

Student Emergency & Information Form

Step 1: If you have a Parent Portal account, login. The new campus parent portal is going to look different. Click on the 3 dashes to expand for the menu. Choose More, then click on Student Emergency Form:

The screenshot shows the Infinite Campus Parent Portal interface. At the top left, the Infinite Campus logo is visible. Below it, the 'Message Center' is displayed with an 'Announcements (2 new)' tab and an 'Inbox' tab. A 'District Announcement' is shown with the date '07/08/2019' and a 'NEW' badge. The announcement text reads: 'CB Parents: To view prior year report cards, PEN & Special Services P...'. A green navigation bar is overlaid on the page, containing a hamburger menu icon (circled in red) and a 'Parent' dropdown menu. The dropdown menu is open, showing a list of options: 'Message Center', 'Today', 'Weekly Overview', 'Assignments', 'Grades', 'Grade Book Updates', 'Attendance', 'Schedule', 'Responsive Schedule', 'Academic Plan', 'Reports', 'Discussions', and 'More' (circled in red with a red arrow pointing to it). To the right of the dropdown menu, a 'More' section is visible, containing a list of options: 'Address Information', 'Course Registration', 'Demographics', 'Family Information', 'Health', 'Important Dates', 'Lockers', 'Meal Benefits', 'Transportation', 'Campus Backpack', and 'Student Emergency Form' (circled in red).

Step 2: Choose **Click here to update an Existing CB Student Emergency Form.**



Suzy Smith

Online Registration

Please select from the following:

Register student(s) who are currently enrolled in this district.

[Click here to update an Existing CB Student Emergency Form.](#)

Step 3: Choose **"Click Here to Update an Existing CB Student Emergency Form"**.

Suzy Smith

Online Registration

Welcome to the Central Bucks Student Emergency Information Form. You will be asked to confirm and/or update Demographic Information, Emergency Contacts, Health Information, and Media Release Preferences. This form can only be completed by parents and/or guardians where the child is in the same primary address. Please press Existing CB Student Registration to continue. Please note, that only one Student Emergency Information Form can be submitted. If changes need to be made after it is submitted, please contact Central Registration at CENTRAL_REGISTRATION@CBSD.ORG.

[Click here to go to New Student Registration](#)

Student Name	Grade	Included in new App?	Reason if not included
Nova Smith	12	yes	Included

Registration Year

[Click here to update an Existing CB Student Emergency Form.](#)

Step 4: Select Your Language. **Click Begin.** In the next screen, Type in your first and last name as indicated.

Infinite Campus Online Registration

[English | Español](#)

Please pick your preferred language.

Por favor, elija su idioma preferred.

Infinite Campus Online Registration

[English | Español](#)

Welcome to OLR

[Begin](#)

Infinite Campus Online Registration

[English | Spanish](#)

Welcome **Parent!** Please type in your first and last name in the box below.

By typing your name into the box above you attest that you are the person authenticated into this application or an authorized user of this account, and the data you are entering/verifying is accurate and true to the best of your knowledge.

[Submit](#)

Step 5: Household Tab

The Student (s) Primary Household tab is the first section you will need to complete. Enter your Home Phone. Enter the phone number you prefer to be contacted at by the school (this can be a cell number). Click **NEXT** to verify Home Address and Mailing Address.

Infinite Campus Online Registration

Application Number 33071

* Indicates a required field

▼ Student(S) Primary Household | Parent/Guardian | Emergency Contacts (Not a Parent) | Sibling(s) (Not a CB Student) | CB Student

Completed

▼ Home Phone

Home Phone
(267) 999 - 2323 *

Next > **Click Next**

Home Address

Separate Mailing Address

Save/Continue



After you confirm/edit information, use the **NEXT** button until you only have the option for Previous or Save/Continue. DO NOT click Save/Continue if you have a NEXT button available.

Step 6: Parent/Guardian

The next section to complete is the **Parent/Guardian tab**. The first screen under the Parent/Guardian tab is **Demographics**; you will need to verify/enter the First Name, Last Name, and Gender of the parent completing the registration.

Click on **Next** to go to the second screen under this tab called **Contact Information**, which asks for phone numbers. An email address is also required at this screen. At this screen click **Save/Continue**.

Infinite Campus Online Registration

* Indicates a required field

✓ Student(S) Primary Household
▼ Parent/Guardian
Emergency Contacts (Not a Parent)
Sibling(s) (Not a CB Student)
CB Student

Completed

Parent Name: Suzy Smith

Demographics

Contact Information

Enter the contact information and how you'd prefer to receive the different types of messages we will send you.

Cell Phone (215) 345 -1234
 Work Phone (215) 538 -7654 x
 Email *chri
 OR
 Has no e-mail
 Other Phone () - x
 Secondary Email

Contact Preferences

Emergency High Priority Attendance Behavior General Teacher Teacher Private (By Marking This Private You Opt Out of the Student Directory)

Description of Contact Preferences
Emergency - Marking this checkbox will use this method of contact for emergency messages
High Priority - Marking this checkbox will use this method of contact for messages labeled as High Priority Notification.
Attendance - Marking this checkbox will use this method of contact for attendance messages, such as those sent by the Attendance Dialer Wizard.
Behavior - Marking this checkbox will use this method of contact for behavior messages, such as those sent by the Behavior Messenger Wizard.
General - Marking this checkbox will use this method of contact for general school messages, such as those sent by the school or district.
Teacher - Marking this checkbox will use this method of contact for teacher-sent messages, including messages regarding failing grades and missing assignments.
Private (By Marking This Private You Opt Out of the Student Directory) - Mark if number or email should be listed as private

Once you have completed the Parent/Guardian section, the tab will change to **GREEN** as seen below and you will then move on to **Emergency Contacts**.

* Indicates a required field

✓ Student(S) Primary Household
✓ Parent/Guardian
▼ Emergency Contacts (Not a Parent)
Sibling(s) (Not a CB Student)
CB Student

Completed

Step 7: Emergency Contacts

DO NOT enter parent/guardian information here. This section is for an individual you want called if you cannot be reached. In this section you will need the first name, last name, gender, at least one phone number and address of the emergency contact. It is required that you have at least **2** emergency contacts. Once you have completed the Emergency Contact section, the tab will change to **GREEN**.

* Indicates a required field

✓ Student(S) Primary Household
✓ Parent/Guardian
▼ Emergency Contacts (Not a Parent)
Sibling(s) (Not a CB Student)
CB Student

Completed

Emergency Contacts (Not a Parent)

First Name	Last Name	Gender	Completed	Record Type	Remove Existing Contact
Sponge	Bob	M	✓	New	<input type="button" value="Edit"/>
Bugs	Bunny	M	✓	New	<input type="button" value="Edit"/>

Yellow - Indicates that you must review the person's information by clicking on Edit in the yellow highlighted area. Once you have verified or updated the person's information, please be sure to click Save and Continue.
 ✓ Indicates that person is completed
 The maximum number of Emergency Contacts is 2

Step 8: Siblings (Not a CB Student)

This section is for individuals that live in your household that are not the parent/guardian and are not the student. This could be a younger child not of school-age. Click **Edit** to update sibling's information. This is NOT a mandatory screen, so you can click on **Save/Continue** and proceed to the Student tab.

* Indicates a required field



Sibling(s) (Not a CB Student)

First Name	Last Name	Gender	Completed	Record Type
Yellow - Indicates that you must review the person's information by clicking on Edit in the yellow highlighted area. Once you have verified or updated the person's information, please be sure to click Save and Continue.				
✓ Indicates that person is completed				

Add New Sibling

Back Save/Continue

Step 9: Student

The Student section is where the majority of information will be entered. Remember to click on **Next** whenever it is shown to continue through each area under the Student section. **Be sure to carefully read and complete the Health Services information for your student.** Several questions in this section are required for state and/or federal reporting.

Continue verifying information for any other students and until there are no more **Yellow** areas highlighted.

Demographics

Race Ethnicity

Relationships - Parent/Guardians

Relationships - Emergency Contacts

Relationships - Other Household

Release Agreements

Health Services - Physician/Dentist Contact Information

Health Services - Medical Conditions (Completed Each Year)

Health Services - Medications (Completed Each Year)

Health Services - Medical Verification (Completed Each Year)

If your child becomes ill or injured at school, it is the responsibility of the parent to provide transportation home. In case of extreme emergency, when parents cannot be contacted, I give school authorities permission to take whatever action deemed necessary for the health of my child.*

Yes
 No

The school nurses have standing orders from the school district doctor to administer acetaminophen (generic Tylenol), ibuprofen (generic Advil/Motrin), as deemed necessary by a nurse with parent consent. Please sign below if you consent to have your child medicated in school.

My child may receive acetaminophen according to standing orders
 Yes No *

My child may receive ibuprofen according to standing orders
 Yes No *

If No has been selected for either, please provide additional information to the district nurse.

Parent/Guardian Signature

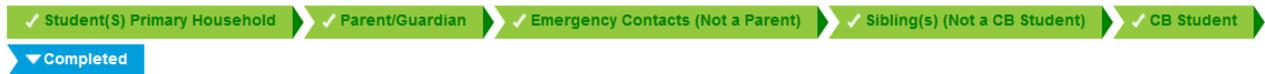
Test

Cancel Save/Continue

Click **Save/Continue**.

The Student tab will be **GREEN** and you will see the screen below. You must click on **Submit** to have a completed registration.

* Indicates a required field



Once you have completed the registration process, and confirmed all information herein is accurate, please click the submit button below. Once the application has been submitted for staff verification and approval, you will not be able to modify this data.

Submit

Back

[Application Summary PDF](#)

Are you sure you that you are ready to submit this registration? You will not be able to enter and/or modify this information after submission.

Confirm Cancel

Thank you for completing Online Registration! For a PDF copy of the submitted data, please click the link below.

[Application Summary PDF](#)

If you have any questions about the information you verified or about changes that need to be made, please email central_registration@cbsd.org.