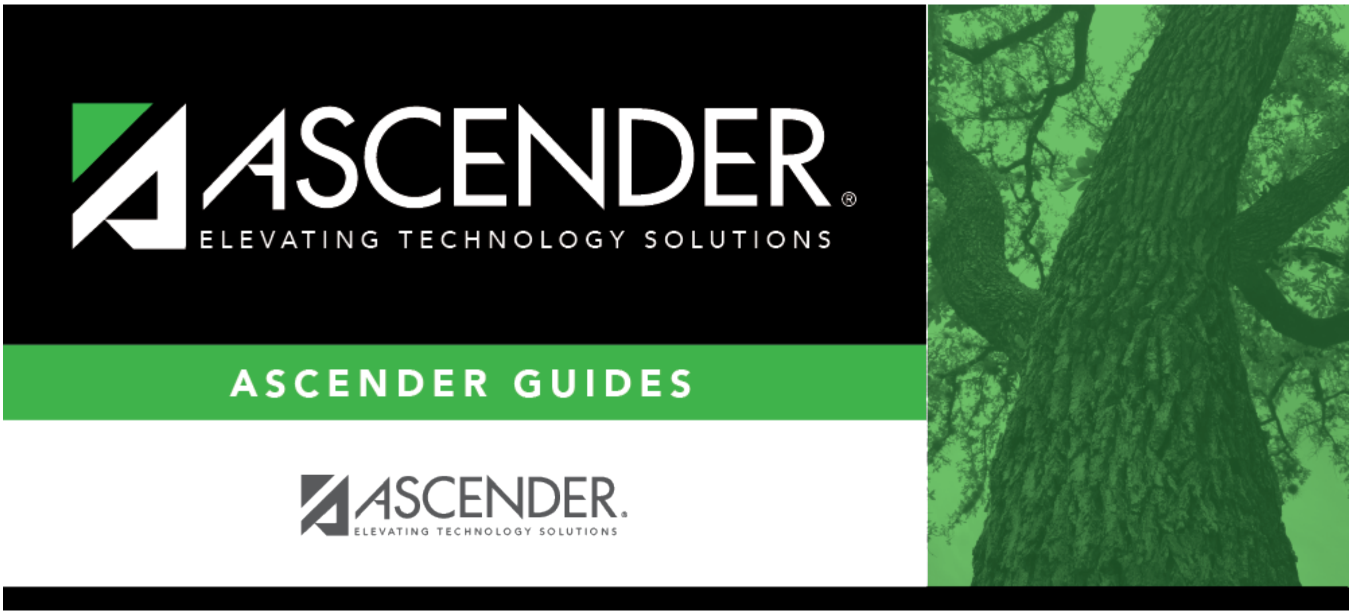
ASCENDER
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Emergency

Table of Contents

Emergency

Health > Maintenance > Student Health > Emergency

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 (i.e., 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.

Field	Description
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.

<table>
<tr><th>Field</th><th>Description</th></tr>
<tr><td>Medical Alert 1 and 2</td><td>Type up to two medical warnings for the student, up to 80 characters.
For each medical warning entered, do the following:
<table>
<tr><td>Actn/Intervention</td><td>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.</td></tr>
<tr><td>Consent to Display Alert</td><td>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.</td></tr>
</table></td></tr>
</table>

In the emergency contact grid, the student's emergency contacts are listed. The student's parents/guardians and other nonmedical 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.

<table>
<tr><td>Contact Information</td><td>
<table>
<tr><td>Contact Type</td><td>Select the type of contact.</td></tr>
<tr><td>First, Middle, Last Name</td><td>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.</td></tr>
<tr><td>Employer/Title</td><td>Type the contact's employer and/or title, up to 25 characters.</td></tr>
</table></td></tr>
<tr><td>Address</td><td>Type the contact's complete address.</td></tr>
</table>

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.	

● Under Phone, type the contact's applicable phone numbers.

□ In the Phone Preference field, type or click to select the contact's preferred phone number. The field is optional; however, if you select a phone preference, you must enter the corresponding phone number. For example, if you select Cell, you must type a phone number in the Cell Phone Number field. □ In the Home Phone Number fields, type the area code and phone number for the contact's home phone number in the ###-###-#### format. □ In the Business Phone Number fields, type the area code and phone number for the contact's business phone number. If applicable, in the corresponding Ext field, type the extension for the contact's business phone number. The Ext field can be up to five digits. □ In the Cell Phone Number field, type the area code and phone number for contact's cell phone number in the ###-###-#### format. □ In the Other Phone Number fields, type the area code and phone number for the contact's other phone number. If applicable, in the corresponding Ext field, type the extension for the contact's business phone number. The Ext field can be up to five digits. □ Click OK. The new contact is displayed in the grid.

Other functions and features:

	View details for the contact.
	Delete a row. 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.

Document Attachments

The Document Attachments feature allows you to upload and view documents by application, school year, folder, and document type. **This feature is not available in all districts.**

If you are logged on as a user assigned to a Document Attachments-enabled role, the **Documents** button is displayed on various pages in the ASCENDER Student system. If a document is attached, the **Documents** button displays a note icon.

If you have full access, you can upload and download files. If you have read-only access, you can download existing files, but you cannot upload files.

If you are logged on with a role that does *not* have security access to Document Attachments, the **Documents** button is *not* displayed on any pages.

Document Attachment-enabled pages:

Application	Menu
Attendance	Maintenance > Student > Student Inquiry (read-only access) Maintenance > Student > Student Posting > By Individual
Discipline	Maintenance > Student > Inquiry (read-only access) Maintenance > Student > Maintenance > Maintenance
Grade Reporting	Maintenance > Student > Individual Maint
Health	Maintenance > Student Health
Registration	Maintenance > Student Enrollment
Test Scores	Maintenance > Individual Maintenance

Document types by folder and application:

File Extention	Folder	Document Type
Attendance	Attendance	Notes
Attendance	Attendance	Other
Discipline	Incidents	Other
Grade Reporting	Grade Reporting	IPR
Grade Reporting	Grade Reporting	Report Card
Grade Reporting	Grade Reporting	Transcript
Health	Student Health	Acanthosis
Health	Student Health	Food and Allergy
Health	Student Health	Hearing
Health	Student Health	Immunization
Health	Student Health	Other
Health	Student Health	Physical Exam
Health	Student Health	Spinal
Health	Student Health	TB
Health	Student Health	Vision
Registration	Demographic	Birth Certificate
Registration	Demographic	Chemical Abuse Participation
Registration	Demographic	Directory Form
Registration	Demographic	Employment Survey
Registration	Demographic	Entry/Withdrawal
Registration	Demographic	McKinney-Vento
Registration	Demographic	Other
Registration	Demographic	Proof of Residence
Registration	Demographic	SSN Card
Registration	Bilingual/ESL	Other
Registration	Local Programs	Other
Registration	PRS	Other
Registration	Special Education	Other
Test Scores	Test Scores	College Assessments
Test Scores	Test Scores	Other
Test Scores	Test Scores	State Assessments

List of permissible file types:

Maximum file size: 10MB

File Extention	Folder
.doc	application/msword
.docx	application/vnd.openxmlformats-officedocument.wordprocessingml.document
.gif	image/gif
.jpeg	image/jpeg
.jpg	image/jpeg
.pdf	application/pdf
.png	image/png
.pps	application/vnd.ms-powerpoint
.ppt	application/vnd.ms-powerpoint
.pptx	application/vnd.openxmlformats-officedocument.presentationalml.presentation
.tif	image/tiff
.tiff	image/tiff
.txt	text/plain
.xls	application/vnd.ms-excel
.xlsx	application/vnd.openxmlformats-officedocument.spreadsheetml.sheet

Upload or view documents:

❏ Under **Document List:**

Application	The application you are currently logged on to is displayed (e.g., Test Scores).
Folder	In some applications, you must select the folder for which you want to view or attach a document: • Different types of documents must be uploaded to specific folders. • Changing the folder will change the document type options in the **Select Type** field. Some applications only have one folder, so no selection is necessary.
Select School Year	Select the school year for which you want to view documents. Student documents are stored by year.

Existing documents are displayed according to specified criteria.

❏ Under **Document Upload:**

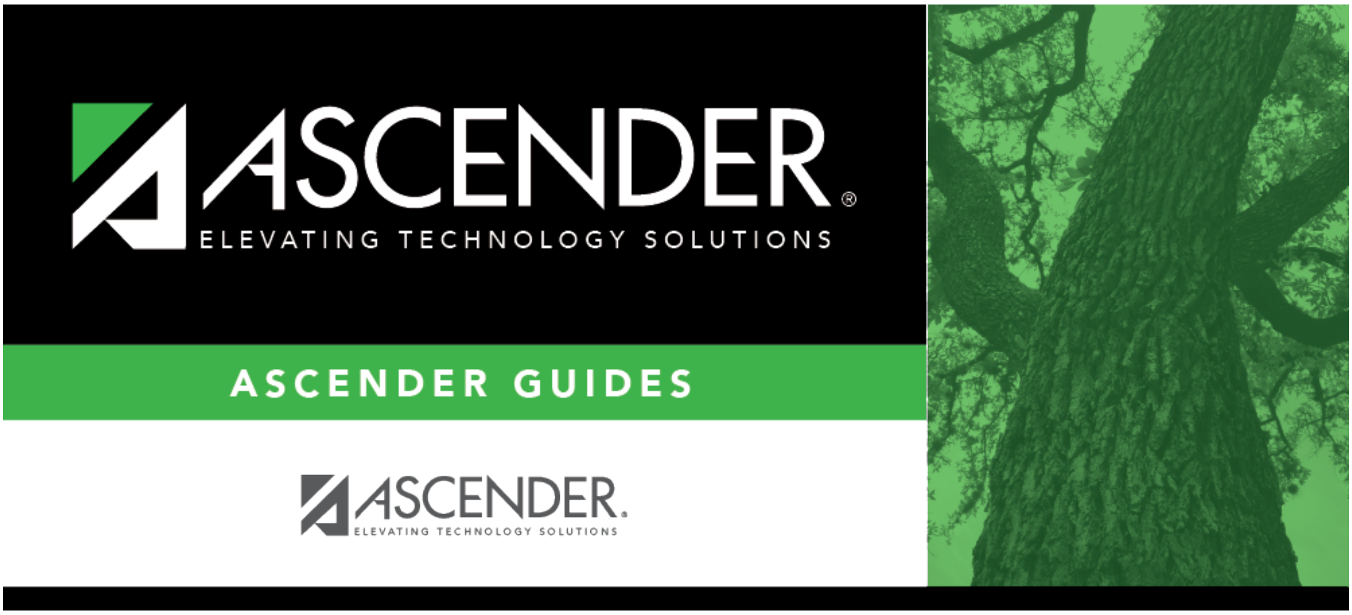
Select File to Upload	Click **Choose File**. Locate and select the document on your computer or network. The file name is displayed next to **Choose File**. **Note**: Files cannot be larger than 10MB or empty.
School Year	Select the school year for which you want to view documents. Student documents are stored by year.
Select Type	Select the type of document you are uploading. The list varies according to your selection in the **Folder** field.
Description	Type an optional description of the document. **Note**: The description cannot be longer than 255 characters.

Upload File	Click to upload the file for the student. The document is listed in the **Document List** section. The date-time stamp and user ID display the date and time the document was uploaded, and the user ID of the user who uploaded the document.

Any changes made in the Document Options window are saved when you close the window.

Type	Click the link in the **Type** column to download the file to your PC to view it.
Choose File	Click again to add another document, and repeat the steps for uploading a document.
	Click to delete the document from the student's record. You are prompted to confirm that you want to delete the document.

NOTES Deleted documents are not actually deleted from the Document Attachments server. You can retrieve deleted files using the Document Attachments File Recovery utility in District Administration.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ASCENDER GUIDES
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Back Cover