



March 19, 2021

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, April 9th, 2021 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, April 9th 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 Id#: _____

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, April 9th, 2021 at 2:00 PM.** 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): _____