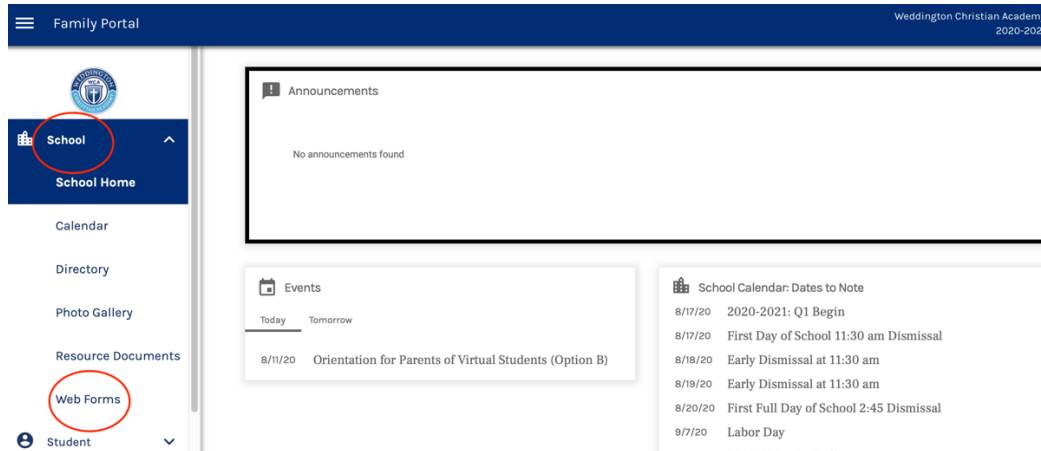


## HOW TO ACCESS COVID-19 SCREENING FORM

The COVID-19 Screening form should be completed **EVERY DAY** for each family (not each student). You can access this form in Family Portal using the instructions below:

- Log into Family Portal. Click on School and then Web forms:



- Choose the COVID-10 document. Please complete the 5 questions and click save.

The screenshot shows the 'COVID-19 Daily Screening' form in the Family Portal. The form includes a 'Save' button and five screening questions with radio button options for 'Yes' and 'No'. The 'No' option is selected for all questions.

COVID-19 Daily Screening

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Please complete the necessary screening questions prior to leaving for school and submit. you answer 'yes' to any of these questions, please keep your child home until you are symptom free for 48 hours or have completed the necessary quarantine time.

Save

Have you or your children traveled outside of NC or SC in the past 14 days?

Yes

No

Has your child(ren) had any new shortness of breath or new cough in the last 48 hours?

Yes

No

Has your child(ren) had a sore throat in the past 48 hours?

Yes

No

Has your child(ren) had nausea, diarrhea or vomiting in the past 48 hours?

Yes

A report will be generated in the office each morning to detail those who have/have not completed the screening. If you have not completed the screening form, you will receive a call from the office to ask you to complete the form. If are unable to complete the form for any reason, you will be asked to pick-up your student(s). So, please take the 30 seconds it takes to complete the form!

Thank you for helping us keep you in school!