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Emergency

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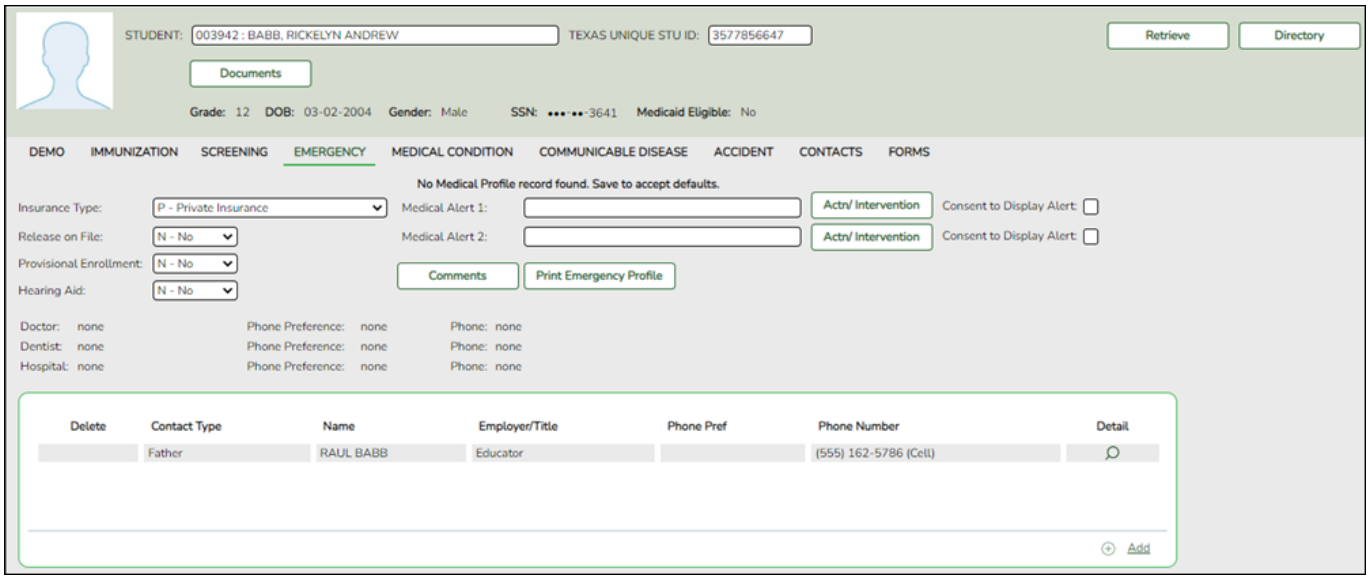
This tab allows you to view and update a student's emergency information, such as emergency medical contacts (e.g., doctor and dentist) and medical alerts. You can also quickly print an emergency profile report for the student in the event of a medical emergency.

Only medical contacts can be updated on this page. Non-medical contacts (e.g., parents/guardians) are displayed on this page but are maintained in Registration.

This tab is not enabled until you retrieve a student.



Update data:

Select a student

❑ To retrieve a student's records, select the student in one of the following ways:

Student	Begin typing the student ID (with leading zeros) or last name. As you begin typing, a drop-down list displays students whose ID or last name *begins with* the numbers or characters you have typed. The drop-down list displays the students' full name and grade level. From the drop-down list you can select the student. The student can also be located by typing the name in one of the following formats: • Last name, comma, first name (smith, john) • Last name initial, comma, first name initial (s,j) • Comma, first name (,j)
Texas Unique Stu ID	Type all or part of the student's Texas Unique Student ID to retrieve students whose ID *begins with* the characters you typed. If the student does not have a Unique ID, click TSDS Unique ID button to connect to the TSDS Unique ID Web Service and obtain an ID. Your LEA must have the appropriate credentials through Texas Education Agency Login (TEAL) before this functionality can be used. Review the Assign a TSDS Unique ID guide for additional information.
Directory	Click to select a student from the Directory.
(photo)	If a photo exists for the student, the student photo is displayed. From Registration > Maintenance > Student Enrollment, you can change the student photo: 1. Hover over the image, and click **Change**. The Change Student Photo window opens. 2. Click **Choose File**. Locate and open the file for the new image. 3. Click **Save**. The window closes, and the new image is displayed. Photos are not displayed in all applications. They are displayed in Attendance (Inquiry), Discipline, Grade Reporting, Graduation Plan, Health, Registration, and Scheduling. They are not displayed in Special Ed or Test Scores.

The student's existing emergency information is displayed.

Insurance Type	Select the student's type of insurance coverage.
Release on File	Indicate if a signed parental release is on file that allows emergency care to be provided to the student.
Provisional Enrollment	Indicate if the student is provisionally enrolled (pending receipt of immunization records).
Hearing Aid	Indicate in which ear the student wears a hearing aid if applicable. Select *No* if the student does not wear a hearing aid.

Medical Alert 1 and 2	Type up to two medical warnings for the student, up to 80 characters. For each medical warning entered, do the following:	
	Actn/Intervention	Click to add optional instructions about what to do if the student is exhibiting symptoms of a medical situation. These may be necessary actions or interventions an employee may need to take on the student's behalf. A pop up window opens. Type or update comments, up to 3270 characters. Click **OK**. If action/intervention comments already exist for the medical alert, a red and white cross icon is displayed on the button.
	Consent to Display Alert	Select if the data in the **Medical Alert** field (s) and **Actn/Intervention** comments should be displayed outside of the Health application where other school staff (e.g., instructors, counselors, and administrators) can view the information. If *not* selected, the information will only be available to healthcare staff from within the ASCENDER Health application. If selected, the **Medical Alert** button is displayed throughout the Student system (Attendance, Discipline, Grade Reporting, Registration, Scheduling, and Special Education) and in TeacherPortal. Users can click the button to view the condition and actions/interventions. To delete a medical alert: 1. Select the data in the **Medical Alert** and **Action/Intervention** field(s) and press DELETE. 2. Click **Save**. If you delete all data in the **Medical Alert** field(s), you must delete the corresponding **Actn/Intervention** comments.

In the emergency contact grid, the student's emergency contacts are listed. The student's parents/guardians and other non-medical contacts are listed first, and medical contacts (e.g., doctor and dentist) are listed next.

❑ Click **+Add** to add a medical emergency contact.

A pop-up window opens.

Contact Information	**Contact Type**	Select the type of contact.
	First, Middle, Last Name	Type the contact's first name (up to 17 characters), middle name (up to 14 characters), and last name (up to 25 characters). These fields are disabled if the **Contact Type** is *Hospital*.
	Employer/Title	Type the contact's employer and/or title, up to 25 characters.
Address	Type the contact's complete address.	
Phone	**Phone Preference**	Select the contact's preferred phone number. If you select a phone preference, you must enter the corresponding phone number. For example, if you select *Cell*, the **Cell Phone Number** field is required.
	Type the contact's applicable phone numbers, including area codes and extensions.	

❑ Click **OK**.

The window closes, and the new contact is displayed in the grid.

The first doctor, dentist, and hospital entered are also displayed in fields above the grid. (“none” is displayed until this data is entered.)

	View or edit details for the contact. Only medical contacts can be edited here.
	Delete a medical contact. 1. Click to delete a row. The row is shaded red to indicate that it will be deleted when the record is saved. You can select multiple rows to be deleted at the same time. 2. Click **Save**. You are prompted to confirm that you want to delete the row. Click **Yes** to continue. Otherwise, click **No**. You can save edits and delete records in the same step (i.e., the changes are all committed when the record is saved).
Medical Alert	View medical alert. The button is displayed if a medical warning exists for the student and **Consent to Display Alert** is selected on Health > Maintenance > Student Health > Emergency. Click to view the student's medical alert information.
Comments	Add comments. Click to add comments for the record, such as the severity or other specific information about the condition, up to 3270 characters. The comments window opens, and any existing comments are displayed. Add or update comments and click **OK**. This information is not displayed outside of the Health application. If comments exist, a paperclip icon is displayed on the button.

Print Emergency Profile	Print all emergency contact information for the student. **Review the report using the following buttons**: Click First to go to the first page of the report. Click to go back one page. Click to go forward one page. Click Last to go to the last page of the report. **The report can be viewed and saved in various file formats**. Click to save and print the report in PDF format. Click to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included. Click to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.
Documents	View or attach supporting documentation.

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