

Printing Hard Copy Emergency Medical Forms for Parents/Guardians

If a parent/guardian does not have access to a computer in order to complete the Emergency Medical Information online through the Infinite Campus Parent Portal, you can print a hard copy for them to fill out and/or make changes. The parent/guardian can come to the school and fill out the hard copy or we can mail it to the parent/guardian with a SASE in order for them to return it to Westland High School.

1. In Infinite Campus, pull up the student
2. Click on the "Index" tab
3. Click on Student > Reports – Individual Student > Student Emergency Information
4. For "Enter Home Room Term", select the current school term (i.e.T1, T2, T3, or T4)
5. For "Is this for sending home with parents, select "yes"
6. Click "OK"
7. Click the printer icon in the top left corner
8. Click "Export"
9. The document will appear in the lower left hand corner and will be a CrystalReportViewer. Double click on the report
10. Click the printer icon in the top right hand corner
11. Click "Print"
12. Make sure the parent/guardian either consents or declines emergency medical treatment and signs the form on the right hand side