

Information About TEC Forms ★ Big Updates for 2016 ★

Emergency Identification & Contact Form [1] lists all contact and medical information that might be needed in an emergency. **YOU MUST FILL OUT BOTH SIDES OF THIS FORM COMPLETELY**

Page 1 of 2 lists contacts that might be needed in an emergency. **Page 2 of 2** lists medical information that might be needed in an emergency.

NEW: CIRCLE ALL Emergency Options that apply to the contact. See the table below for directions on what each question means.

Lives With:	Does the student live with this contact?
Has Custody:	Does this contact have custody of the student?
Is Emergency:	Should this contact be called in the event of an emergency?
Can Pick Up:	Can this contact pick up the student from school?
Mailings:	Should this contact receive mailings regarding the student?

TEC uses an emergency messaging system called K12 Alerts. In the event of an emergency, K12 Alerts will send you a phone voice message, a text message, and an email message. K12 Alerts can also be used by program directors to send you announcements about upcoming events. **Circle Yes for all of the ways you want to be contacted for Emergencies and Announcements.** You may change your preferences at any time by contacting your program director.

UPDATED FOR 2016: Required Signatures Consent Form [2] All consents combined into 1 document
Page 1 of 2 explains the consents (field trip is now included on this form)
Page 2 of 2 INITIAL AND SIGN

UPDATED for 2016: EVERYTHING TECHNOLOGY [3]
TEC Acceptable Use Policy, Notification of Filtering, TEC Mobile Device Agreement & Chromebook Care and Use Policy Guide combined into 1 document.
ALL PARENTS/GUARDIANS AND STUDENTS (IF APPROPRIATE) MUST SIGN PAGE 9

NEW for 2016: Permission to Administer Acetaminophen or Ibuprofen [4] gives the TEC School Nurse Leader permission to give your child Acetaminophen (Tylenol) or Ibuprofen (Advil).

Medication Order Form [5] is required if your student takes medication during school hours. This form must be completed by your *student's physician*, and signed by a parent/guardian.

You must submit a **Physical** and **Immunization** record from your student's physician that is signed by the *physician* (electronic signatures are acceptable, but the form must come from the physician's office).

The Policy & Procedures Manual for TEC students is always available for your review in the reception area of your school. Feel free to ask the receptionist to direct you to the manual so you can learn more about our policies and procedures for topics like Reporting Child Abuse or Neglect; Evacuation and Emergency Procedures; TEC Code of Conduct and Discipline; Runaway Students; Physical Restraint Training, Policy, Procedures & Documentation; Anti-Bullying Policy; Suspension Policy; circumstances in which Parent Participation, Notification and Consent are required; and other topics relevant to TEC students. We continue to update the manual as new legal and educational issues arise, and as always, we welcome your input.

Please do not hesitate to contact us if you have any questions or need assistance filling out these forms.
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