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To prepare for school-based learning and adhere to our safety protocols, we must confirm all student contact information is current and accurate. **Please complete the following two (2) steps by Friday, October 30, 2020 at 2:00 PM.** After completing Step 1 online, please complete Step 2, sign and return this form to the Main Office of the school for each student. **If Step 1 and Step 2 below are not completed by the deadline of Friday, October 30th at 2 PM, your student must remain in the remote learning program. Your student's school-based seat will be reassigned to another student if both steps below are not completed by the deadline.**

School _____ Grade _____

Student Name _____ Student # _____

Step 1: All information must be current and accurate in the district's online system, including address, parent/guardian telephone number, parent/guardian email address and emergency contact information. **Due to COVID, the Emergency Contacts entered online must be two (2) adults that will be available to pick up the above student within 45 minutes of being contacted. This is critical based on potential contact tracing and quarantine guidelines. This online update must be completed for each student by Friday, October 30, 2020.** The instructions are as follows:

Please go to update.sel.k12.oh.us. The **username** is your student's 5-digit school ID. The **password** is your student's Date of Birth typed as **10 characters** in the following format: ###/###/#### (ex-08/01/2018 – please note, you must include the slash (/) marks).

Step 2: In addition to completing the above information online, the district must maintain written documentation, for each student, of the two (2) Emergency Contacts provided online:

#1 - Name of Emergency Contact: _____

Telephone Number(s) _____

#2 - Name of Emergency Contact: _____

Telephone Number(s) _____

Indicated by my signature below, I understand I will not send my student to school with a fever, ill or with any COVID symptoms. If my student has a fever or becomes ill at school, I or the above Emergency Contacts (also entered online) will pick up my student from school within 45 minutes of being contacted:

Parent/Guardian Printed Name _____

Parent/Guardian Signature _____

Phone Number(s) _____