

DIGITAL EMERGENCY CARD

Dear Parents,

In order to make sure we have the most current information, you **MUST** log into your Parent Portal at <https://matescharter.vcoe.org/parentconnect/> by **September 6, 2019** to provide updated information.

Step 1: Log in to your Parent Portal and Click on Annual Update

ParentConnect

Welcome [Redacted]

Signed In: Monday, August 5, 2019 at 10:13 AM

[Annual Update](#) | [My Account](#) | [Email Notifications](#) | [Help](#) | [About](#) | [Sign Out](#)

Student Name	Grade	School Name	School Year	Birth Date	Advisor	Counselor
[Redacted]	05	MATES Charter School (T)	2019-2020	[Redacted]		
[Redacted]	00	MATES Charter School (T)	2019-2020	[Redacted]		

Close

Step 2: On the Annual Update Review Page, click Edit to update each section. You **MUST** review and/or update each section (Demographics, Authorization for Treatment, Health Conditions, Emergency Contacts, and Siblings).

ParentConnect

Annual Review

- Contact: [Redacted] Review Incomplete [Edit](#)
- Demographics Not Confirmed
- Contact: [Redacted] Review Incomplete [Edit](#)
- Demographics Not Confirmed
- Student: [Redacted] 05 at MATES Charter School 2019-2020 Review Incomplete [Edit](#)
 - Authorization for Treatment Not Confirmed
 - Health Conditions Not Confirmed
 - Emergency Contacts Not Confirmed
 - Siblings Not Confirmed
- Student: [Redacted] 00 at MATES Charter School 2019-2020 Review Incomplete [Edit](#)
 - Authorization for Treatment Not Confirmed
 - Health Conditions Not Confirmed
 - Emergency Contacts Not Confirmed
 - Siblings Not Confirmed

Step 3: Sections in yellow, **MUST** be updated. Other sections may also be updated. Make sure to check the box next to, "As the Parent/Guardian, I have reviewed the data and made changes where appropriate. I understand that I may be required to submit additional documentation to support the changes." Make sure to hit "Submit" after each section.

ParentConnect

Annual Update for Contact [Redacted]

Return | [Submit](#)

Notes: Highlighted fields are required. All changes will be flagged as Pending until approved and accepted by appropriate school personnel.

Demographics

Contact Information

At Re-Enrollment time in our school organization, we electronically have you verify your student(s) data in our student information system. This data is important for electronic notifications including the ability to send out text messages. Once you have updated the information, you will Submit the data or click the Reset to start over.

Name: [Redacted] [Redacted] [Redacted] [Redacted] [Redacted]
Title First Name Middle Name Last Name Suffix

Email Address: [Redacted]

Employer: [Redacted]

Occupation: [Redacted]

Education Level: [Redacted]

Primary Language: [Redacted]

Telephone Numbers:

Seq Number	Extension	Type	Unlisted Text Msg
1	[Redacted]	Cellular Phc	<input type="checkbox"/>

Add Phone

Best Phone Number: [Redacted] Cellular Phone

Alternate Phone Number: [Redacted]

As the Parent/Guardian, I have reviewed the data and made changes where appropriate. I understand that I may be required to submit additional documentation to support the changes.

ParentConnection
Return Reset Submit
Annual Update for Student [REDACTED] Note: Highlighted fields are required. All changes will be flagged as Pending until approved and accepted by appropriate school personnel.

Authorization for Treatment

Important: In the event of an emergency requiring medical attention and the undersigned cannot be contacted, then the undersigned authorizes MATES to do the following:

Physician:
Physician Phone:
Contact any licensed physician or hospital if my choice is not available:

The undersigned authorizes the hospital to provide appropriate treatment. I understand that every effort shall be made by the hospital to contact the parent or guardian prior to any treatment, but treatment shall not be withheld if the parent or guardian cannot be reached.
I understand that MATES does not assume any financial responsibility for medical care or ambulance transportation.

ParentConnection
Return Reset Submit
Annual Update for Student [REDACTED] Note: Highlighted fields are required. All changes will be flagged as Pending until approved and accepted by appropriate school personnel.

Health Conditions

Please provide any Medical Conditions your child has if you feel it is important for school personnel to know. You may add health alerts and/or provide additional information, which you feel is important for the school to know, in the event your child has an emergency. As we feel it is extremely important for staff to understand when strict medical responses are required, the school will follow-up with parents after registration is complete to gather further detail on the information provided. To add a medical condition:

- Click the Add button below
- Select the condition (Drop Down Menu)
- Enter notes if applicable
- Repeat as needed
- Select "Other" if a condition is not available
- If using "Other", please provide brief details in the notes field

Health Conditions:

As the Parent/Guardian, I have reviewed the data and made changes where appropriate. I understand that I may be required to submit additional documentation to support the changes.

ParentConnection
Return Reset Submit
Annual Update for Student [REDACTED] Note: Highlighted fields are required. All changes will be flagged as Pending until approved and accepted by appropriate school personnel.

Family Emergency Authorization

Important: In the event that the undersigned cannot be reached, an authorized school employee may call ONLY the following adult friends or relatives who may take responsibility for my child's care. I also authorize the school to release my child to any of the following in the event of a major earthquake or disaster. Please list only local people, if possible. Make sure that the people you choose know that they are on this list and remind them periodically throughout the school year.
I.D. must be shown in order to release a child to an adult.

#	*First Name	*Last Name	Phone Number	Extension	Type	Txt Msg	Relationship
1	[REDACTED]	[REDACTED]	1 [REDACTED]		Cellular Phc	<input type="checkbox"/>	Emergency contact
2						<input type="checkbox"/>	
3						<input type="checkbox"/>	
Note: <input type="text"/>							
2	[REDACTED]	[REDACTED]	1 [REDACTED]		Cellular Phc	<input type="checkbox"/>	Emergency contact
2						<input type="checkbox"/>	
3						<input type="checkbox"/>	
Note: <input type="text"/>							

ParentConnection
Return Reset Submit
Annual Update for Student [REDACTED] Note: Highlighted fields are required. All changes will be flagged as Pending until approved and accepted by appropriate school personnel.

Student Siblings

At Annual Update time in our school organization, we electronically have you verify your student(s) siblings in our student information system. This data helps us identify students for future years. To add a sibling:

- Click the Add button below
- Enter the siblings name and birth date.
- Enter the current school the sibling is attending.
- Repeat to add additional siblings.

Name:
Siblings:

As the Parent/Guardian, I have reviewed the data and made changes where appropriate.

When all updates have been submitted, the Annual Update Review page will state "Changes Pending." Please be aware that this cannot be done on a mobile device; it must be completed on a computer. We appreciate your assistance and support in keeping our emergency information current. Please call the MATES office at (805) 495-7037 with questions. Thank you.