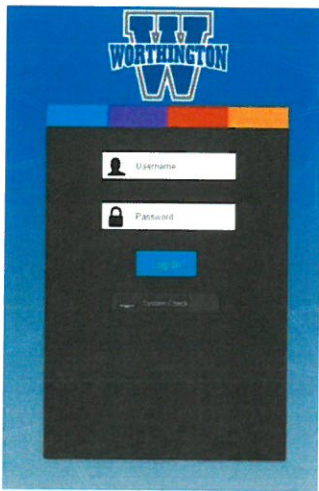
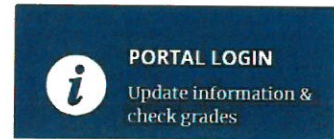


# Instructions for Completing the Emergency Data Review

Updated - 6/10/2022

Go to [worthington.k12.oh.us](http://worthington.k12.oh.us) and scroll down to the Portal Login tile under "Find it Fast". Click on Portal Login.



Input parent username and password to access the Parent Portal. If you need your parent login information, click [Password Recovery Link](#) under Quick Links on the district homepage.

Several important sites are accessible from within the Parent Portal. There are three tabs on the bottom (Home, Libraries, My Account) that each contain useful links.

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>		Required
<a href="#">Emergency Contacts</a>		Required
Students (and other household children)		
* You may ignore any children not attending school in the coming year.		
<input type="text" value="Student Name"/>		Locked
<input type="text" value="Student Name"/>		Locked
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

**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

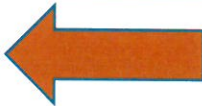
2.   
 Cell Phone     
 Work Phone    Ext   
 Home Phone

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.



The last step is to 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!