Completing the Daily COVID-19 Screening Form in Parent Access

You can access the Parent Access from any computer or mobile phone that has internet access.

1. Click on this URL to go the Parent Access Website: https://parents.ewingboe.org
   - If that doesn't work, copy and paste it into your browser search box.

2. Log into Parent Access by entering the User Name and Password provided to you, and then click on the Login button.
   - If you did not receive a Parent Access User Name and Password, contact your school office.
   - Your User Name is your email address that you provided, Passwords can be reset via the Forgot My Password button
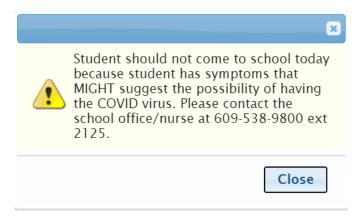
To fill out the required form:

3. The Forms Tab will list the form for you to complete. You *must* respond to the **Daily COVID-19 Screening Form** every morning prior to sending your child to school. Click on the name of the form. The form will display so you can respond to each question.
   - If you need to view the screens in a language other than English, click on the "Select Language" dropdown list in the bottom left corner of the screen and select the language.

4. Use the Drop Down Boxes to complete each question on the form. There are a total of 4 questions.

5. When you are done filling in the form, a pop up box will appear with a warning that your child should not attend school if your child has any symptoms of the COVID-19 virus. Please contact the school nurses office to report your child absent for the day.

The extension for the nurse varies by school. They are: EHS=2125   FMS=3125   AES=4125   LES=6125   PES=5125

6. You will need to complete the **Daily COVID-19 Screening Form** for each of your children on days they have classes in the school building.

7. Log out of Parent Access by clicking on the Logout button at the top right of the screen. This is important to protect your account and information about your child.

If you have not completed the Daily COVID-19 Screening Form prior to 7:30 a.m. a reminder email will be sent to you. Please make sure that your Parent Access Message Alerts have been set up. You can set up your Message Alerts in Parent Access on the Message Center Tab.