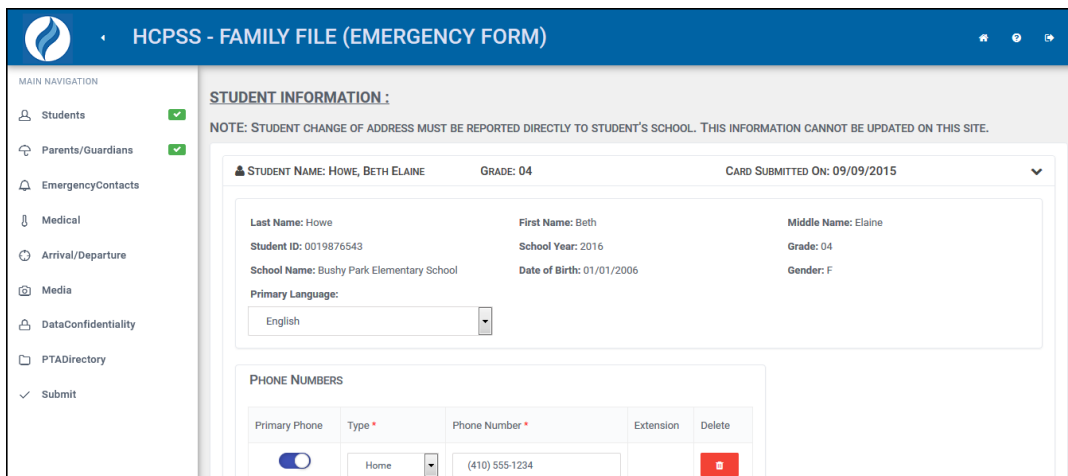
The Howard County Public School System (HCPSS) utilizes the Family File for parents/guardians to submit emergency information. Parents/guardians must complete a Family File for each child each school year.

 **NOTE:** You must have a valid HCPSS Connect username and password to access the Family File. If you have forgotten your username and password or if you experience any issues completing the Family File, please submit your issue using the Help feature on the HCPSS Connect page at: <http://www.hcpss.org/connect>.

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

- **Students:** Your child’s address and contact information.
- **Parent/Guardian Information:** Information for the child’s parents or guardians.
- **Emergency Contacts:** Your child’s authorized contacts in case of an emergency.
- **Medical:** Your child’s health information.
- **Arrival/Departure** – Instructions for your child’s method of transportation for arrival and departure.
- **Media:** 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.
- **PTA Directory:** Restrict parent/guardian and student information included in the PTA/PTSA Directory.

NOTE: On each page, children will be listed with an **Expand** icon  for each. Click on the Expand icon to review and edit the information for each child.



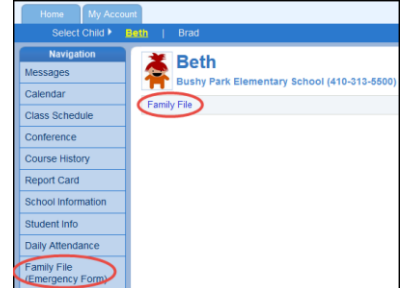
You will be able to save your work and finish at another time if necessary by clicking the **Save** button. The data you enter will be saved as you move to the next page. Your progress will be tracked in the left navigation panel. A green checkmark will display for pages that have been completed.


Access the Family File

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

 **NOTE:** Ensure that your browser is set to allow for pop-up windows.

2. In your browser's Address Bar, type www.hcpss.org/connect.
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 (Emergency Form)** tab on the left panel.
7. Click the **Family File** link under the child's name.



 **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

When the HCPSS – Family File page displays, all children associated with your account are listed. If the child's address has changed, you must notify the school front office.




1. Click the **Continue to Family File** button to begin. The Student Information page displays.

The screenshot shows the 'STUDENT INFORMATION' page. At the top, there is a note: 'NOTE: STUDENT CHANGE OF ADDRESS MUST BE REPORTED DIRECTLY TO STUDENT'S SCHOOL. THIS INFORMATION CANNOT BE UPDATED ON THIS SITE.' Below this, there is a table listing two children:

STUDENT NAME	GRADE	CARD SUBMITTED ON
STUDENT NAME: HOWE, BETH ELAINE	GRADE: 04	CARD SUBMITTED ON: 
STUDENT NAME: HOWE, BRAD ALLEN	GRADE: 02	CARD SUBMITTED ON: 

2. Click the **Expand** icon  to show that child's information.

3. Update each child's **Primary Language** and **Phone Numbers** as necessary. If you do not have a land line, enter the cell phone number of the parent/guardian.

- Click the toggle icon  to mark one phone number as the **Primary Phone**.
- Click the **Add** icon  to add an additional phone number for the child.
- Click the **Delete** icon  to remove a phone number for the child.

4. Click the **Expand** icon to update the next child.
5. Click **Next** to continue to the next page.



The screenshot shows the detailed 'STUDENT INFORMATION' page for a child. At the top, there is a note: 'NOTE: STUDENT CHANGE OF ADDRESS MUST BE REPORTED DIRECTLY TO STUDENT'S SCHOOL. THIS INFORMATION CANNOT BE UPDATED ON THIS SITE.' Below this, there is a table with the following information:

STUDENT NAME	GRADE	CARD SUBMITTED ON
STUDENT NAME: HOWE, BETH ELAINE	GRADE: 04	CARD SUBMITTED ON:


Below the table, there is a form with the following fields:

- Last Name: Howe
- First Name: Beth
- Middle Name: Elaine
- Student ID: 0019876543
- School Year: 2016
- Grade: 04
- School Name: Bushy Park
- Date of Birth: 01/01/2006
- Gender: F
- Elementary School
- Primary Language: English (circled in red)

Below the form, there is a 'PHONE NUMBERS' section with a table:

Primary Phone	Type *	Phone Number *	Extension	Delete
	Home	(410) 555-1234		

At the bottom of the page, there is a blue '+' icon to add more phone numbers.


 **NOTE:** When you advance to the next page, your edits are saved automatically.


Parent/Guardian Information


Update the information for each of the child’s parents/guardians as necessary.


PARENTS/GUARDIANS :


NOTE: IF THIS STUDENT LIVES WITH YOU, YOU NEED TO CALL THE SCHOOL TO CHANGE YOUR ADDRESS AND "CAN PICK UP STUDENT" CHECKBOX. PARENT/GUARDIAN WILL AUTOMATICALLY RECEIVE EMERGENCY NOTICES USING THE EMAIL ADDRESS PROVIDED.

▲ PARENT/GUARDIAN NAME: HOWE, WILLIAM LAIRD 

▲ PARENT/GUARDIAN NAME: HOWE, KAY LOUISE 

1. Click the **Expand** icon  to show that parent/guardian’s information.

 **NOTE:** The **Username/Primary Email Address** is read-only. This is also your login ID. If you need to edit this email, please contact the school.


▲ PARENT/GUARDIAN NAME: HOWE, WILLIAM LAIRD (You) 


* Indicates required

Student Name	Grade	Relationship to Student	Lives with student	Can pick up the student
Howe, Beth Elaine	05	Father	Yes	Yes
Howe, Brad Allen	03	Father	Yes	Yes

Username / Primary Email Address: dad@yahoo.com Email #1: dad@gmail.com




PHONE NUMBERS

Primary Phone *	Type *	Phone Number *	Extension	Delete
<input checked="" type="checkbox"/>	Mobile	(410) 555-1234		



Address

1234 Main St
Columbia, MD 20142

2. Enter an alternate email in the **Email #1** field if desired.
3. Update the **Phone Numbers** if necessary.
 - Click the **Toggle** icon  to mark one number as the **Primary Phone** number.
 - Click the **Add** icon  to add an additional phone number.
 - Click the **Delete** icon  to remove a phone number.

NOTE: If the parent does not live with the student, the parent can edit the address.

4. Click the **Toggle** icon to indicate if the parent needs an interpreter. If yes, select the appropriate language.

Does Parent/Guardian need an interpreter:

What languages: * Dutch

Is Parent/Guardian active military duty?:

List location: * Ft Meade

5. Click the **Toggle** icon to indicate if the parent is active military duty. If yes, list the location.
6. Click the **Expand** icon to update the next parent/guardian record.
7. Click **Next** to continue to the next page.

Emergency Contacts

Each student may have different emergency contacts. Expand each student to view the contacts listed and to edit the contact’s information as necessary.

EMERGENCY CONTACTS :

NOTE: THIS INFORMATION IS REQUIRED FOR SCHOOL STAFF TO FOLLOW THE CORRECT PROCEDURES AND MAKE APPROPRIATE CONTACTS IN CASE OF EMERGENCY. THIS INCLUDES THE UNSCHEDULED CLOSING OF SCHOOLS, ILLNESS OF STUDENT, ACCIDENT, OR OTHER SITUATIONS IN WHICH SOMEONE OTHER THAN THE PARENT/GUARDIAN NEEDS TO ASSUME TEMPORARY CARE OF YOUR CHILD IF YOU CANNOT BE REACHED.

🔗 To add a new emergency contact, click the **Add** button and enter the contact details and then click **Save** button.
 🔗 To update an existing emergency contact, click **Edit** on the contact row and update the contact details and then click **Save** button.
 🔗 To permanently delete an existing emergency contact, click **Delete** on the contact row.

STUDENT NAME: HOWE, BETH ELAINE **GRADE:** 04

STUDENT NAME: HOWE, BRAD ALLEN **GRADE:** 02

You can edit existing contacts, add new contacts, or remove contacts.

STUDENT NAME: HOWE, BETH ELAINE **GRADE:** 05


Name:	Relation:	Call Order:	Pick up Student without Consent	Home Phone:	Work Phone:	Moblie Phone:	Edit
👤 Kay Howe	Mother	3	Yes		410-555-1112	410-555-1234	Edit
Brenda and Scott Fin	Relative	1	Yes	410-123-4567			Edit Delete
👤 William Howe	Father	4	Yes			410-555-1234	Edit
Ella Williams	Grandparent	2	Yes			4432043400	Edit Delete
Brenda Smith	Friend	5	Yes			4103506518	Edit Delete

Add

1. To add a new emergency contact, click the **Add** button **Add**, enter the contact details, and click the **Save** button.
- NOTE:** When you add a contact for the first child, you have the option to copy to all children.
2. To update an existing emergency contact, click the **Edit** button **Edit**, edit the contact details, and click the **Save** button.
- NOTE:** You can identify a **Call Order** for your emergency contacts in case of an emergency. For example, you might want a relative who is close to the school be the first person called. Click the **Edit** icon for each contact to establish that **Call Order**.
3. To permanently delete an existing emergency contact, click the **Delete** icon **Delete**.
4. Click the **Expand** icon to update the emergency contacts for any additional children.
5. Click **Next** to continue to the next page.


Medical Information

Enter the medical information for each child. All children will be listed.

1. Click the **Expand** icon  for each child to view the following:
 - Child’s Medical Physician/Provider – This is a required field.
 - Physician’s Phone Number
 - Pertinent Health Problems
 - Health Insurance? This is a required field.
2. Update the information as necessary.
3. Click the **Expand** icon for any additional children and complete the information as necessary.
4. Click **Next** to advance to the next page.

MEDICAL INFORMATION :

NOTE: MAJOR EMERGENCIES WILL BE TAKEN TO THE NEAREST HOSPITAL.

STUDENT NAME: HOWE, BETH ELAINE GRADE: 04 

* Indicates required

Child's Medical Physical/Provider: *

Dr. Smith

Phone Number:

(410) 555-1111

List any pertinent health problems, e.g., bee strings, food allergies, specific medications needed, etc.



Allergic to peanuts

Has Insurance ?


Yes No

Arrival/Departure Information

Here you will record your child’s arrival, departure, and early closing transportation information.

1. Click the **Expand** icon  to review and edit the arrival/departure information for each child.
-  **NOTE:** The current assignment captured by the HCPSS Transportation Office based on your address displays at the top of the screen.
2. If your child follows different transportation methods than those defined by the HCPSS Transportation Office, select the check box indicating that different transportation methods will be followed.

Although I understand my child will always be allowed to ride a bus designated to them, they generally utilize a different transportation method.

3. Select one transportation method for arrival, departure, and early closing.
4. Click the **Expand** icon  for any additional children and complete the information as necessary.
5. Scroll to the bottom of the page and select the check box indicating that you have discussed this procedure with your children.

I have discussed this procedure with my children and they know what to do in the event of an unscheduled closing. I will periodically review these procedures with my children.

Date :

2016-07-29

6. Click **Next** to advance to the next page.

Media Release/Internet Exposure

On this page you will grant or deny permission to use your child’s photo in print, TV, radio, online and/or via social media.

1. Select this check box if you do not want your child photographed.

MEDIA RELEASE/INTERNET EXPOSURE:

IN THE COURSE OF SCHOOL ACTIVITIES, HCPSS STAFF OR ORGANIZATIONS WORKING WITH HCPSS OCCASIONALLY PHOTOGRAPH, VIDEO RECORD, OR AUDIO RECORD STUDENTS, AND/OR PUBLISH THEIR NAMES, LIKENESSES, OR SCHOOL WORK IN MEDIA INTENDED FOR A PUBLIC AUDIENCE, THESE MEDIA MAY INCLUDE PRINTED DOCUMENTS, WEBSITES, SOCIAL MEDIA, TELEVISION, OR OTHER VENUES.


HCPSS ASSUMES YOUR PERMISSION TO INCLUDE YOUR CHILD IN PHOTOGRAPHS,VIDEOS, AND AUDIO RECORDINGS INTENDED FOR A PUBLIC AUDIENCE DURING THE SCHOOL DAY UNLESS YOU DENY PERMISSION BY CHOOSING THE OPTION BELOW.

Student Name	Grade	
Howe, Beth Elaine	04	<input checked="" type="checkbox"/> I DO NOT want my child included in photographs, videos, or audio recordings intended for a public audience.
Howe, Brad Allen	02	<input type="checkbox"/> I DO NOT want my child included in photographs, videos, or audio recordings intended for a public audience.

2. Click **Next** to advance to the next page.

Data Confidentiality

On this tab you can restrict the release of your child’s information to various organizations.

1. Click the **Expand** icon  to show the confidentiality fields for each child.
2. Select the check boxes for data that you do not want released.

DATA CONFIDENTIALITY:

OPTION TO RESTRICT DISCLOSURE OF STUDENT DIRECTORY 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. THE 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'S DEFINITION OF DIRECTORY INFORMATION INCLUDES THE STUDENT DATA LISTED BELOW.

STUDENT NAME: HOWE, BETH ELAINE **GRADE: 04**

You may restrict the school system from releasing any category of directory information about your child, by checking the corresponding box below.


If you elect to restrict the release of any category of directory information, 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.

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

Name - If you restrict release of your child's name, please note that your child's name and photograph will be excluded from such publications such as the yearbook, a published honor roll, school event programs, and other publications of this nature.


Major field of study. Degrees/awards received. Date and place of birth.

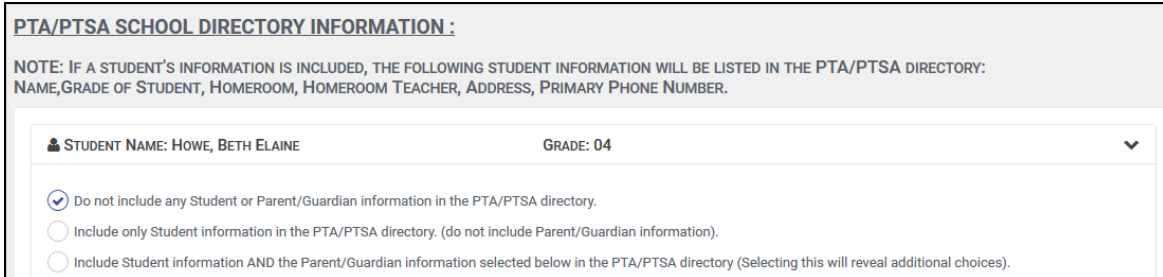
Grade level. Participation in officially recognized activities/sports. Most recent educational agency or institution attended.


3. Click the **Expand** icon  for any additional children and complete the information as necessary.
4. Click **Next** to advance to the next page.


PTA/PTSA School Directory

On this tab you can restrict the release of your child’s information in the PTA/PTSA Directory.

1. Click the **Expand** icon  to show the directory fields for each child.
2. Select the check boxes for information that you want included in the PTA/PTSA Directory, if any.

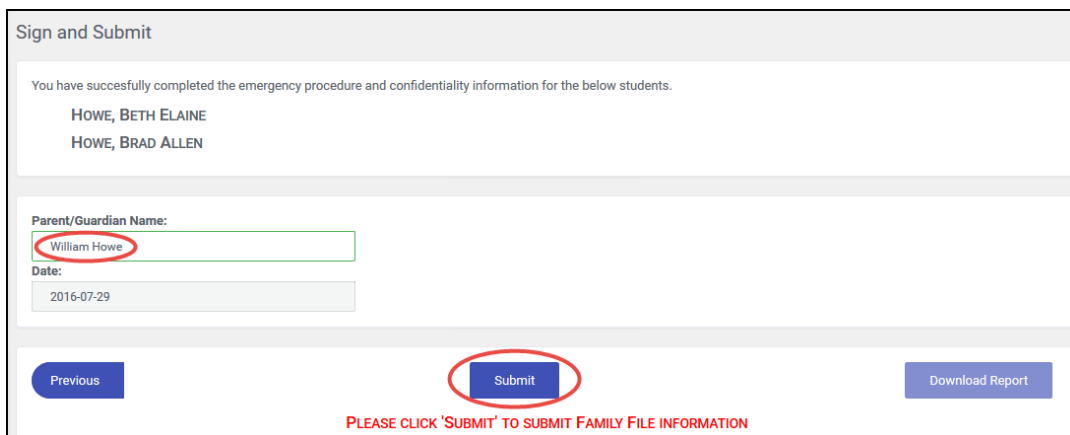



 **NOTE:** If you select to include parent/guardian information, the specific fields that are included in the PTA/PTSA are available.

3. Click the **Expand** icon  for any additional children and complete the information as necessary.
4. Click **Next** to advance to the next page. A summary displays showing what information was designated to share with the PTA/PTSA Directory.
5. To change these selections prior to saving, click the **Previous** button.
6. Click **Next** to advance to the next page.

Sign and Submit

1. Enter your name in the **Parent/Guardian Name** field.
2. Click **Submit** to complete the Family File and submit the information.



 **NOTE:** If you experience any issues completing the Family File information, please submit your issue using the Help feature on the HCPSS Connect page at: <http://www.hcpss.org/connect>.

Download Report

Click the **Download Report** button if you want to save or print a copy of the Family File.