

Emergency Information Instructions

In order to complete the Emergency Information form, Parents/Guardians must log onto Aspen at <https://nj-hcrhs.myfollett.com/aspn/logon.do> using their **Parent** Aspen Account login credentials, **not their Student** Aspen Account login credentials.

If you are not able to log onto your Parent Aspen Account, please submit a request to the HCRHS Help Desk website at:
<https://hcrhs.incidentiq.com/guest/8UUMHFWU/parent-helpdesk-request#top>
Include your student's name and birthdate.



If you are completing this process on a mobile device, you need to click the "**View Full Site**" link.

Once a Parent Aspen Account has been created and you have logged in, select the **2021-2022 Emergency Information** under Announcements on the left side of the Home Page.

Announcements Edit

- **On Cell Phone/iPad, select VIEW FULL SITE before selecting any of the below.**
- **Unofficial Student Transcript:** To view your student's unofficial transcript, select **Family** top tab, select the student, and select **Transcript** side tab. Select **Reports > Unofficial Student Transcript**. In the window that appears, click **Run**. The report can be saved to your computer as a pdf or printed.
- **Consents and Permissions:** Parents/Guardians are required to fill out this online form for *all New students* to Hunterdon Central **by August 27th and Returning students if any changes need to be made**. [Click here](#), select the Student Name using the magnifying glass, select OK, select Next to complete the form
- **2021-2022 Emergency Information:** Parents/Guardians are required to fill out this online form for *ALL students each school year*. Please submit this form **by August 27th**. [Click here](#), select the Student Name using the magnifying glass, select OK, select Next to complete the form
- **HCRHS Device Voucher** - For any student to be issued a Chromebook from Hunterdon Central, *the parent/guardian and the student will need to review this form together* and agree to its conditions. This will need to be completed **one-time for each student** accepting a district-issued device. [Click here](#), select the Student Name using the magnifying glass, select OK, select Next to complete the form

Initiate Workflow: Workflow Selection **Step 1 of 3**

Workflow	Emergency Information ▾
Date	7/29/2021 
Student	

← Previous
Next →
Finish
Cancel

Select the Student using the magnifying glass. Select OK.

Select **Next**.

The form will display. Please read all directions on the form.

A red asterisk * next to a field name signifies that the field is a required field.

Where available, select the drop down arrow to select from a list of valid entries.

Example:

IV. Medical Information about your Child

I authorize the Health Office to administer Tylenol or Acetaminophen as needed? *

▾
 Y
 N

I authorize the Health

After you have filled out the form in Step 2 of 3, scroll to the bottom and click on Next to view Step 3 of 3.

***NOTE: You need to click on the "Next" button located on the lower left corner of this window and then click on the "Finish" button located on the lower right corner of this window in order to submit the form.**
 You will receive a confirmation email when this form is properly submitted.
 Updates will be made in Aspen overnight and will be visible tomorrow.

← Previous
Next →
Finish
Cancel

Click on Finish in Step 3 of 3

← Previous
Next →
Finish
Cancel