



Dear Parents,

This year, The Orme School is partnering with SchoolDoc.com once again to better serve our students and staff. SchoolDoc.com offers an electronic health record system for schools, and you can now complete your student's health information electronically.

The security and privacy of your student's health information is important to us. The SchoolDoc.com site is secure, encrypted, and password protected. Only The Orme School health staff and after-hours supervisory faculty will have access to student health information (for emergencies only).

### **Returning Students**

You will receive a notification email from SchoolDoc.com to login and update your student's information.

You may use the same login previously created to access your SchoolDoc.com information.

If you forgot your password from last year, enter your email on the login page and click "Forgot Password" to reset your password.

Please update any new immunizations your student received, any changes to insurance or credit card information, or any demographics changes such as address or phone number. You will not have to re-enter all the required information again.

### **New Students**

You will receive an "Invitation" email from SchoolDoc.com.

Click on the green "Accept Invite" link within the email to create your SchoolDoc.com account.

Enter your full email address, and click "continue" to set your password.

### **All Students**

Once logged in, select your student's name and click on the health profile link to complete your student's information.

Required questions will be marked with an \* and outlined in red.

Upload any required documents to your SchoolDoc.com account. If you're on a phone/tablet, you can take a picture to upload the document. Please make sure any photos are legible.

Return to SchoolDoc.com at any time to make changes or update health information.

We're excited to let you know that your student's health information will save from year-to-year, so it only needs to be completed in its entirety for your student's first year at The Orme School.

SchoolDoc.com sends out periodic reminder emails for incomplete health information. These notifications will come from [SchoolDoc.com](http://SchoolDoc.com), so please add this to your safe sender list to avoid accidental delivery to junk and spam folders. We don't want you to miss important notices about school!

To avoid any compliance issues with Arizona State Law, **PLEASE COMPLETE THE SCHOOLDOC REQUIREMENTS IN THEIR ENTIRETY PRIOR TO YOUR STUDENT'S ARRIVAL IN THE FALL.**

Thanks, and we look forward to a great 2019-2020 school year!

**Jeff Swiggers, CEP, RN**

Director of Health Services, The Orme School