

eSV–OV: Back To School Forms

SF Article: 000008348

These instructions are intended for districts to provide to parents after the parents have created their accounts in **OneView**. Once the parents have created an account, they will need to link their child/children to their account.

Parents will be directed to contact the district for assistance.

To get started with filling out back to school forms log in–to your parent portal. If you do not have the link, please reach out to your child’s School District.

Filling Out Back To School Forms:

To get started with filling out back to school forms log in–to your parent portal. If you do not have the link, please reach out to your child’s School District.

- Starting from login, **Portal Home** page
- Under "My Account and Profile" select **Submit & View Online Forms**

Submit & View Online Forms

- **Select the student** from the dropdown on the right under "**Student Accounts**"

STUDENT ACCOUNTS

My Student(s):

Leif Andrews ▾

Leif Andrews

High School

Grade 09

[Manage My Students](#)

- **Click on the form** in the list under "**My Online Forms Available to Submit**"
 - This is found at the lower half of this same screen. You will also be able to review the **status** of each form here.

My Online Forms Available To Submit:

For each of the forms listed below, you may review the form, fill out the information requested, and submit your responses to the district for approval electronically.

Free/Reduced Meals App

Back to School Forms 2019-20

Form Name/Title	Status
Student Demographics and EMA	Saved
Health History	New/Not Yet Started
Transportation	New/Not Yet Started

Printable Forms Library

Athletics 2019-20

Form Name/Title	Status
Athletics Form	MUST SUBMIT EMA FIRST

- After clicking the **Form Name**, it will direct you to a new screen to fill out all required information.
- Once you **complete your forms**, the final step will be to provide a required **Electronic Signature & Authorization** and the Date.
- Once you provide the Electronic Signature & Authorization, you can **Save & Submit**.
 - Should you need to **come back and complete your forms later**, you can also simply **Save** and come back to where you left off. All forms will vary, but these options will remain consistent across all forms.

Part Eight: Electronic Signature & Authorization

"I agree to complete and submit through electronic means the Emergency Medical Authorization and such other forms, documents and questionnaires as the school district may require."

Digital Signature of Parent/Guardian

Date

7/20/2020

"Pursuant to R.C. 1306.01 to 1306.23 of the Ohio Revised Code, the parties have agreed to receipt and transmission of an Emergency Medical Authorization Form in an electronic format. Under Ohio law, an electronic record and signature satisfies applicable legal requirements and may not be denied full and unconditional legal effect or enforceability solely because it is in electronic form."

[Save](#) [Save & Submit to District](#) [Go Back](#)

If you have **not filled out the form completely**, you will be presented with a list of required fields that were missed, upon trying to **Save & Submit**. The fields will be indicated by red text and highlighted.

[Save](#) [Save & Submit to District](#) [Go Back](#)

Your form is not ready to submit. Some things need to be looked at first. Please review the list below and fix:

- Part One: You must indicate if there are problems with the student demographic data.
- Part One: Please type in a new residential address to send to district.
- Part One: If you want a separate mailing address, you must provide it in the space provided.
- Part Two: Please check at least one option for the 'Student Lives With' question.
- Part Two: Please check at least one option next to the 'Parent Relationship Status' question.
- Part Three: Please make a legal custody order question answer selection.
- Part Three: Parent/Guardian #1 Relation To Student is Required.
- Part Three: If Parent/Guardian #1 has a different address than student, you **MUST** provide a completed address in the space provided.
- Part Three: Parent/Guardian #2 Relation To Student is Required.
- Part Three: If Parent/Guardian #1 has a different address than student, you **MUST** provide a completed address in the space provided.
- Part Five: Please make a selection for the medical/health issues question.
- Part Six: A Selection For Consent or Denying of Emergency Treatment is required.
 - An answer for Parent Agreement is required (Agreements)
 - An answer for Parent Agreement is required (Agreements)
- Part Eight: A parent electronic signature is required to submit this form at the bottom. Please type your name.

- After completing the highlighted fields **Save & Submit** the form for District approval. If you require assistance with these forms, please contact your child's District directly.