

InfoSnap and Student Forms Information

Beginning in July 2015, Queen Anne's County Public Schools will be using **InfoSnap**, an online student registration program, which will eliminate most of the hard copies of paperwork that Queen Anne's collects and manages on an annual basis. InfoSnap can be accessed through the home page of the SES website or the QACPS website. **Annual student Emergency Form updates and QACPS policy forms (pest management, media release, acceptable use of technology) will now be completed via InfoSnap.** Hard copies of certain forms need to be submitted annually, including:

- Medical Authorization Form - This form must be completed by your child's physician and submitted to our School Nurse before any medication may be administered to your child. All medications (in their original packaging) must be kept in the Nurse's office and administered under her supervision. The term "medication" refers to both prescription and non-prescription medicine.
- Lunch Application Form - All families will be given a "Free and Reduced Lunch Application." Families are encouraged to return these forms. Please keep in mind, school personnel are required to provide EVERY parent with the opportunity to apply. Confidentiality of all applicants is maintained. These forms are returned directly to the Supervisor of Supporting Services at the Board of Education. Applications for this program must be renewed each year by September 30th for rollover service and new applications may be submitted at any time during the school year.
- Insurance - School insurance for students is available to parents who wish to purchase it. The purchase of school insurance is strictly optional. Please note: If an injury to your child occurs at school, you are NOT to have your physician's office bill sent to the school. School insurance covers in-school incidents in case your regular health insurance does not.
- Field Trips Forms - Whenever a child leaves school on a field trip; it is necessary for staff to obtain written permission from the parent/guardian. Permission forms are sent home in advance and should be returned as soon as possible. Field trips are designed to extend learning that takes place in the classroom. Trips are supervised by classroom teachers and other school personnel and may require additional adult supervision and parent chaperones. Field trips that include a cost to the student must be paid on or before the written permission due date. Arrangements will be made for students without permission slips to remain at school in another classroom.