



UPLOADING YOUR CHILD'S COVID-19 VACCINATION RECORD

Please note: your child must have completed BOTH shots in order to upload the form.

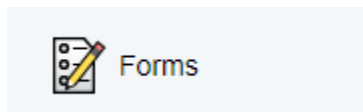
- Log into the Parent Portal by clicking “Parent Sign In.” If you have any issues logging in, please contact your child’s school:

- If you have multiple students in D63, click on the name of the student you are submitting information for at the top.



NOTE: If you need to submit this form for more than one student, you will need to follow this process for each student.

- In the navigation menu on the left, click “Forms”:



NOTE: If you are on a mobile phone, you may need to click the small arrow to expand the navigation menu



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- If you see this notification, click “Preferences”:

Your preferences haven't been configured.

To configure if and how you'll receive notifications for forms, please use the button below to set your preferences.

[Preferences](#)

- Click “Yes” to enable notifications. Then, enter a Notification Email (this can be any email you choose), select a default language, and click “Save.”

Preferences

Enable Parent Notifications

Yes 1

Notification Email

To add more than one email address, separate by commas; e.g. "janedoe@mail.com,billdoe@mail.com"

2

User Selected Language:

English 3

4

- You will see a list of available forms to complete. Select “COVID-19 Vaccination Record”:

Status	Form Name	Form Description	Category	Last Entry
Empty	COVID-19 Vaccination Record	Form for submitting proof of vaccination from COVID-19.	Health	



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- First, select the preferred language at the upper-right hand corner:

COVID-19 Vaccination Record
Form for submitting proof of vaccination from COVID-19.

English

- Complete each item on the form:

Your child must have received all required injections prior to submitting this form.

Vaccine Brand Name: *

Choose one (only currently available options will be shown):

Pfizer-BioNTech

First Injection Date *

MM/DD/YYYY

Second Injection Date *

MM/DD/YYYY

Vaccination Record *

Upload scanned copy or photograph of vaccination certificate here:

Upload

Electronic Signature *

The electronic signature below and its related fields are treated by East Maine School District 63 like a handwritten signature on a paper form.

I affirm that all the information provided is true and correct to the best of my knowledge.

Type name of parent/guardian

- The upload button will bring up the Document Attachment window. Click “Browse” to bring up your device’s file browser. Select the photograph or scanned copy of your child’s vaccination record. Then click “Upload”:

SIS Document Attachment ×

Click the Browse button to select a file

Browse

Upload



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- You will receive a notification that your file upload was successful; click “OK” to continue.



File upload status

File uploaded successfully

OK

- The name of the uploaded file will appear now:

Vaccination Record *

Upload scanned copy or photograph of vaccination certificate here:

Upload

image_2021-08-13_130059.png

- Once all items are complete, click “Submit” to complete the form:

Your child must have received all required injections prior to submitting this form.

Vaccine Brand Name: *

Choose one (only currently available options will be shown):

Pfizer-BioNTech

First Injection Date *

7/1/2021



Second Injection Date *

7/22/2021



Vaccination Record *

Upload scanned copy or photograph of vaccination certificate here:

Upload

image_2021-08-13_130059.png

Electronic Signature *

The electronic signature below and its related fields are treated by East Maine School District 63 like a handwritten signature on a paper form.

I affirm that all the information provided is true and correct to the best of my knowledge.

Your Name Here

Signature Date *

8/13/2021

Submit



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- You will receive a notification that the form has been submitted for approval by the school nurse.



Thank You!

Your child's vaccination information has been submitted to the school nurse for approval. You will receive notification when the form has been approved or rejected.



- Your submitted form will be reviewed by the school nurse. If more information is needed, you may be contacted by the school. If your submission was rejected, you will be able to correct and resubmit.