

关于家庭档案

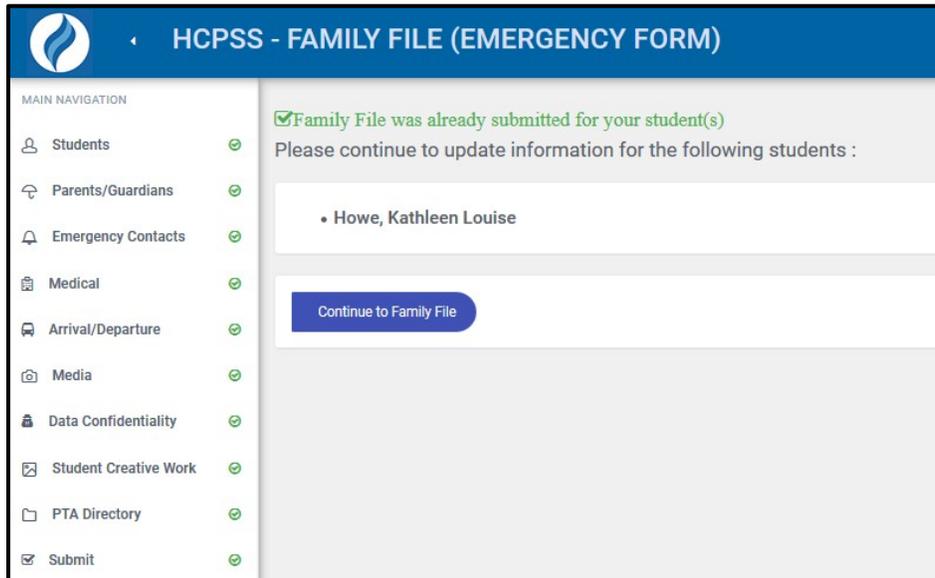
海华郡公立学校系统 (Howard County Public School System, 简称 HCPSS) 为家长 / 监护人提供 “家庭档案” (Family File) 以提交紧急联络信息。每学年家长 / 监护人都必须填写一次家庭档案。

 **注意:** 您必须有有效的 HCPSS Connect 使用者名称 (username) 和密码 (password) 才能登入使用 “家庭档案”。如果您忘记用户名和密码, 或如果您在填写 “家庭档案” 时遇到任何问题, 都请使用 HCPSS Connect 网页 (<http://www.hcpss.org/connect>) 的 “协助” (Help) 功能提交您的问题。

“家庭档案” 分门别类为不同页面。您必须确认或输入每一页的信息。

- **学生 (Students):** 您孩子的住址和联络讯息。
- **家长 / 监护人 (Parents/Guardians):** 孩子的父母或监护人讯息。
- **紧急联络人 (Emergency Contacts):** 若孩子有紧急状况时, 您核准的联络人。
- **医疗信息 (Medical):** 您孩子的健康信息,
- **上 / 下学 (Arrival/Departure)** – 关于您孩子上下学的交通方式的指示。
- **媒体许可 (Media):** 准许学校使用您孩子的照片在印刷品、电视、广播、在线或社交媒体上。
- **数据保密 (Data Confidentiality):** 准许分享您孩子的信息给不同的机构。
- **使用学生创作作品 (Student Creative Work)** – 准许在校外使用您孩子的创作作品。
- **家委会通讯簿 (PTA Directory):** 限制 PTA/PTSA 通讯簿所登录之家长 / 监护人或学生数据。

 **注意:** 每一页列出每个孩子, 旁边有扩大 (Expand) 图标。  请点扩大图标以检视和修改每个孩子的信息。



如有必要, 您可以点 “储存” (Save) 去储存已填写的数据, 等改天再填写完成。您输入的数据将会在您移向下一页时储存。左侧浏览栏会记录您的填写进度。已填写完成的页面将有绿色勾号显示。

读取家庭档案

1. 打开您的网络浏览器，如 Firefox, Chrome, Internet Explorer, 或 Safari。

 **注意:**请确认您的浏览器设定允许弹跳对话框 (pop-up windows)。

2. 在浏览器的地址栏输入: www.hcpss.org/connect

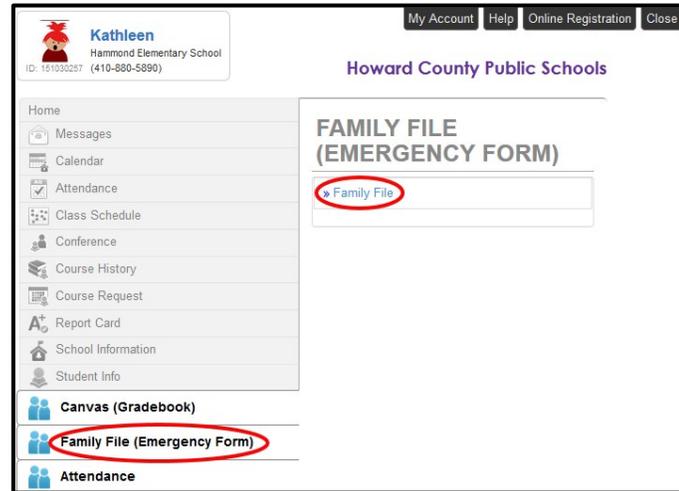
3. 在栏位输入登入 ID (Login ID) 和密码 (Password)。

4. 点登入 (Log in)。

5. 点左侧“家庭档案” (Family File) 的“紧急联络表” (Emergency Form)。

6. 点孩子姓名底下的“家庭档案”连结。

 **注意:**如果您没有账号, 请按照指示在 HCPSS 站的 HCPSS Connect 页面开设账号。

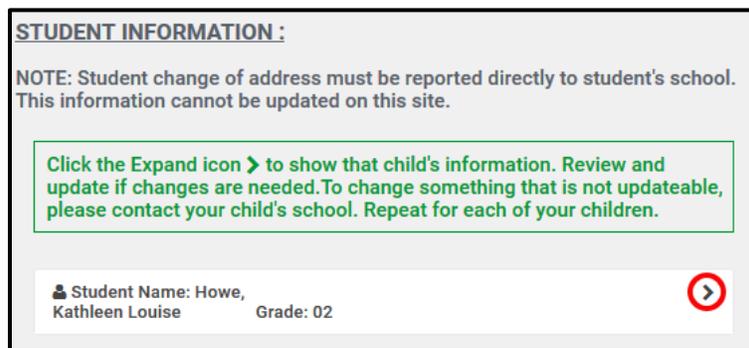


填写家庭档案

学生

当 HCPSS 家庭档案页面显示时, 所有与您账号有关的孩子名字都会列出。如果孩子的地址已经改变, 您必须通知学校办公室。

1. 点继续至家庭档案 开始。显示学生信息页。



2. 点扩张 (Expand) 图标  显示孩子信息。

3. 从网页提供的选单里选择孩子的主要语言 (Primary Language)。

Student Name: Howe, Kathleen Louise		Grade: 02	Card Submitted On: 08/07/2017
* Indicates required			
Last Name: Howe	First Name: Kathleen	Middle Name: Louise	
Student Id: 154430257	School Year: 2017	Grade: 02	
School Name: Hammond Elementary School	Date of Birth: 06/13/2009	Gender: F	
Primary Language:			
English			

4. 如有需要, 请更新孩子的**电话号码**。如果您没有座机电话, 请输入家长 / 监护人的移动电话号码。

- 点切换图标 将一组电话号码标为**主要电话号码 (Primary Phone)**。
- 点新增 (Add) 图标 为孩子增加其他的额外电话号码。
- 点删除 (Delete) 图标 为孩子移除一组电话号码。

5. 点扩张 (Expand) 图标以更新下一个孩子的信息。

6. 点下一页 (Next) 继续到下个页面。

注意: 当您继续到下个页面时, 您所修改的数据都会自动储存。

家长 / 监护人信息

请按需要更新每个孩子的家长 / 监护人信息。

注意: 所有家长 / 监护人都必须登记 母语 和填写联邦影响补助计划 (Federal Impact Aid Program) 信息。

1. 点扩张 (Expand) 图标 显示该家长 / 监护人信息。

2. 点你的使用者名称/主要电邮 (Username/Primary Email) 下的 变更 (Change) 连结 去修改你的登入和主要电邮, 这也是学校将用来联络您的电邮账号。另一个页面会出现。您将被指引创造新的使用者名称 (username)。点提交 (Submit) 储存使用者名称。回到家庭档案页面。

Parent/Guardian Name: Howe, Beth Elaine (You)

* Indicates required

Student Name	Grade	Relationship to Student	Lives with student	Can pick up the student
Howe, Kathleen Louise	02	Guardian	Yes	Yes

Username / Primary Email Address: behowe@yahoo.com (Change)

Email #1: behowe@yahoo.com.test

Phone Numbers

Primary Phone *	Type *	Phone Number *	Extension	Delete
<input type="checkbox"/>	Home	(301) 555-1212		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Mobi	(443) 123-4567		<input type="checkbox"/>
<input type="checkbox"/>	Work	(410) 111-2222	Extension	<input type="checkbox"/>

3. 如果您想要, 可以在 **Email #1** 输入一个替代电邮账号。

4. 如果有需要, 更新**电话号码**。

- 点**切换图标**  将一组电话号码标为**主要电话号码 (Primary Phone)**。
- 点**新增 (Add) 图标**  增加电话号码。
- 点**删除 (Delete) 图标**  为孩子移除一组电话号码。

 **注意:** 如果一位家长没有和学生同住, 该家长可以修改地址。

5. 选择适当的**母语 (Native Language)**。如果家长 / 监护人需要口译员协助, 请勾选格子注明。

Native Language * German

Parent/Guardian needs an interpreter

6. 家长选择适当的**联邦影响补助计划 (Federal Impact Aid Program)** 选项。请点小的信息(i) 图标阅读关于更多本计划的信息。

Federal Impact Aid Program 

Parent / Guardian does not work on a federally owned property in Maryland, is not an active duty member of the uniformed services of the United States, and is not an accredited foreign government official and military officer

Parent / Guardian works on a federally owned property in Maryland

Employer Name * US Government

Select the name and location of the federal property from the drop down list, or check the Other checkbox and fill in the information. One of the two is required.

Name and location of federal property * Fort Meade

Other, not in list above

Parent / Guardian is on active duty in the United States uniformed services

Parent / Guardian is both an accredited foreign government official and a foreign military officer

7. 有需要, 请点扩张图标, 以更新下一位家长 / 监护人的纪录。

8. 请点 **下一页 (Next)** 继续到下一页面。

紧急联络人 (Emergency Contacts)

每个学生可能会有不同的紧急联络人。扩张每个学生的页面检查所列紧急联络人，并按必要修改联络人的信息。

⇨ 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  on the contact row and update the contact details and then click **Save** button.
 ⇨ To permanently delete an existing emergency contact, click  on the contact row.
 ⇨ Remember to save by clicking **Save** after making changes and before going to the next page.

Click the Expand icon  to show that child's information. Review and update if changes are needed. To change something that is not updateable, please contact your child's school. Repeat for each of your children.

 Student Name: Howe, Kathleen Louise Grade: 02 

您可以修改现有联络人、新增联络人，或移除联络人。

 Student Name: Howe, Kathleen Louise Grade: 02 

Name	Relation	Call Order	Pick up Student without Consent	Home Phone	Work Phone	Mobile Phone	Edit
 Beth Howe	Guardian	1	Yes	301-555-1212	410-111-2222	443-123-4567	
 Robert Howe	Guardian	4	Yes	301-555-1212		443-514-5016	
Mary Tyler	Aunt	6	Yes			443-221-3777	 
Tom Snyder	Friend		Yes			301-325-1868	 
Mary Jones	Neighbor		Yes			410-428-6419	 

Add

1. 新增紧急联络人请点 **增加 (Add)** ，输入联络人详细数据，再按**储存 (Save)**。

 **注意:** 第一个孩子新增一联络人时，您可以选择将资料复制到所有孩子的档案中。

2. 更新现有紧急联络人信息时，请点**修改 (Edit)** ，修改联络人详细数据，再按**储存 (Save)**。

 **注意:** 您可以指定在学校有紧急事件时，联络紧急联络人的**联络顺序 (Call Order)**。例如，您可能想要住在离学校最近的亲戚作为第一个被通知的人。点每个联络人名字旁的 **修改 (Edit)** 图标调整**联络顺序**。

3. 请按删除 (Delete)  图标，永久删除一个现有的紧急联络人。

4. 请点扩张 (Expand) 图标更新其他孩子的紧急联络人信息。

5. 请点 **下一页 (Next)** 继续到下一页面。

医疗信息 (Medical Information)

请输入每个孩子的医疗信息。所有孩子都会列在此。

MEDICAL INFORMATION :

NOTE: Major emergencies will be taken to the nearest hospital.

Click the Expand icon > to show that child's information. Review and update if changes are needed. To change something that is not updateable, please contact your child's school. Repeat for each of your children.

Student Name: Howe, Kathleen Louise Grade: 02 v

* Indicates required

Child's Medical Physician/Provider * Phone Number

Patient First (443) 718-4067

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

1. 请点扩张 (Expand) 图标  为每个孩子检视以下:
 - 孩子的医生 / 服务提供医疗人员 - 必填。
 - 医生电话号码
 - 现有健康状况
 - 是否有医疗保险? 必填。
2. 如有需要请更新信息。
3. 请按需要点击扩张 (Expand) 图标为其他孩子更新信息。
4. 请点 下一页 (Next) 继续到下一页。

上 / 下学信息 (Arrival/Departure Information)

请在此填写孩子上学、下课, 和学校提早关闭时的交通安排信息。

1. 请点 扩张 (Expand) 图标检视和修改每个孩子的上 / 下学信息。
-  **注意:** 目前 HCPSS 交通办公室根据您的住址所安排的指定交通显示在屏幕的上方。
2. 如果您孩子依循的交通方式与 HCPSS 交通办公室指定的不同, 请选择该交通方式作为孩子上学和放学的上 / 下学方式。此外, 请为孩子选择在学校临时提早关闭时的替代交通方式。
3. 请按需要点 扩张 (Expand) 图标为其他孩子填写交通信息。
4. 请拉到页面底部, 在格子打勾, 表明您已与孩子讨论此程序。

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. *

Date :

07/27/2018

5. 请点 下一页 (Next) 继续到下一页。

媒体 / 网络使用许可 (Media Release/Internet Exposure)

您将在这一页表明准许或禁止学校使用您孩子的照片在印刷品、电视、广播、网络 and / 或社交媒体。

 **注意:** 这个选项并不会让您的孩子不出现在纪念册或对外公开的课外活动的照片、影片或录音里, 例如学生表演、体育竞赛或毕业典礼。

1. 如果您不想要孩子被摄影, 请勾选这个格子。

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, Kathleen Louise	02	<input checked="" type="checkbox"/> DO NOT want my child included in photographs, videos, or audio recordings intended for a public audience.

2. 请点 下一页 (Next) 继续到下一页面。

数据保密 (Data Confidentiality)

您可以在这一页限制不让孩子的信息分享给数个组织。

1. 请点 扩张 (Expand) 图标显示每个孩子的保密信息。
2. 勾选你不想分享的数据。

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. 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.		
Click the Expand icon > to show that child's information. Review and update if changes are needed. To change something that is not updateable, please contact your child's school. Repeat for each of your children.		
Student Name: Howe, Kathleen Louise		Grade: 02 
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:		
<input checked="" type="checkbox"/> 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.		
<input checked="" type="checkbox"/> Major field of study	<input checked="" type="checkbox"/> Degrees/awards received	<input checked="" type="checkbox"/> Date and place of birth
<input checked="" type="checkbox"/> Grade level	<input checked="" type="checkbox"/> Participation in officially recognized activities/sports	<input checked="" type="checkbox"/> Most recent educational agency or institution attended
<input checked="" type="checkbox"/> Enrollment Status	<input checked="" type="checkbox"/> Weight and height of members of athletic teams	<input checked="" type="checkbox"/> Dates of attendance

3. 请按需要点 扩张 (Expand) 图标  其他孩子填写交通信息。
4. 请点 下一页 (Next) 继续到下一页面。

使用学生创作作品 (Student Creative Work Release)

您将在本页准许或拒绝学校系统在孩子的学校以外使用您孩子的创作作品。

1. 如果您不想让孩子的作品陈列在学校以外的地方，请在格子里打勾。

STUDENT CREATIVE WORK RELEASE:

Your child may be selected to have his/her Creative Work displayed by HCPSS outside of the student's school, or may be selected to present his/her work as part of a school-sanctioned event or activity.

Creative works may include videos, films, music competitions, photographs, artwork, voice recordings, written work, and any other original work in any medium, including digital.

Examples of HCPSS uses include, but are not limited to, public relations, public information, website publication, social media posts, galleries and showcases, student awards, or events and competitions entered into by the student.

To protect the privacy rights of students and families, HCPSS asks that you, as the legal guardian of the student, check the box below if you DO NOT give the HCPSS permission to display your student's creative work outside the student's school.

Student Name	Grade	
Howe, Kathleen Louise	02	<input checked="" type="checkbox"/> I DO NOT give HCPSS permission to display my child's creative work outside of my child's school.

2. 请点 **下一页 (Next)** 继续到下一页面。

家委会 / 学生家委会学校通讯簿 (PTA/PTSA School Directory)

您将在此页准许或拒绝孩子的信息登录在 PTA / PTSA 通讯簿。

1. 请点 **扩张 (Expand)** 图标显示每个孩子的通讯簿信息。
2. 选择您是否想让通讯簿包括任何一个孩子或家长 / 监护人的信息。

PTA/PTSA SCHOOL DIRECTORY INFORMATION:

NOTE: If a student's name is included, the following student information will be listed in the PTA/PTSA directory: Name, Grade of Student, and Homeroom.

Click the Expand icon > to show that child's information. Review and update if changes are needed. To change something that is not updateable, please contact your child's school. Repeat for each of your children.

👤 Student Name: Howe, Kathleen Louise Grade: 02 ⌵

Do not include any Student or Parent/Guardian information in the PTA/PTSA directory.

Include Family information selected below in the PTA/PTSA directory (selecting this will reveal additional choices).

You must select at least one item from the lists below

Parent/Guardian Name: Howe, Beth Elaine (You)	Parent/Guardian Name: Howe, Robert	Student Name: Howe, Kathleen Louise
<input checked="" type="checkbox"/> Home Phone <input type="checkbox"/> Mobile Phone <input type="checkbox"/> Email Address	<input checked="" type="checkbox"/> Home Phone <input type="checkbox"/> Mobile Phone <input type="checkbox"/> Email Address	<input checked="" type="checkbox"/> Student Name <input type="checkbox"/> Student Home Address

 **注意:** 如果您选择要包含讯息，请选择可包括的特定项目。

3. 请按需要点 **扩张 (Expand)** 图标为其他孩子填写信息。
4. 请点 **下一页 (Next)** 继续到下一页面。页面总览讯息显示您允许哪些信息可与 PTA/PTSA 通讯簿分享。
5. 若您要在数据储存前更改选择，请点 **前一页 (Previous)**。
6. 下一请点 **下一页 (Next)** 继续到页面。网页将要求您检视您的选择。请点 **下一页 (Next)** 继续到提交 (submit) 页。

数码签名与提交 (Sign and Submit)

1. 请在家长 / 监护人栏输入姓名。
2. 点提交 (Submit) 完成家庭档案并提交信息。

Sign and Submit

You have successfully completed the emergency procedure and confidentiality information for the below students.
Please click Submit button below to complete the submission.

Howe, Kathleen Louise

* Indicates required

Parent/Guardian Name: *

Date:

Click the below link to download the printed emergency procedure card:

[Download](#)

Please click 'Submit' to submit Family File information

 **注意:** 如果您在填写“家庭档案”时遇到任何问题, 都请使用 HCPSS Connect 网页 (<http://www.hcpss.org/connect>) 的“协助”(Help) 功能提交您的问题。

下载报告

如果想储存或打印一份家庭档案, 请点下载 (Download) 连结。