

Electronic Emergency Contact/Release Information Sheet

Dear Parent/Guardian:

Please update your child's emergency contact/release information on Dashboard prior to the beginning of the upcoming school year. A review/revision is important at the beginning of every school year as well as anytime a change is necessary. The Emergency Contact/Release Information Sheet will be used in the event that your child is ill, injured or there is an emergency. It is important that the information be as accurate and up to date as possible.

Please note the following tips:

1. You must go in under the parent/guardian's Dashboard account, not the student's
2. Emergency Contact/Release Information is located under the "my account" tab
3. Please include parents/guardians (in priority order) as part of your four contact options if you wish to be contacted.
4. Please utilize the "shared" tab for multiple members in the same family.
5. Students with two parent accounts will need to complete a hard copy "green card"
6. Please contact your child's health office for any issues, concerns or if you will need a hard copy green card.

Thank you
Health Services Department