

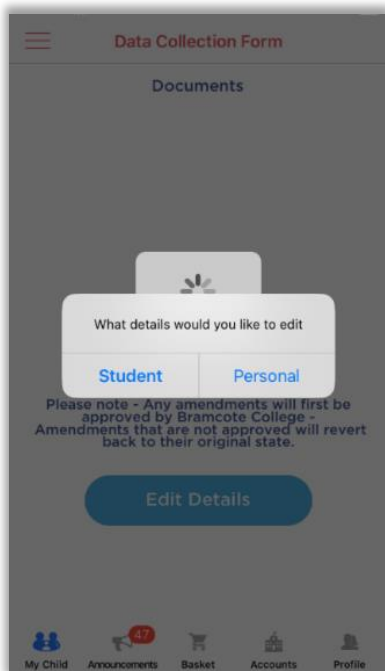


## Checking the information we hold about you and your child

Select the **Data Collection Form** option from the menu.

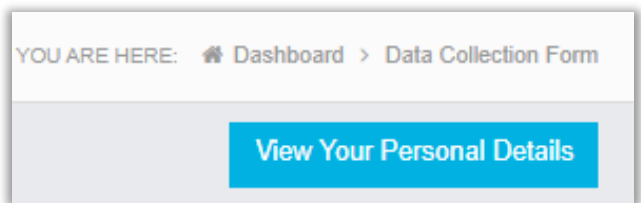
### In the App

Click on **Edit Details** and then select if you want to review **Student** details or your own **Personal** details



### In the Webversion

The Student details will open by default but you can view your own details by Selecting the '**View Your Personal Details**' link in the top right hand of the page.



**Student Details** – You can review your child's **Student Details, Medical Information** and SEN (**Special Educational Needs**) as we currently have them recorded in our school database.

**Your Personal Details** – You can review your own details and the contact details we hold for you. At certain times we can enable you to review the list of additional Contacts on your child's account but you will not be able to see the contact details for any other Contacts.

**Note:** If you need to review or update any details for other people recorded as additional Contacts for your child you should email [mcas@bramcote.college](mailto:mcas@bramcote.college) or contact the School office.

You may inform us of updates to your child's details and Medical Information through MCAS. Select the area you want to edit and update the information in the text boxes and using the dropdown menus.

## Medical Information

### In the App

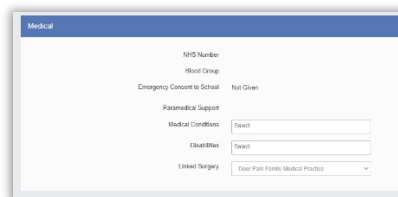
Click on **Edit Details** and then select **Student** details. Scroll down and click on **Edit Medical Details**



Scroll down to add Medical Conditions, Disabilities or Doctors Surgeries.

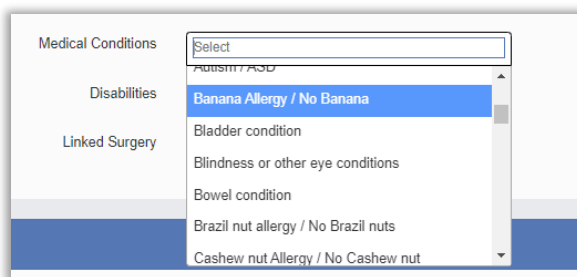
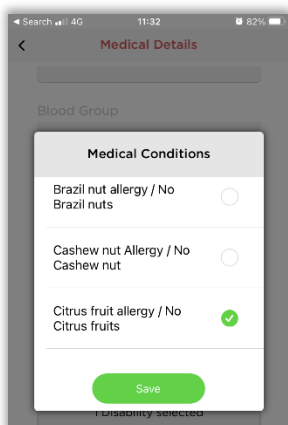
### In the Web version

Scroll down the Student's details page to the Medical details panel.

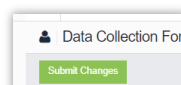


You can add Medical Conditions, Disabilities or Doctors Surgeries by selecting items in the dropdown menus. If the information you need to add is shown as an option, please email [mcas@bramcote.college](mailto:mcas@bramcote.college) with details or contact School reception.

**Note: Allergies and Dietary Requirements** are recorded under **Medical conditions**



**IMPORTANT** - You MUST click on the **Submit Changes** button at the top of the page to save any updates.



**All updates will be reviewed by our administration team before being added to our databases**