

Updates to Family Portal: Emergency Contact Information, Student Medical Information

Inside the Family Portal, parents can access the following to make changes:

- 1. Update Custodial Parent Contact Information (Emails/Phone Numbers).** It is critical for this information to be up-to-date at all times in case of an emergency. **Click on School-->Web Forms-->Family Demographic Form-->Parent Form & Directory Preferences.** Make updates to emails/phone numbers. **Select the SAVE button when finished.**
- 2. Update Emergency Contact Information (Emails/Phone Numbers).** It is critical for this information to be up-to-date at all times in case of an emergency. **Click on School-->Web Forms-->Family Demographic Form-->Emergency Contact.** Make updates to emails/phone numbers. **Select the SAVE button when finished.**
- 3. Review Student Medical Information & Update:** **Click on School -->Web Forms --> Family Demographic Form --> Student Medical Form for each student.** Please **DO NOT** change your student's **First Name, Middle Name, Last Name or Suffix.** If you would like to update your student's name, please email Registrar@tka.org with any changes.
 - **Physician and Insurance**
 - **Permission to Treat:** Please select "yes" to indicate you understand TKA's **Emergency Medical Treatment Policy** which is "If it is deemed necessary by the school authorities, and after all efforts to reach the parent or designated adult have failed, your son/daughter will be taken by ambulance at the parent's expense to the nearest emergency facility."
 - **Medications:** List each Medication with the dosage and time/frequency. In addition, if the student requires an EpiPen, insulin or insulin pump please indicate that here. Also, check "Yes" or "No" for "Able to self-administer."
 - **Medical Conditions:** Important to include life-threatening medical conditions and/or allergies.
 - **Allergies:** List all allergies, state the symptoms or reactions to be alerted to, and whether the allergy is life-threatening, requiring an EpiPen as prescribed.
 - **Select the SAVE button when finished.**
- 4. Update Directory Preferences:** **Click on School-->Web Forms-->Family Demographic Form-->Custodial Parent --> Parent Form & Directory Preferences -->Select the SAVE button when finished.**

Need Help? Email help.desk@tka.org.