



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

In the App

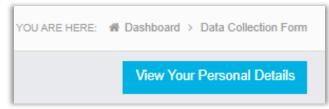
Click on **Edit Details** and then select if you want to review **Student** details or your own **Personal** details

📃 🛛 Data Collec	ction Form
Docur	nents
	2
What details wou	ld you like to edit
Student	Personal
Amendments that are r back to their	endments will first be imcote College - iot approved will revert original state.
Edit D	letails
the child the second the first	ket Accounts Profile

In the Web version

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.

Chat School.com



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 <u>mcas@bramcote.college</u> 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.

1

Medical Information

In the App

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

Edit Medical Details

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

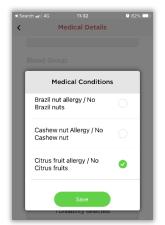
In the Web version

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

Medical	
NHS Namber Blood Group Emergoncy Consent to School	
Emorgon cy Consent to Uchoai Paramodical Support Modical Conditions	Not Given
Disabilities	Select
Unlead Surgery	Deer Park Family Medical Phadice v

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 <u>mcas@bramcote.college</u> with details or contact School reception.

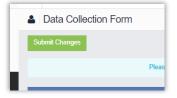
Note: Allergies and Dietary Requirements are recorded under Medical conditions



Medical Conditions	Select	
D	Autishi7A3D	•
Disabilities	Banana Allergy / No Banana	
Linked Surgery	Bladder condition	
5,	Blindness or other eye conditions	
	Bowel condition	
	Brazil nut allergy / No Brazil nuts	
	Cashew nut Allergy / No Cashew nut	-

IMPORTANT - You MUST click on the Submit Changes button to save any updates.





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