❗ *=Warning*   🕐 *=Timesaver*   ✉ *=Note*

About the Family File

The Howard County Public School System (HCPSS) utilizes the Family File for parents/guardians to submit emergency information. Parents/guardians must complete a Family File each school year.

✉ **NOTE**: You must have a valid HCPSS Connect username and password to access the Family File. If you have forgotten your username and password or if you experience any issues completing the Family File, please submit your issue using the Help feature on the HCPSS Connect page at: http://www.hcpss.org/connect.

The Family File is organized into separate pages. You must verify or enter information on each page.

- **Students**: Your children's address and contact information.
- **Parents/Guardians**: Information for the child's parents or guardians.
- **Emergency Contacts**: Your child's authorized contacts in case of an emergency.
- **Medical**: Your child's health information.
- **Arrival/Departure** – Instructions for your child's method of transportation for arrival and departure.
- **Media**: Permission to use your child's photo in print, TV, radio, online, or via social media.
- **Data Confidentiality**: Permission to release your child's information to various organizations.
- **Student Creative Work** – Permission to use your child's creative work outside of the school.
- **PTA Directory**: Restrict parent/guardian or student data included in the PTA/PTSA Directory.

✉ **NOTE**: On each page, children will be listed with an **Expand** icon ▷ for each. Click on the Expand icon to review and edit the information for each child.
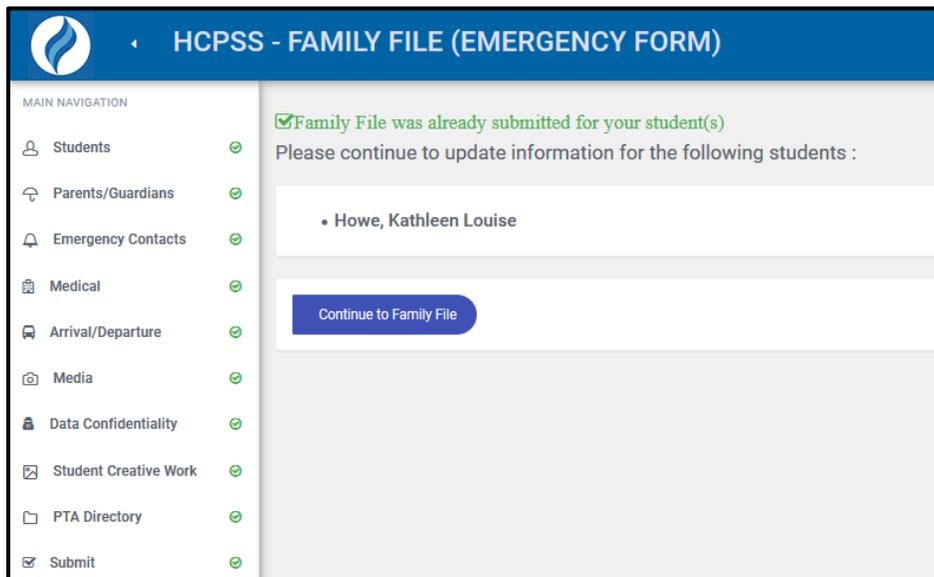
You will be able to save your work and finish at another time if necessary by clicking the **Save** button. The data you enter will be saved as you move to the next page. Your progress will be tracked in the left navigation panel. A green checkmark will display for pages that are complete.

Access the Family File

1. Launch your Internet browser, e.g., Firefox, Chrome, Internet Explorer, or Safari.

✉ **NOTE**: Ensure that your browser is set to allow for pop-up windows.

2. In your browser's Address Bar, type www.hcpss.org/connect.

3. Enter your HCPSS Connect **Login ID** and **Password** in the fields provided.

4. Click **Log in**.

5. Click the **Family File (Emergency Form)** tab on the left panel.

6. Click the **Family File** link under the child's name.

✉ **NOTE**: If you don't have an account, follow the instructions for creating a new account on the HCPSS Connect page of the HCPSS website.
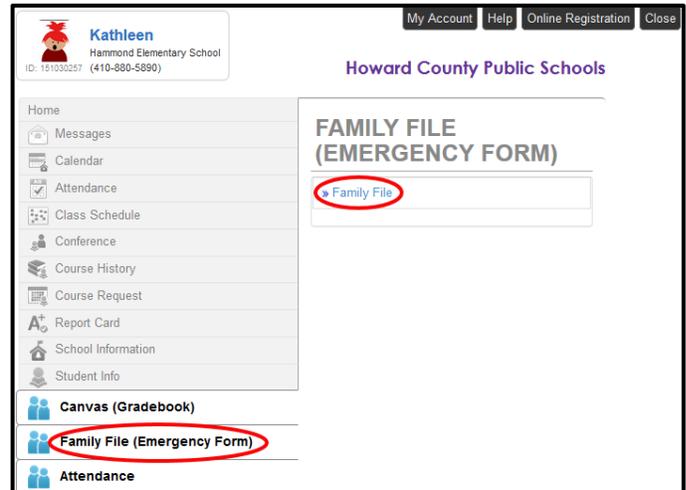
Complete the Family File

Student

When the HCPSS – Family File page displays, all children associated with your account are listed. If the child's address has changed, you must notify the school's front office.

1. Click the **Continue to Family File** button to begin. The Student Information page displays.

2. Click the **Expand** icon ▷ to show that child's information.

3. Select the child's **Primary Language** from the list provided.

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4. Update the child's **Phone Numbers** as necessary. If you do not have a land line, enter the cell phone number of the parent/guardian.

- Click the toggle icon to mark one phone number as the **Primary Phone**.
- Click the **Add** icon to add an additional phone number for the child.
- Click the **Delete** icon to remove a phone number for the child.

5. Click the **Expand** icon to update the next child.

6. Click **Next** to continue to the next page.

✉ **NOTE**: When you advance to the next page, your edits are saved automatically.

Parent/Guardian Information

Update the information for each of the child's parents/guardians as necessary.

✉ **NOTE**: All parents/guardians are required to record a **Native Language** and complete the **Federal Impact Aid Program** information.

1. Click the **Expand** icon to show that parent/guardian's information.

2. Click the **Change** link under your **Username/Primary Email Address** to change your login and the primary email the school will use to contact you. A separate page displays. You will be prompted to create a new username. Click **Submit** to save the username. Return to the Family File.

3. Enter an alternate email in the **Email #1** field if desired.

4. Update the **Phone Numbers** if necessary.

   - Click the **Toggle** icon to mark one number as the **Primary Phone** number.
   - Click the **Add** icon to add a phone number.
   - Click the **Delete** icon to remove a phone number.

 NOTE: If the parent does not live with the student, that parent can edit the address.

5. Select the appropriate **Native Language**. Select the check box to indicate if the Parent/Guardian needs an interpreter.

6. Select the appropriate **Federal Impact Aid Program** option for this parent. Click on the small information icon to read more about the information being captured here.

7. Click the **Expand** icon to update the next parent/guardian record if necessary.

8. Click **Next** to continue to the next page.

Emergency Contacts

Each student may have different emergency contacts. Expand each student to view the contacts listed and to edit the contact's information as necessary.

You can edit existing contacts, add new contacts, or remove contacts.

1. To add a new emergency contact, click the **Add** button [Add], enter the contact details, and click the **Save** button.

   ✉ **NOTE**: When you add a contact for the first child, you have the option to copy to all children.

2. To update an existing emergency contact, click the **Edit** button [✎], edit the contact details, and click the **Save** button.

   ✉ **NOTE**: You can identify a **Call Order** for your emergency contacts in case of an emergency. For example, you might want a relative who is close to the school be the first person called. Click the **Edit** icon for each contact to establish that **Call Order**.

3. To permanently delete an existing emergency contact, click the **Delete** icon [🗑].

4. Click the **Expand** icon to update the emergency contacts for any additional children.

5. Click **Next** to continue to the next page.

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Medical Information

Enter the medical information for each child. All children will be listed.

1. Click the **Expand** icon ▶ for each child to view the following:

   - **Child's Medical Physician/Provider** – This is a required field.
   - **Physician's Phone Number**
   - **Pertinent Health Problems**
   - **Health Insurance?** This is a required field.

2. Update the information as necessary.

3. Click the **Expand** icon for any additional children and complete the information as necessary.

4. Click **Next** to advance to the next page.

Arrival/Departure Information

Here you will record your child's arrival, departure, and early closing transportation information.

1. Click the **Expand** icon to review and edit the arrival/departure information for each child.

   ✉ **NOTE**: The current assignment captured by the HCPSS Transportation Office based on your address displays at the top of the screen.

2. If your child follows different transportation methods than those defined by the HCPSS Transportation Office, select that transportation method for arrival and departure. Also, select the alternate method for an unscheduled early closing.

3. Click the **Expand** icon for additional children and complete the information as necessary.

4. Scroll to the bottom of the page and select the check box indicating that you have discussed this procedure with your children.

5. Click **Next** to advance to the next page.

Media Release/Internet Exposure

On this page you will grant or deny permission to use your child's photo in print, TV, radio, online and/or via social media.

✉ **NOTE**: Choosing this option will not prevent your child's inclusion in yearbooks or memory books, or in photos, videos, or audio recordings that are taken during extracurricular events open to the public, such as student performances, athletic competitions, or graduation ceremonies.

1. Select this check box if you <u>do not</u> want your child photographed.

2. Click **Next** to advance to the next page.

Data Confidentiality

On this tab you can restrict the release of your child's information to various organizations.

1. Click the **Expand** icon to show the confidentiality fields for each child.
2. Select the check boxes for data that you do not want released.

3. Click the **Expand** icon ⟩ for additional children and complete the information as necessary.
4. Click **Next** to advance to the next page.

Student Creative Work Release

On this page you will grant or deny permission to use your child's creative work outside of the student's school.

1. Select this check box if you <u>do not</u> want your child's work to be displayed outside of the school.

2. Click **Next** to advance to the next page.

PTA/PTSA School Directory

On this tab you can restrict the release of your child's information in the PTA/PTSA Directory.

1. Click the **Expand** icon to show the directory fields for each child.

2. Select whether or not you want to include any student or parent/guardian information.

✉ **NOTE**: If you select to include information, select the specific fields to include.

3. Click the **Expand** icon for any additional children and complete the information as necessary.

4. Click **Next** to advance to the next page. A summary displays showing what information was designated to share with the PTA/PTSA Directory.

5. To change these selections prior to saving, click the **Previous** button.

6. Click **Next** to advance to the next page. You will be asked to review your selections. Click Next again to advance to submit.

Sign and Submit

1. Enter your name in the **Parent/Guardian Name** field.

2. Click **Submit** to complete the Family File and submit the information.

📧 **NOTE**: If you experience any issues completing the Family File information, please submit your issue using the Help feature on the HCPSS Connect page at: http://www.hcpss.org/connect.

Dowload Report

Click the **Download** link if you want to save or print a copy of the Family File.