

Dear families within the Wayland Public Schools. The SNAP Health Portal has been chosen to provide families with greater ease of connecting with your child's School Nurse. The highlights of the Health Portal include:

Secure log in and encrypted data transfer

The Health Portal complies with both FERPA and HIPPA regulations

Easily update health information

Upload Doctor's orders, physicals, immunizations etc.

Provides reminders for important health information

Provides direct messaging with your School Nurse

24/7 web access from any computer/mobile device

Per HIPPA mandates, an automatic logout of the user occurs after 30 minutes of inactivity

BE SURE TO LOOK FOR AN EMAIL FROM @studentehr.com that PROVIDES YOU WITH YOUR USERNAME AND PASSWORD

Once you have logged in, please complete all sections of the Health Portal on the left side of the screen (see bullets below). This will need for each child within the Wayland Public Schools. In the top left corner you can click on "Select Child" to complete each of your children's health records in grades K-12.

- **Dashboard:** in the bottom right corner, please grant permission for the treatment and transportation of your child in case of emergency. When finished, click update.
- **Contacts:** click edit on the right side to add or change contact information. Click confirm at the top right corner once completed.
- **Allergies/Conditions:** click on New Allergy/Condition in top right corner to add health conditions. You may also click edit to update allergies and conditions already listed. Click confirm once completed.
- **Vaccinations:** to add new vaccinations, click on New Vaccinations in the top right corner to make additions to the record. Please note that all vaccines must include day, month and year of vaccination. To attach your child's immunization record, click Attach Documentation and upload the immunization record from your pediatrician. Click confirm once complete.
- **Medications:** click on Medications and then click Prescribed. You can attach any prescribed medication orders from your child's doctor. To grant permission for your child to take over-the-counter medications at school, please click New OTC in the top right corner and select specific medication from the dropdown menu. Each medication needs to be entered separately, and for the End Date please use June 30, 2019. Click on Save & New to add more medications. Click on Save once completed.
- **Screenings and Documents:** these tabs have similar functions allowing you to attach or upload doctor's notes, physical exams or any test results that you would like to have in your child's health record.
- **Messages:** this allows you to contact us at any time during the school year and will alert us with any pending messages.

- Notifications: this function allows parents the ability to dictate when they would like to be notified regarding medical information about their child. Please click on the appropriate boxes and click update when completed.
- Forms: this allows parents to print medical forms that pertain to their child's health conditions. Once completed, either provide them to your child's school health room or upload to the Documents section within the Health Portal.

To make sure each child's health forms are complete, return to the Dashboard screen for each child and see if "No alerts to display" appears under Alerts. If any alerts are displayed, those items must be updated before that child's health information is ready for the 2018-2019 school year.