

# HCPSS – Family File



Family File has replaced the Emergency Procedure Card and can be found by logging in to HCPSS Connect.

- 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.



Go to this website: [www.hcpss.org/connect](http://www.hcpss.org/connect)

Use your HCPSS Connect username and password to login.

Select a child. You will complete each Family File separately. You will have the option to copy information from one child to another.



## **Complete the Family File**

- **Student Information:** 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.
  - **Add a New Contact:** Click the **Add New** button, 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 , click **OK** to delete.
- **Medical Information:** Your child's health information.
- **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.
- **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.

## **To navigate through the pages**

- Click **Previous** to return to the previous page
- Click **Save & Finish later** to save your work and return later to complete the ER Card
- Click **Next** to advance to the next page.

You can use the page titles on the left panel to navigate back to pages you have already completed.

## **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. 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.

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.