

# Instructions for Emergency Data Review

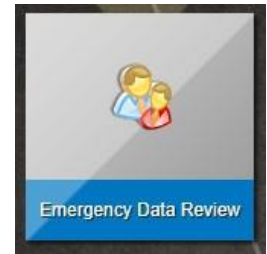
Go to [worthington.k12.oh.us](http://worthington.k12.oh.us) and scroll down to the middle of the page. Click the Portal Login button under “Find It Fast”.



Input parent username and password. If you need your parent login information, email Tech Services at [support@wscloud.org](mailto:support@wscloud.org) and provide your full name, student name, and student school(s).

You should see your name in the top right corner of the Parent Portal landing page. You can access several important sites like Infinite Campus and MyPaymentsPlus here. There are three tabs on the bottom (Home, Libraries, My Account) that each contain useful links.

To change your parent contact information, click on the Emergency Data Review tile on the Home page.



This will take you to the Annual Emergency Data Review main page.

## Annual Emergency Data Review

Start by clicking on the first line to input or change household contact information

Click each link below to View/Verify/Change data.		Completed Date
<a href="#">Parent/Guardian and Primary Household</a>		04/13/2021
<a href="#">Emergency Contacts</a>		08/13/2020
Students (and other household children)		
* You may ignore any children not attending school in the coming year.		
Student Name		08/13/2020
Student Name		08/13/2020
Student Name		08/13/2020
To add a new student to your household, go to <a href="http://www.worthington.k12.oh.us">www.worthington.k12.oh.us</a> ; Welcome Center; Start Enrollment		

Fill out contact information for your household and check the boxes to indicate communication preferences. **If no boxes are checked, you will not be included on phone or email lists to receive important school communications.**

Email 1:   
 Emg:  Att:  Beh:  Gen:  Tch:

Email 2:   
 Emg:  Att:  Beh:  Gen:  Tch:

Cell Phone:     
 Voice: Emg:  Att:  Beh:  Gen:   
 Text: Emg:  Att:  Beh:  Gen:

Then click  
Save and Continue

### Annual Emergency Contact Form

Parents/Guardians from Previous page

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**Emergency Contacts** Remove

The people below are the Emergency Contacts associated with all the children in your household. On the student screens you will be able to choose which ones are assigned to each student.

1.

Cell Phone

Work Phone    Ext

Home Phone

2.

Cell Phone

Work Phone    Ext

Home Phone

3.

Cell Phone

Work Phone    Ext

Home Phone

**Add an Emergency Contact, if desired** (Screen will re-display if contact is added.)

First/Last Name

Cell Phone

Work Phone    Ext

Home Phone

Save and Continue Reset

The next page to complete is the Emergency Contacts Form, where you will direct the school who to call if you cannot be reached in an emergency.



Finally, you can click on each child's name individually from the Annual Emergency Data Review main page to:

- Provide information about childcare, medical and health needs
- Give or refuse consent for school field trips, technology use, and release of directory information
- View the Student Handbook and Technology Use Agreement
- Specify individual emergency contacts
- Set guardian contact priority
- Share student contact details

**Thank you for taking the time to provide this important information!**