Van Buren Schools – How To Complete Forms
Start at the district website, www.vbschools.net then click the PARENTS tab at the top menu bar. From this menu, click OneView Portal.

You will be taken to the OneView Parent Login page.

If you already have an account, log in with your username and password. If you are experiencing difficulty or have forgotten your username or password, please contact Cassie Schaffer at cschaffer@vbschools.net. If you have not yet created an account, please see the document How to Create Account (located under the For Parents tab on the district website).

From the enrolled student dashboard, look at the MY STUDENT ACCOUNTS for your student. If you have multiple students in the district, use the pull down arrow to select your other students. Each student attending Van Buren Local Schools must have the Student Demographics and EMA forms completed.

To access the district forms, select Submit & View Online Forms.
Select **Student Demographics and EMA**
Click on the blue links to complete the necessary forms. The **Student Demographics and EMA** is required for all students. The **Parking Permit Form** is only required for high school student drivers.

**Part 1: Student Demographic Information**
Check to make sure all student demographic information is correct. **If student information is incorrect, select no and describe what is incorrect.**

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**STUDENT DEMOGRAPHIC & EMERGENCY MEDICAL AUTHORIZATION**

Part One: Student Demographic Information (Please Review Carefully)

- **Student Name:** Anna Student
- **Gender:** F
- **Building & Grade Level:** VAN BUREN HIGH SCHOOL - Grade 09
- **Date of Birth:** 6/26/2002
- **Is the above information correct?** Yes
- **Residential Address:** 1234 CR 123
- **City:** Van Buren, OH
- **State:** 45889-9625
- **New Street:**
- **2nd Line/PO Box:**
- **City/State/Zipcode:**
- **Different Mailing Address?** No

Carefully review all information and select Yes/No. If No, please describe what is incorrect with student data.
If your address has changed, check the box I HAVE CHANGES TO MAKE TO THIS RESIDENTIAL ADDRESS and fill in all information.

**Student Demographic & Emergency Medical Authorization**

Part One: Student Demographic Information (Please Review Carefully)

- **Student Name:** Anna Student
- **Gender:** F
- **Building & Grade Level:** VAN BUREN HIGH SCHOOL - Grade 09
- **Date of Birth:** 6/26/2002
- **Is the above information correct?** Yes
- **Residential Address:** 1234 CR 123 Van Buren, OH 45899-9625

If changes to address, check this box.

If you have changes to make to this residential address, because the nature of the above requires district review and approval, the district will examine your changes and contact you to confirm and provide proof as district policy requires.

- **New Street:**
- **2nd Line/PO Box:**
- **City/State/Zipcode:**

Different Mailing Address? No

Part 2: Additional Information About Student

**Part Two: Additional Information About Student**

- **Called Name:**
- **Primary Telephone:**
- **County of Residence:** Hancock
- **City Of Birth:** Findlay
- **Mother’s Maiden Name:**
- **Student Email Address:**
- **Student Cell Phone:**

If student has siblings enrolled at the district, please list their names (and grade level) below:

Please Identify Who The Student Lives With: Please Select...

Are either parents/guardians currently a member of the military? (Not Applicable (Not a Military Student) - Active Duty - Student is a dependent of a member of the Active Duty Forces (Army, Navy, Air Force, Marine Corps, or Coast Guard) - National Guard - Student is a dependent of a member of the National Guard (Army National Guard or Air National Guard) - Military Reserves - Student is a dependent of a member of the Military Reserves)

Relationship Status of Biological Parents? Please Select...

**Part Three: Parent/Guardian Information**

* Is there a legal custody order that applies to this child? Please Select...

If you answered “Yes” above, who has legal custody?

Regarding Custody Alerts: Please check the box below to let the district know if there has been a change of custody or custody alert for this student since last year.

There has been a change in the custody status of my child.
Part 3: Parent/Guardian Information
If mother and father are grouped in Parent/Guardian 1, please enter parents separately. Put one parent/guardian’s contact information in column 1 and select the appropriate relation to student and the other parent/guardian in column 2 and select the appropriate relation to student.

Part 4: Emergency Contacts
List any emergency contacts. You are required to enter at least 2 emergency contacts. Multiple contacts are recommended by Van Buren Local Schools. Please check the box if these individuals are allowed to pick up your student.
Part 5: Medical Information
If your student has medical or health issues, select Yes on the pull down menu and only enter pertinent information. DO NOT ENTER N/A, NONE, or any other non-medical information.

Part 6: Consent or Refusal For Emergency Medical Treatment
In the event of an emergency, please select if you GRANT CONSENT for treatment of your child. Fill in information for your medical care providers. If you DO NOT GRANT CONSENT, please describe the action(s) you wish school authorities to take.

When granting consent, fill out information as completely as possible

Include any facts of which a physician or school personnel should be alerted.
Part 7: Parent/Student Agreements
Complete the agreements for each section. For the school handbook and acceptable use policy, both student and parent must complete agreement. To view the handbook and acceptable use policy, click on the blue links in the respective boxes.

Part Seven: Parent/Student Agreements

<table>
<thead>
<tr>
<th>School Handbook</th>
<th>Student Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Yes</td>
<td>I have read and understood the school handbook. As a student, I will agree to do my best to abide by the rules stated in the handbook.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Yes</th>
<th>Parent Agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>I have read and understood the school handbook. As a parent, I agree to help my child follow the rules stated in the handbook.</td>
</tr>
</tbody>
</table>

Student Media Release
Van Buren School District has a proud tradition of celebrating student accomplishments by sharing them with our community. For us to do so, we periodically submit press releases which include students’ names and photographs to the local media or post such information on our district website, district sponsored publications, or displays at school functions. Our intent is to be informative and recognize our students’ achievements. We understand, however, concerns may arise in regards to a student’s right to privacy. If you agree to allow the School District to publish, post or distribute your child’s name and/or photograph of other information provided only to his/her achievement (e.g. academic, athletic, award) select I AGREE below. However, if you DO NOT grant permission to allow the School District to publish, post or distribute your child’s name and/or photograph of other information related only to his/her achievement (e.g. academic, athletic, award) select I DO NOT AGREE below.

I AGREE

[ ] Media Release
If we AGREE TO GRANT permission for my child’s name and/or photo/image to be published on the school and/or district’s public internet site, or in any newspaper, magazine or other media source for publicity and/or recognition purposes.

Recruiter Information Release
Federal law requires school districts to provide, upon request, the names, addresses and phone numbers of high school juniors and seniors to military recruiters, colleges, and universities. If you do not want the school district to provide information about your student to either the military or colleges and universities, you have the opportunity to “opt out.”

Opt-In

Options:
Opt-In: “I consent to having my child’s name, address and phone number release to military recruiters and college recruiters”
Opt-Out: “I do not want my child’s name, address and phone number released to military recruiters and college recruiters.”
Military Recruiters Only: “My child’s name, address, and phone number can be released to military recruiters only.”
College Recruiters Only: “My child’s name, address, and phone number can be released to college recruiters only.”

Acceptable Use Policy
Every student, regardless of age, must read and sign this agreement to gain user privileges on the district’s computer network and obtain a student login account.

Part 8: Electronic Signature & Authorization
Type in your name – Parent/Guardian Electronic Signature. Finally, be sure to click Save and Submit to District button.

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: [Signature]
Date: 7/20/2018

“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.”

Once you have updated all information on the emergency form, type in your Digital Signature and be sure to click the Save & Submit to District button.