


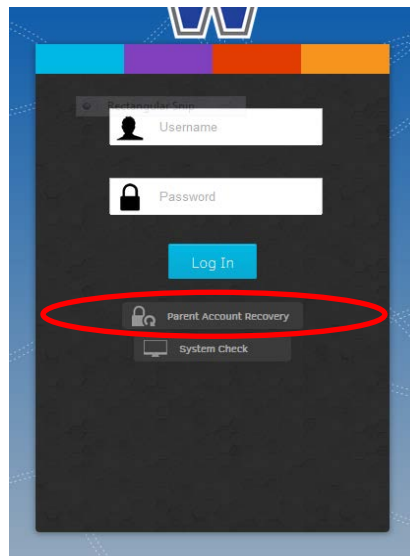
2017-2018 INSTRUCTIONS ON HOW TO UPDATE YOUR STUDENT(S) EMERGENCY DATA

Update Emergency Data Review

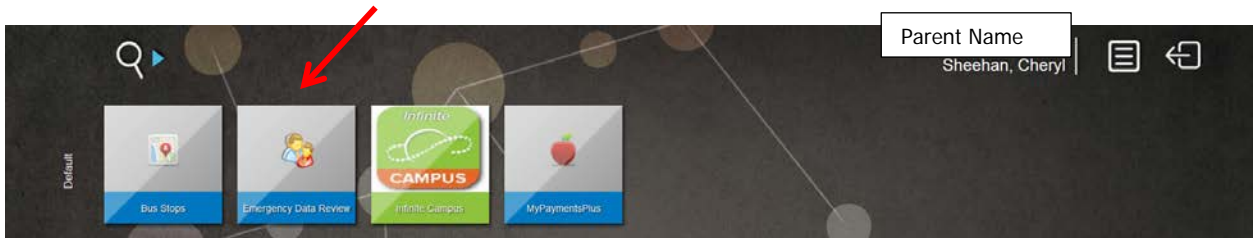
- Updates after 06/07/17 are valid for the coming year.
- New students registering before 06/07/16 will need to be reviewed before school starts. Parents new to the district will have passwords mailed to their home the first week of August.

Steps

- Go to District website: www.worthington.k12.oh.us
- Click on the Login icon in the upper right. 
- Enter Parent User Name and Password. If you do not know your parent information, click on the Parent Account Recovery Link at the bottom of the image and enter the email where you receive Worthington Schools messages. If your email is not found, you may email support@wscloud.org and provide your name, your student(s) name(s) and the school(s) they attend. You may also contact the Renée in the school office, 614-450-5500, for User Name and Password.



- Once logged in, click on the Emergency Data Review Icon



- You must **start at the top** by clicking on the hyperlinks and review data through several screens.

Annual Emergency Data Review

 A screenshot of the 'Annual Emergency Data Review' screen. A red arrow points to the top left corner. The screen contains a table with two columns: 'Click each link below to View/Verify/Change data.' and 'Completed Date'.

Click each link below to View/Verify/Change data.	Completed Date
Parent/Guardian and Primary Household	06/09/2016
Emergency Contacts	06/09/2016
[Redacted] Student Name(s) Household children)	
* You may ignore any children not attending school in the coming year.	
Liam M	06/09/2016
Add a new Student to your Household	

- Any Completed Date past 06/07/17 is compliant for the 17-18 School year.