Directions for Student Self-Certification – <mark>Updated 1/27/2021</mark>

Parents/Guardians need to complete a daily self-certification form prior to students boarding the bus or entering any school. The self-certification form can be found at the website link: https://www.psd202.org/covid.php or, you can use your phone to self-certify.

1. Open the photo app on your phone.
2. Zoom in to the QR code until it recognizes the code.
3. Your phone will ask you if you wish to open the link. Confirm.
4. <mark>Log in with your student's login name and password. This should be the same one they are using for Google Classroom. When your browser asks if you want to stay signed in, answer NO if you have multiple children in the district.</mark> See the section What if multiple students live in the home that have to self-certify daily? for more information.
5. Complete and submit the self-certification form.
6. If the student is in a specialized program or in grades <mark>PreK-5th</mark> parents/guardians must also initial the day of the week on the student's backpack tag. This will be used as proof that the parent/guardian self-certified the student prior to leaving the home.

The form automatically collects

- Student name
- Id number
- Home School
- Date
- Time Completed

Parent/Guardian will need to answer two questions on behalf
of their child and confirm.

Students experiencing ANY symptoms should stay home and not report to school.

What device should be used to complete the form?

We recommend that a parent/guardian completes the form one of the following ways:

1. **Complete the form on a cell phone**. Make sure to keep the window open on the phone or take a screen shot of the green screen once approved. The parent/guardian can take a screenshot of the green screen and send it to the student's phone if the student brings a phone to school.
2. **Complete on the student computer**. If the student is transporting a computer to and from school, families may complete the form on the student's computer. Have the student leave the window open with the green screen to show staff.
3. **Complete on a <mark>home</mark> computer**. Once complete, print out the green screen page as confirmation that the self-certification was completed.
4. <mark>Students who are grades PreK-5th or in specialized programs grades Prek-12 will receive backpack tags as evidence of completion.</mark>
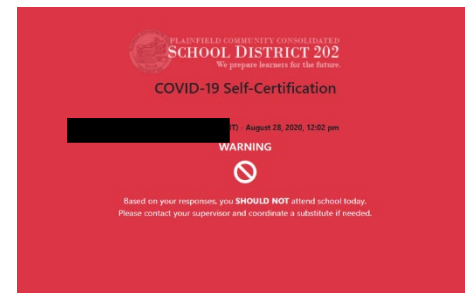
- When parent/guardians complete the form for their child, they will see a green screen.

- Parent/Guardian will only be able to complete the form one time per day. If they try to complete it again, they will receive an error message.

- Parent/Guardian who answers "No" to any question for their child, will receive a Warning Screen informing them not to enter the building.
- If your child has any of the listed symptoms Contact the attendance office to inform them your child will be out sick.
- If the symptoms continue for more than 2 days, we recommend that you contact your child's physician.

- If your child has been in contact with anyone with COVID-19 or has been diagnosed with COVID-19, you should complete the online Student Contact Tracing Form

How to access the form on a cell phone

Open your browser and go to the weblink https://www.psd202.org/covid.php
Scan the QR code, which will take you directly to the appropriate webpage.
Or you can save the website to the main screen on your phone.
iPhone:
1. Open the link on your cell phone in Safari: https://www.psd202.org/covid.php
7. Log in with your student's login name and password. This should be the same one they are using for Google Classroom. When your browser asks if you want to stay signed in, answer NO if you have multiple children in the district.
2. **Do not answer any questions, yet**. (this is an important step)
3. Click on ⬆️ at the bottom of the screen. (This is the same place you would click to share a link with someone)
4. Scroll down to the option of "add to home screen"
5. Click "add" in the top right corner.

The link is now saved as an "app" icon on your phone.

Samsung:

1. Open the link on your cell phone: https://www.psd202.org/covid.php
2. Log in with your student's login name and password. This should be the same one they are using for Google Classroom. <mark>When your browser asks if you want to stay signed in, answer NO if you have multiple children in the district.</mark>
3. **Do not answer any questions, yet**.
4. Click on the 3 lines on the bottom right corner of your screen
5. Click "add to" (This may also be a "+")
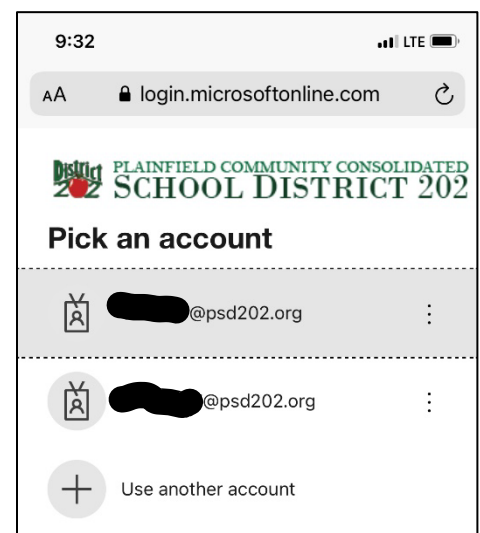6. Select "home screen"

The link should now be saved on your home screen.

What if multiple students live in the home that have to self-certify daily?

If all of the students have their own device, such as a phone, we would recommend that the parent/guardian completes the self-certification form on each students' device for self-certification each day. High school students may complete the self-certify form on their personal phone. This will allow the student to stay logged into the site.

If the students don't have a personal cell phone, there are two options:

1. Parent/guardian can complete the self-certify form on the student's school laptop daily and either initial the student's backpack tag (Prek-5th grade) or take a picture of the screen with the parent's phone to show when dropping off a walker or car rider.
2. Parent/guardian can complete the self-certify form on the parent/guardian's personal phone. In order to do this, the parent must do the following:
   a. Open your browser and go to the weblink https://www.psd202.org/covid.php or Scan the QR code, which will take you directly to the appropriate webpage.
   b. Log in with your student's login name and password }(same as Google Classroom). <mark>When your browser asks if you want to stay signed in, answer NO if you have multiple children in the district.</mark>
   c. Complete the form for the first student and submit. Take a screenshot of the green screen and then close your browser.
   d. Go to the https://www.psd202.org/covid.php or Scan the QR again.
   e. If you are still logged in as the first student, click "NOT YOU? CLICK HERE". This will log out the first student.
   f. You should then see a screen similar to the one to the right and have the option to click <mark>+ Use another account</mark>.
   g. Log in with the second student's login name and password (same as Google Classroom). <mark>When your browser asks if you want to stay signed in, answer NO if you have multiple children in the district.</mark>
   h. Complete the form for the second student and submit. Take a screenshot of the green screen and then close your browser.
   i. Continue the same process until you have completed the self-certification process for all children in the home that do not have personal devices.

Arrival Procedure

All students and staff are required to complete a COVID-19 self-screening checklist prior to entering any District 202 building. At all student entrances, building staff and administration will check to make sure parents/guardians have self-certified each student.

Families must follow each individual school's arrival map and procedure.

How will the school know my child completed the self-certification form?

When students arrive at the building, staff will be checking to see if parent/guardian completed the form for each student. Staff will verify that each student has a completed self-certification form in several ways.

1. Student/Parent shows phone screen with the green screen for the current date prior to exiting the car or when approaching the building (website is open or show picture of screenshot that was taken)
2. Student shows paper print out of the completed form with the appropriate date
3. Student opens student computer to show the Green screen and appropriate date
4. For Prek-5th grade students and students in specialized program, student's backpack tag is initialed by the parent on the corresponding day of the week

Car Riders: Parents/guardians must display the green screen for the self-certification or hand the staff member a piece of paper with proof of the certification prior to the student exiting the car. If this was not completed, the car must pull forward to the designated area and complete the self-certification prior to the student exiting the car.

Prek-5th grade students and students in specialized Programs who are Walkers or Bus Riders: Parent initials on the backpack tag will inform the school staff that symptom checking was completed.

6th-12th grade walkers and bus riders: Student must display the green screen on their phone for the self-certification or hand the staff member a piece of paper with proof of the certification.

What if I completed the app, but I forgot to initial the backpack tag for a walker/bus rider in Prek-5th grade or specialized program? Building staff can view who completed the app at home. If the app was completed, the student will be permitted to enter the building.

What if the parent did not complete the self-certify for the student prior to school?

Students in grades Prek-8th: the parent/guardian will be contacted to complete the self-certification app. If a parent/guardian cannot be reached, the student will not be able to participate in class and the parent/guardian or other approved contacts will be called to pick the student up from school.

9th-12th grade students can complete the symptom checking on their personal device prior to entering the building.

Can a high school student self-certify on the app if the parent does not complete the app?

Yes, high school students ONLY will be permitted to complete the questions on the app if a parent doesn't complete the app. Middle School and Elementary Students must have the app completed by a parent.