

## Enrollment Guide

Parents can access CareDox by using the email invitation. Once an account has been made, parents may revisit CareDox at anytime by going to <https://secure.caredox.com/accounts/login> and signing in. If you have forgotten your password please click on “Forgot your password?” .

### Sign In

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- > Expecting an invitation but didn't receive one?
- > Haven't signed up? Register here.
- > Forgot your password?

Click [Continue Enrollment](#) to begin the enrollment process for the 2017-18 school year.



**Abington, James**  
Feb 01, 2010  
School Enrollment 2017-18

Health Profile 

ENROLLMENTS

Abington Friends School (Sample) School Enrollment 2017-18	<input type="button" value="→ Continue Enrollment"/> ▼
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**General Information:** You will be brought to the first section of the form. Review the information and click [SAVE & NEXT](#). Some information may be greyed out. Please contact your school to update these fields.

### General Information i

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▲ NEED TO UPDATE INFORMATION ON THIS PAGE? PLEASE CONTACT THE SCHOOL OFFICE.

Basic Info
Profile Photo

Student Name	First Name * <input type="text" value="James"/>	Middle Name <input type="text" value="Middle"/>	Last Name * <input type="text" value="Abington"/>
Date of Birth *	<input type="text" value="02/01/2010"/>		
Gender	<input checked="" type="radio"/> Male <input type="radio"/> Female		
Language	<input type="text" value="English"/>		

**Family Contact:** Review the information and click [SAVE & NEXT](#).

### Family Contacts i

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Required Form

Name of Contact	First Name * <input type="text" value="Mary"/>	Middle Name <input type="text"/>	Last Name * <input type="text" value="Hamilton"/>
Contact Info	Primary phone number (cell phone preferred) <input type="text"/>	Secondary Phone <input type="text"/>	Home Phone <input type="text"/>
	Allow Text Message <input type="checkbox"/> No	Email Address <input type="text" value="abington_friends3@c"/>	
	Relationship * <input type="text"/>	Preferred Communication <input type="text"/>	Has Custody * <input type="text" value="Yes"/>

**Allergies:** If your child has an allergy please select their allergy from the provided list. If your child has a care plan, download the care plan, fill in the form and then upload it by (1) scanning the completed form to your computer and uploading a PDF **or** (2) using your mobile device to take a photo(s) of the care plan and uploading the pictures by signing in with your mobile device.

### Allergies ?

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Does the student have allergies?  Yes ←

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Name of Allergy *	First Observed	Has epinephrine auto-injector? (ie Epi-Pen)	
<input type="text" value="Peanuts"/>	<input type="text" value="MM/DD/YYYY"/>	<input checked="" type="checkbox"/> Yes	<input type="text" value="12/31/2017"/>
		Expiration Date	

Describe Reaction

Life-threatening  Yes

↓ DOWNLOAD FOOD ALLERGY ACTION PLAN ?

+ ADD CARE PLAN OR MEDICATION FORM

× REMOVE ALLERGY

**Medical Conditions:** If your child has a condition, please select their condition from the provided list. You may also edit an existing condition you or the school nurse entered in the past. If your child has a care plan, download the care plan template, fill in the form and then upload it by (1) scanning the completed form to your computer and uploading a PDF **or** (2) using your mobile device to take a photo(s) of the care plan and uploading the pictures by signing in with your mobile device.

### Medical Conditions ?

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Does the student have any medical conditions?  Yes ←

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List of conditions and Care Plans

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Condition Info	Name *	Life-threatening
	<input type="text" value="Asthma"/>	<input type="checkbox"/> No
	Approx. Onset Date	Stop Date
	<input type="text" value="MM/DD/YYYY"/>	<input type="text" value="MM/DD/YYYY"/>
	Notes <input style="width: 100%;" type="text"/>	

↓ DOWNLOAD ASTHMA ACTION PLAN

+ ADD CARE PLAN OR MEDICATION FORM

× REMOVE CONDITION

**Emergency Contact:** Review the information and click [SAVE & NEXT](#)

### Emergency Contact ?

Other than parents

Required Form

Name of Contact	First Name * Mary	Middle Name	Last Name * Abington
Pick up authorization	<input type="checkbox"/> In the event I cannot be reached, this person has my permission to pick up.		
Contact Info	Primary phone number (cell phone preferred) 917-111-1111	Secondary Phone	Home Phone

**Immunizations:** Upload a new immunization card by (1) scanning the completed form to your computer and uploading a PDF **or** (2) using your mobile device to take a photo(s) of the care plan and uploading the pictures by signing in with your mobile device.

### Immunization Card ?

All new students AND returning students in grades K, 7 and 11 must submit an Immunization Record. Please note that keying in individual dates is optional, but you must upload a copy of the Immunization Record.

Uploaded Immunization Record:	Uploaded
ImmunizationCard	06/27/2017

+ UPLOAD CARD ?

**Prescription Medications:** If your child takes a prescription medication, enter it or edit an existing one if needed. You must upload a Medication Permission Form. Click **download** to retrieve a copy of the form. Upon completion upload the form by (1) scanning the completed form to your computer and uploading a PDF **or** (2) using your mobile device to take a photo(s) of the care plan and uploading the pictures by signing in with your mobile device.

## Prescription Medications i

If prescription medication is required during school hours a **Medication Permission Form** must be completed by your health care provider. *The form must also be authorized by the student's parent or legal guardian.* Please read the instructions on the form carefully. You will also find this form with instructions under Additional Documents.

Please download the **Medication Permission Form** below, fill it out and upload here after inputting your child's medication.

Does the student require **Prescription Medication** to be administered while at school?  Yes

Select a Medication Type  Over the Counter (OTC)  Prescription

Medication Information

Name of Medication \*

Date Started \*  Reason for Taking It

This medication will be administered by: \*

Student  Nurse/Staff  Off-campus

> \* Please download the Medication Permission below, fill it out and upload here.

 **MEDICATION PERMISSION FORM**

**UPLOAD DOCUMENT FOR MEDICATION PERMISSION FORM** 

 Please be sure to provide Abington Friends School (Sample) the medication specified.

**OTC Medications:** Select the over-the-counter medications you wish your child to receive during school hours.

## OTC Medication Permission i

The following OTC (over the counter) medications are available in our Health Suite. They are dispensed by school personnel with the goal of keeping your student comfortable, so they may remain in school. **These medications DO NOT require a health care provider's signature. Medication will be dispensed according to the manufacturer's recommended dosage.**

I grant permission for my child to receive, as needed, the over-the-counter medications indicated below. School personnel will not be held liable for complications from medication administration. You may be required to provide over-the-counter medication for your child.

YES Acetaminophen

NO Benadryl

NO Cough Drops

NO Ibuprofen

**Additional Documents:** Review the directions for each form. Download the necessary forms and then upload them (1) scanning the completed form to your computer and uploading a PDF **or** (2) using your mobile device to take a photo(s) of the care plan and uploading the pictures by signing in with your mobile device.

Tuberculosis Exposure Risk Assessment Questionnaire for New Students

**Required for all new students, preschool to grade 12, prior to the start of the school year. This form is completed by the parent or guardian and does not require a doctor's signature.**

[TUBERCULOSIS EXPOSURE RISK ASSESSMENT QUESTIONNAIRE FOR NEW STUDENTS](#)

Tuberculosis Exposure Risk Assessment Questionnaire for New Students History:

File	Uploaded	Status	Form Type	Session	Up-to-date as of
<i>No history for this document.</i>					

[UPLOAD REQUIRED DOCUMENT](#)

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Physical Exam Form

**The "Physical Exam Form" is required for all new students, AND returning students in K, 7, and 11. (However, for grades 7 and 11 the submission of a current Athletics (PIAA) Physical Form meets the requirement)**

[PHYSICAL EXAM FORM](#)

Physical Exam Form History:

File	Uploaded	Status	Form Type	Session	Up-to-date as of
<i>No history for this document.</i>					

[UPLOAD REQUIRED DOCUMENT](#)

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Dental Exam Form

**The "Dental Exam Form" is required for all new students, AND returning students entering grades K, 3, and 7.**

[DENTAL EXAM FORM](#)

Dental Exam Form History:

File	Uploaded	Status	Form Type	Session	Up-to-date as of
<i>No history for this document.</i>					

[UPLOAD REQUIRED DOCUMENT](#)



## Medical Authorization: Sign and Submit.

### Medical Authorization

This health history is correct and accurately reflects the health status of the enrollee to whom it pertains. The person described has permission to participate in all organization activities except as noted by me and/or an examining physician. I give permission to the physician selected by the organization to order x-rays, routine tests, and treatment related to the health of my enrollee for both routine health care and in emergency situations. If I cannot be reached in an emergency, I give my permission to the physician to hospitalize, secure proper treatment for, and order injection, anesthesia, or surgery for this enrollee. I understand the information on this form will be shared on a 'need to know' basis with organization staff. I give permission to photocopy this form. In addition, the organization has permission to obtain a copy of my enrollee's health record from providers who treat my enrollee and these providers may talk with the program's staff about my enrollee's health status.

Consent for Emergency Medical Services

I give my permission and will electronically sign this statement.

Signature of Custodial Parent/Guardian \*

SIGN

Relationship to Enrollee \*

SUBMIT

Congratulations your enrollment is now ready for review. You will be notified by email once your nurse has reviewed and approved your enrollment.