



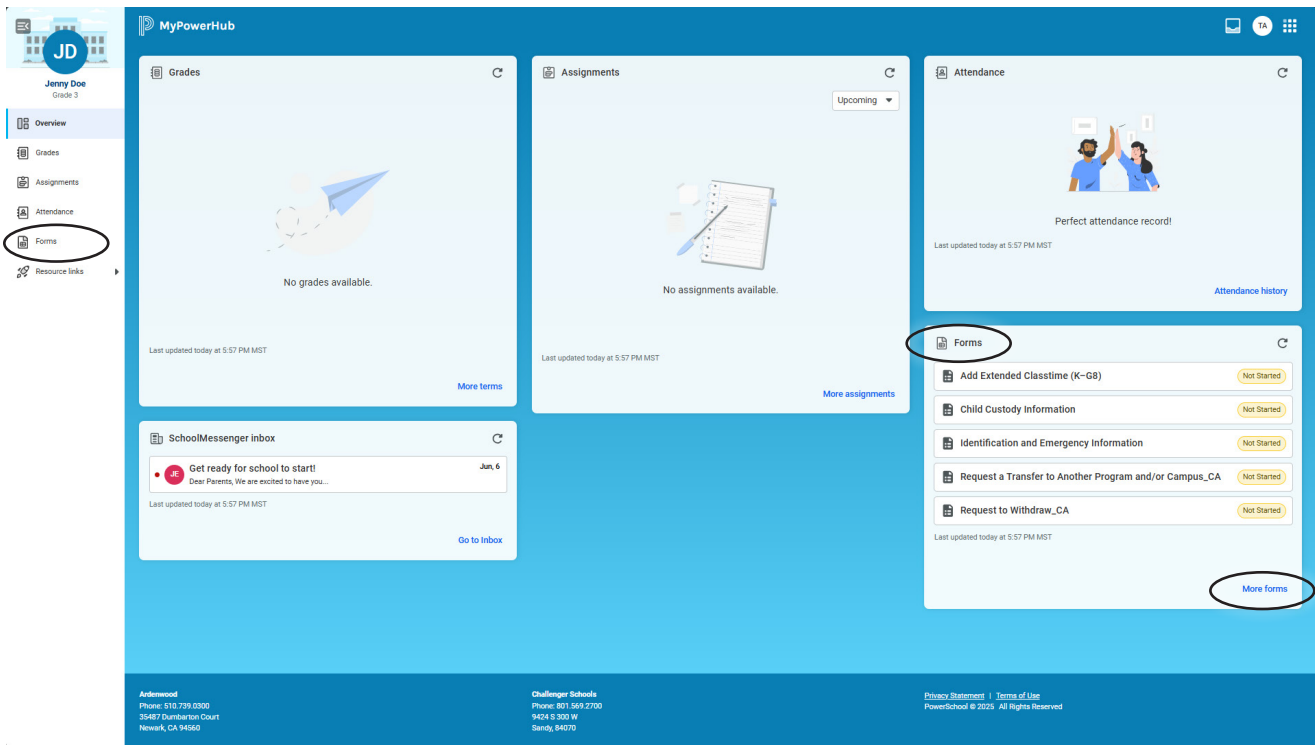
Submit Emergency and Identification Information

Parents are required to review and update personal, medical, and emergency contact information for each of their enrolled children at the beginning of each school year, and as needed throughout the year, to ensure Challenger has the most current information.

To do this, log in to the PowerSchool Parent Portal from our website.

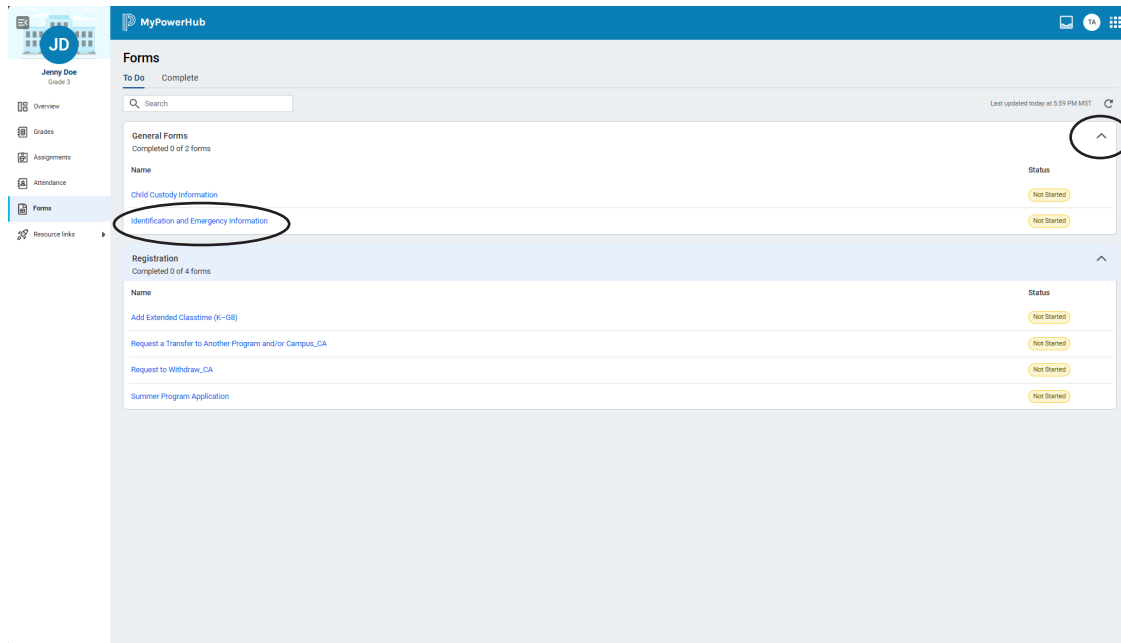
In MyPowerHub, navigate to Forms using the menu on the left side of the screen or by selecting Forms from the PowerTile.

If the form you need isn't listed on the PowerTile, click More Forms to open the Forms screen.



Then, use the arrows to expand and view all available forms in each category.

The Identification and Emergency Information form can be found under the General Forms category. Click the form name to review the information Challenger currently has on file for your child.



Review, and update as necessary, the Student Information section and the Medical Contact Information section.

Identification and Emergency Information

Review and update student and contact information.

Student Name: **Jenny Doe**
Student ID #: 2001090400

Student Information

Legal First Name <input type="text" value="Jennifer"/>	Middle Name <input type="text"/>	Last Name <input type="text" value="Doe"/>
Preferred First Name <input type="text" value="Jenny"/>		

Address where child resides

Address * <input type="text" value="123 Main St"/>	City * <input type="text" value="Anytown"/>
State * <input type="text" value="California"/>	Zip Code * <input type="text" value="95112"/>

Mailing address

Address * <input type="text" value="PO Box 101"/>	City * <input type="text" value="Anytown"/>
State * <input type="text" value="California"/>	Zip Code * <input type="text" value="95112"/>

Does this student have any allergies, medical needs, or special conditions?
 Yes
 No

Medical Contact Information

Physician Information

Name: Phone:

Address:

City:

State: Zip Code:

Dentist Information

Name: Phone:

Address:

City:

State: Zip Code:

Finally, review student contact information to ensure Challenger knows who to contact and how when necessary.

Contacts are listed in priority from left to right and then down. If the order needs to be adjusted, click Reorder Contacts.

To edit the contact’s information, click on the pencil icon. To delete the contact, click the X. To add a new contact, click Add.

When you’ve completed your review, click Submit at the bottom of the page—even if no updates were made—to confirm that the information has been reviewed.

After receiving confirmation of your submission, close the browser tab to return to MyPowerHub.

Student Contact Information

In the event of an emergency, Challenger will first attempt to reach contacts who have custody of the child and then any other emergency contacts. Anyone you list as an emergency contact must 1) have agreed to pick up your child in the event of an emergency or illness and 2) understand enough English to respond to any situation. Emergency contacts are by default identified as people who are authorized to pick up your child from school.

To add a new contact, click the Add button below. To delete a contact, click the "x" in the individual contact's box. To edit a contact, click the pencil icon in the individual contact's box and update any information.

Add **Reorder Contacts**

Jane Doe
Mother

123 Main St Anytown, California, United States 95112
408-987-6543 (Mobile)
janedoe@mail.com

Lives with Student
 Custody
 School Pickup
 Emergency Contact
 Data Access

John Doe
Father

123 Main St Anytown, California, United States 95112
408-987-6543 (Mobile)
johndoe@gmail.com

Lives with Student
 Custody
 School Pickup
 Emergency Contact
 Data Access

Jane Doe
Grandparent

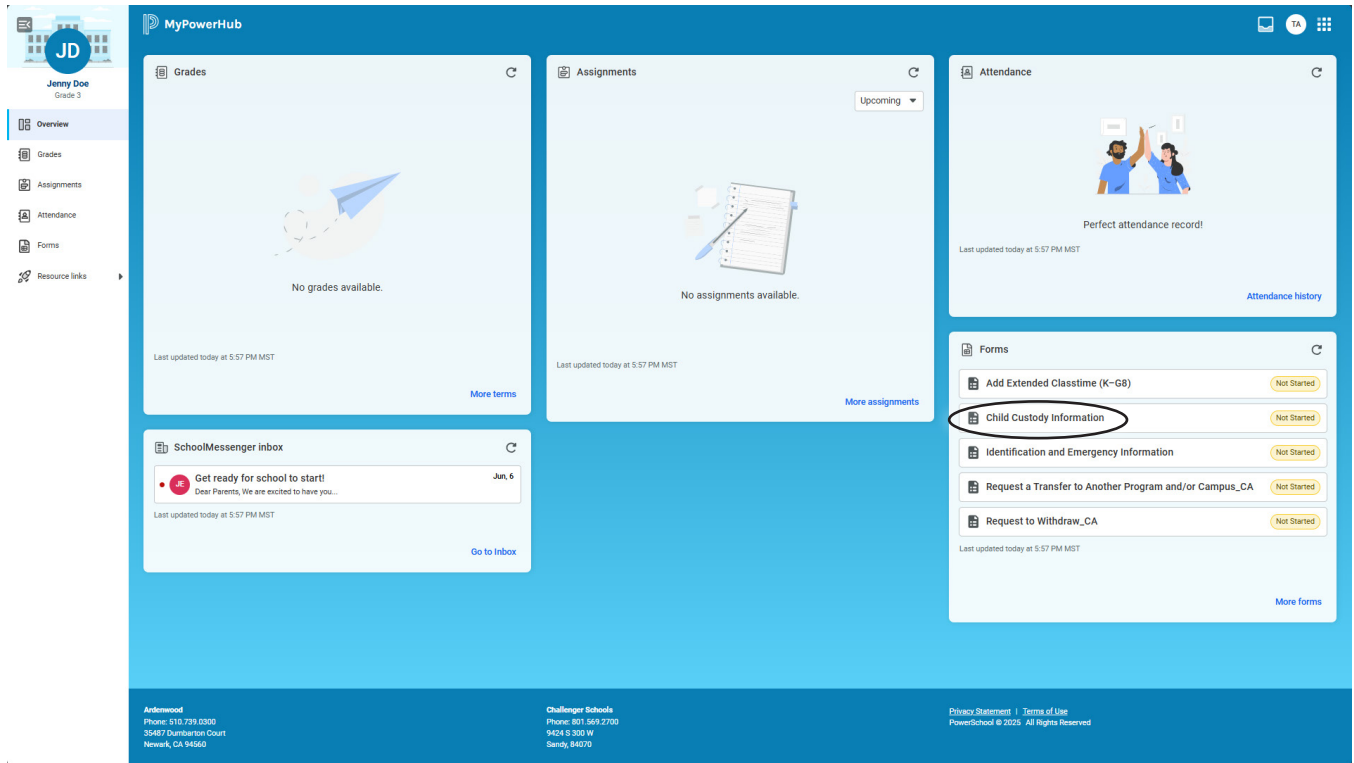
408-323-2323 (Mobile)
johndoe@mail.com

Lives with Student
 Custody
 School Pickup
 Emergency Contact
 Data Access

Submit

If there are any special custody circumstances—such as your child living with someone other than both parents, or custody being shared or held by another person—you will also need to submit the Child Custody Information form.

Click to open the form.



Review, update, or enter any custody details, check the box if you have legal documents to provide, and click Submit when you're done. Please note that documents cannot be uploaded through this form and must be submitted separately to the campus by email, postal mail, or in person.

The screenshot shows the "Child Custody Information" form. At the top, it displays the student's name "Jenny Doe" and "Student ID #: 2001090400". Below this, there is a text area with the prompt: "If your child lives with someone other than both parents, or if custody is shared or held by another person, please explain." Below the text area is a checkbox labeled "I have custody documentation that I will submit to the campus office." At the bottom right of the form, there is a blue "Submit" button with a dropdown arrow, which is circled in red.

After receiving confirmation of your submission, close the browser tab.