

Emergency Medical Forms (EMA's)

ANNUAL UPDATE

ONLINE Registration Instructions

The Madison Local School District now has an On-line Registration (OLR) system in Infinite Campus. Parents/Guardian can now complete their Annual Update which includes the Emergency Medical form and **sign electronically**. The Emergency Medical Form will only need to be completed one time and it is good for the entire school year! Emergency Medical Authorization **MUST** be completed for the current school year according to Ohio Revised Code §3313.71.2.

Guidelines to complete the Annual Update and Emergency Medical online:

Step 1: Only the Parent/Guardian can complete the Annual Update

Step 2: You must have a Parent Portal Account. If you need an account, please contact your school office or email janet.maurer@madisonschools.net or leanna.revier@madisonschools.net

Step 3: Log in to your Parent Portal Account

Step 4: On the bottom left, click on the Blue Online Registration link

Step 5: Your student(s) information is pre-populated. Click through the screens and change any information as needed.

Step 6: On the last page you electronically sign, date and hit the Submit button

Step 7: Please note that this cannot be completed on a phone or an iPad. You will need to use a laptop or a desktop. If you are not able to access this, please check your pop-up blockers.

Step 8: The window will be open beginning July 1, 2018

Please remember to check our calendar events and school news on our Madison website at www.madisonschools.net

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Madison Local SD	
Madison High School	

HOW TO ACCESS YOUR ANNUAL UPDATE FORM

You can access the Annual Update/Emergency Medical forms as well as update any phone numbers or information through your Parent Portal account.

Just click on the Online Registration link in blue on the bottom left of your Parent Portal Account.