

 =Warning  =Timesaver  =Note

About the Family File

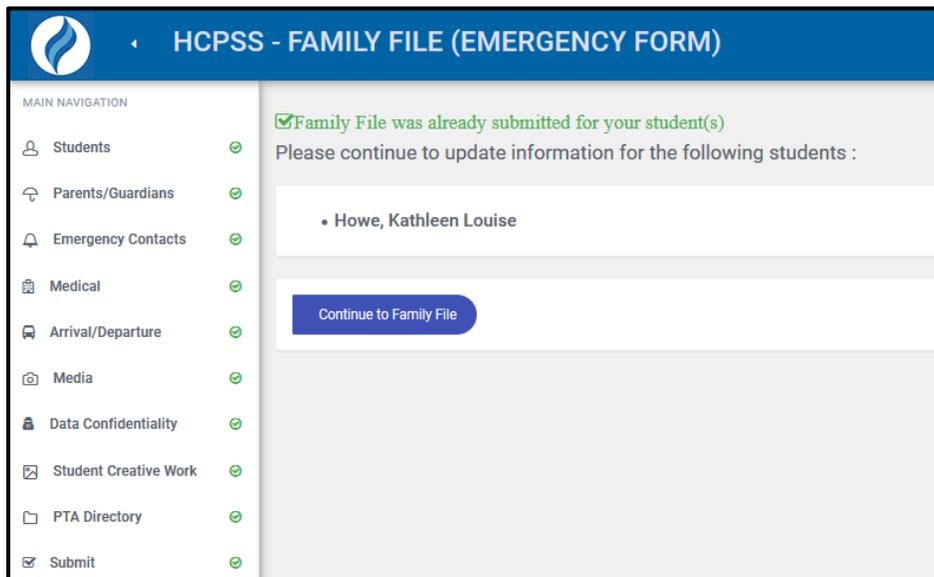
The Howard County Public School System (HCPSS) utilizes the Family File for parents/guardians to submit emergency information. Parents/guardians must complete a Family File each school year.

 **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.

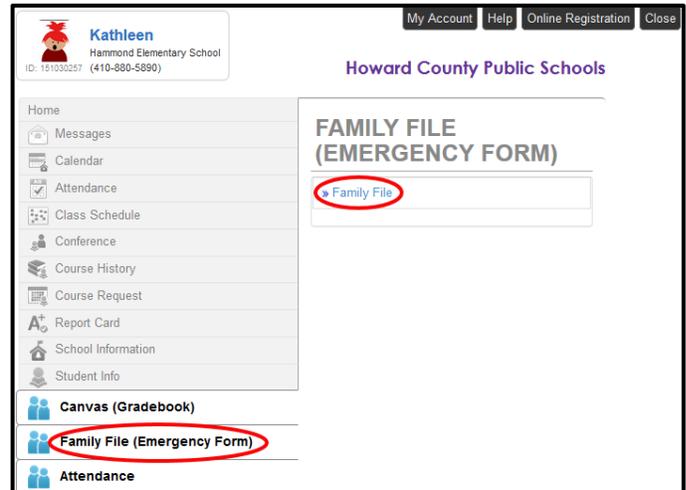
3. Enter your HCPSS Connect **Login ID** and **Password** in the fields provided.

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.

STUDENT INFORMATION :

NOTE: Student change of address must be reported directly to student's school. This information cannot be updated on this site.

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 

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

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

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 

- 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.

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

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

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"/>	Hom	(301) 555-1212		
<input checked="" type="checkbox"/>	Mobi	(443) 123-4567		
<input type="checkbox"/>	Work	(410) 111-2222	Extension	

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.

Native Language * German

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.

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. 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.

 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 

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

 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

- To add a new emergency contact, click the **Add** button , 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.
- 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**.
- To permanently delete an existing emergency contact, click the **Delete** icon .
- Click the **Expand** icon to update the emergency contacts for any additional children.
- Click **Next** to continue to the next page.

Medical Information

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

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. 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.

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. 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 do not want your child photographed.

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. 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.

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 type="checkbox"/>	<input type="checkbox"/>
<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. 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 do not want your child’s work to be displayed outside of the school.

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"/> DO NOT give HCPSS permission to display my child’s creative work outside of my child’s 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.

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

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: *

Beth Howe

Date:

07 / 27 / 2018

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

[Download]

Previous Submit

Please click 'Submit' to submit Family File 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>.

Download Report

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