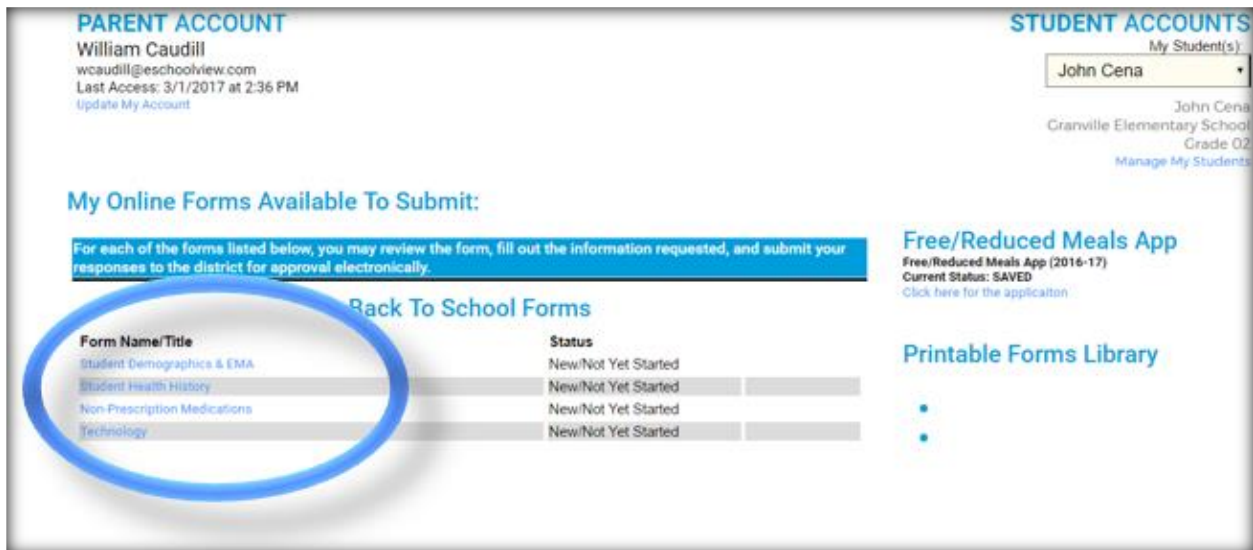


# Back to School Forms.

To fill out back to school forms log back in to your parent portal. Once logged in you will be presented with the Enrolled Student Dashboard.



On the right make sure you have the desired student account. Once the desired account is selected, click on "Submit & View Online Forms."



All of the required forms will appear in the location pictured above. Next Click on a form. Do note that you can still change which student's forms you are filling out, by selecting the top right box, under "Student Accounts."

**Part Eight: Electronic Signature & Authorization**

I agree to complete and submit through electronic means the Emergency Medical Authorization and such other forms, documents and questionnaires as the school district may require."

Digital Signature of Parent/Guardian  Date

Pursuant to R.C. 1306.01 to 1306.23 of the Ohio Revised Code, the parties have agreed to receipt and transmission of an Emergency Medical Authorization Form in an electronic format. Under Ohio law, an electronic record and signature satisfies applicable legal requirements and may not be denied full and unconditional legal effect or enforceability solely because it is in electronic form."

Once you complete the form, you can "Save & Submit to District." If you have to get up and leave before you finish you can "Save." If you are just reviewing the form you can simply go back when you are done. All forms will vary, but these three options will remain consistent.

If you have not filled out the form completely, when you attempt to submit the required fields will prevent submission and point out required fields. The fields will be indicated by red text and highlighted.

Your form is not ready to submit. Some things need to be looked at first. Please review the list below and fix:

- Part One: You must indicate if there are problems with the student demographic data.
- Part Two: Please check at least one option for the 'Student Lives With' question.
- Part Two: Please check at least one option next to the 'Parent Relationship Status' question.
- Part Three: Please make a legal custody order question answer selection.
- Part Five: Please make a selection for the medical/health issues question.
- Part Six: A Selection For Consent or Denying of Emergency Treatment is required.
- Part Eight: A parent electronic signature is required to submit this form at the bottom. Please type your name.

**Part Five: Medical Information**

Does your child have medical/health issues?

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**Part Six: Consent or Refusal For Emergency Medical Treatment**

\* Please Select:

After completing the highlighted fields save & submit the form for District approval.