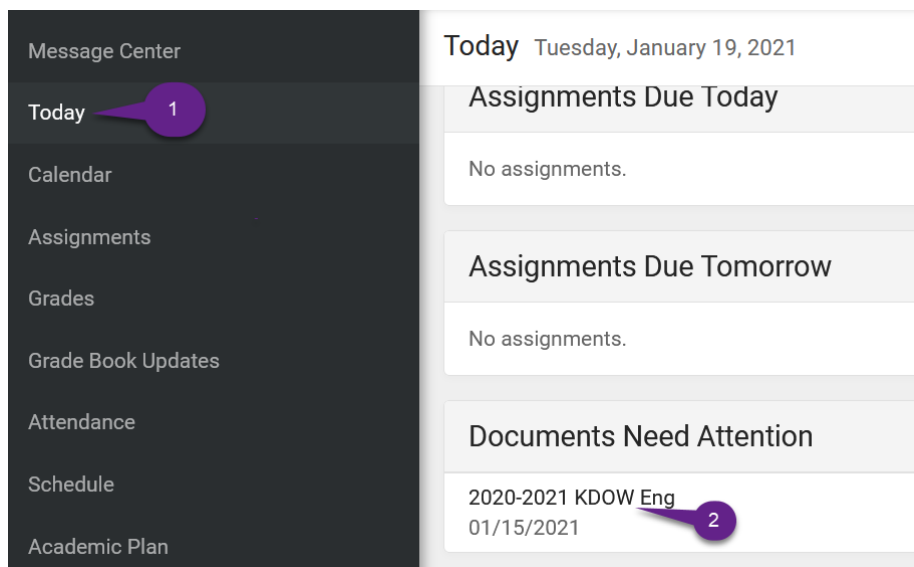


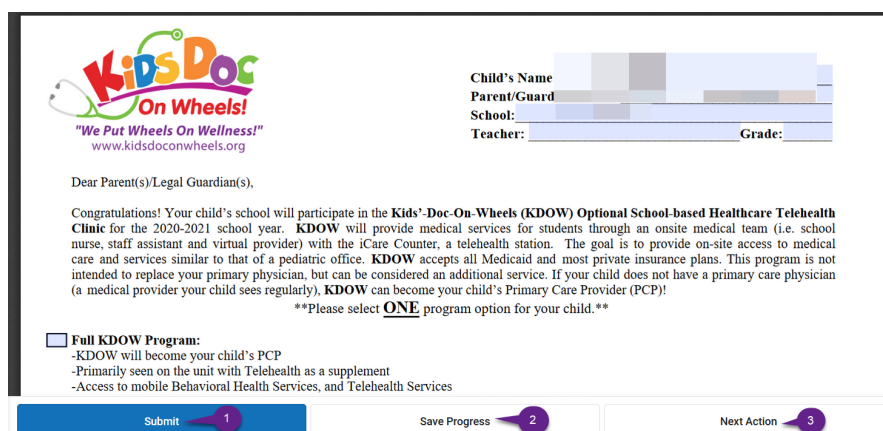
How to complete the 2020-2021 KDOW document (form) using Infinite Campus Parent Portal

1. Select **Today**
2. Your student's information will show to the right of the menu. Scroll down to **Documents Need Attention**. Select the *2020-2021 KDOW Eng* document.

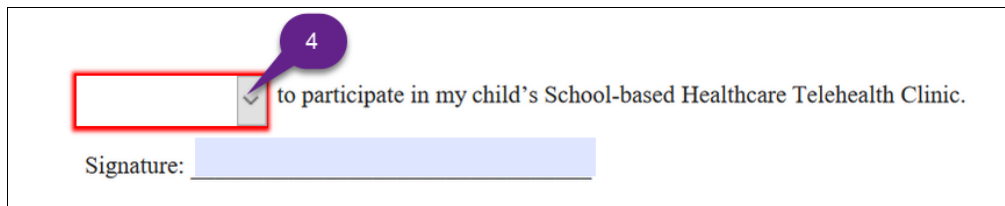


The *2020-2021 KDOW Eng* document will open as shown below. Some information will already be listed on the document (Child's Name, Parent/Guardian, School, and Grade). Please note the following options as you complete your student's document.

1. **Submit** – This will be used once you have completed the document.
2. **Save Progress** – This can be used at any time to save the information you are entering.
3. **Next Action** – Will scroll to each required section.

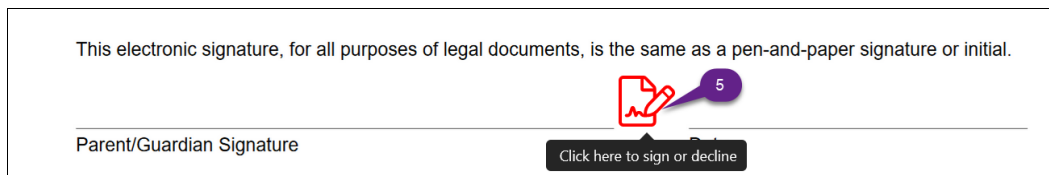


4. This is an example of a required field. You must select one of the available options.



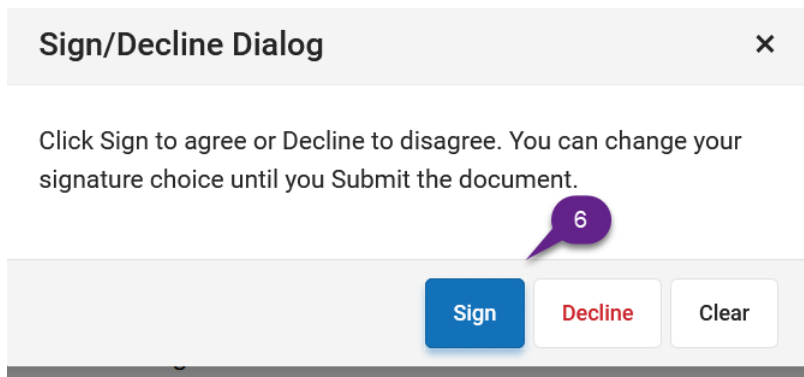
A screenshot of a form. A red rectangle highlights a dropdown menu. A purple callout bubble with the number 4 points to the dropdown. The text to the right of the dropdown reads "to participate in my child's School-based Healthcare Telehealth Clinic." Below the dropdown is a "Signature:" label followed by a light blue rectangular input field.

5. Select the red **Paper and Pen** icon to choose to Sign or Decline.



A screenshot of a signature line. The text "Parent/Guardian Signature" is on the left. A red "Paper and Pen" icon is on the right. A purple callout bubble with the number 5 points to the icon. Below the icon is a black button with the text "Click here to sign or decline". Above the signature line is a line of text: "This electronic signature, for all purposes of legal documents, is the same as a pen-and-paper signature or initial."

6. Select if you want to **Sign** or **Decline**.



A screenshot of a "Sign/Decline Dialog" box. The title bar says "Sign/Decline Dialog" with a close button (X). The text inside says "Click Sign to agree or Decline to disagree. You can change your signature choice until you Submit the document." Below the text are three buttons: "Sign" (blue), "Decline" (red), and "Clear" (gray). A purple callout bubble with the number 6 points to the "Sign" button.

7. Confirm your selection to Sign/Decline.

- If you choose to **Sign**, you will see your name and date.
- If you choose to **Decline**, you will see DECLINED in red and the date.

This electronic signature, for all purposes of legal documents, is the same as a pen-and-paper signature or initial.



A screenshot of a signature line. The text "Parent/Guardian Signature" is on the left. A red "Paper and Pen" icon is on the right. A purple callout bubble with the number 7 points to the icon. Below the icon is a "Date" label followed by a gray rectangular input field.

8. Select **Submit** when you are complete. You are still able to select **Save Progress** or **Next Action** if needed.

The screenshot shows the 'KidsDoc On Wheels!' registration form. At the top left is the logo with the tagline 'We Put Wheels On Wellness!' and the website 'www.kidsdoconwheels.org'. To the right are input fields for 'Child's Name', 'Parent/Guard', 'School', 'Teacher', and 'Grade'. Below these is a message to the parent/guardian, followed by a congratulatory paragraph about the KDOW program. A note asks the user to select one program option. There are two radio button options: 'Full KDOW Program' (selected) and 'Decline'. The 'Full KDOW Program' option lists three benefits. At the bottom are three buttons: 'Submit' (with a purple callout bubble containing the number 8), 'Save Progress', and 'Next Action'.

If you selected **Decline**, you will be prompted to confirm this selection.

9. Click **OK** if you want to Decline.

The screenshot shows a 'Confirm Decline' dialog box. It has a title bar 'Confirm Decline' and a message: 'You are about to decline this document. Are you sure?'. At the bottom right are two buttons: 'OK' (with a purple callout bubble containing the number 9) and 'Cancel'.

The *2020-2021 KDOW Eng* document is available for each student in your household. To access/complete each student's document:

1. Select **Today**
2. Select the drop down arrow in the top right, select the appropriate student, and repeat steps above.

The screenshot shows a user interface with a dark sidebar on the left containing 'Message Center', 'Today' (with a purple callout bubble containing the number 1), 'Calendar', and 'Assignments'. The main area shows 'Today Tuesday, January 19, 2021' and a grid of colored squares representing a calendar. In the top right corner, there is a dropdown menu (with a purple callout bubble containing the number 2) and a search bar.