

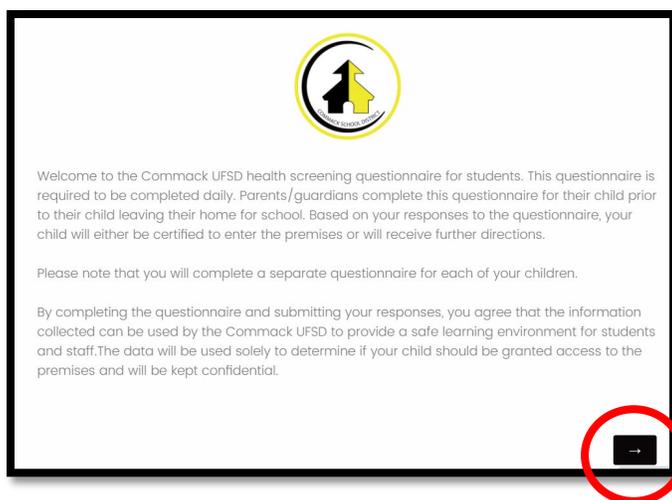
## Parent/Guardian Directions for Completing the Daily Student Screening Questionnaire

The following are step-by-step directions to complete the screening questionnaire for your child(ren), which is required each day school is in session. These directions begin when you click the link found in the email (or text) invitation to complete the questionnaire. Additional notes are provided throughout this document to guide you through this process. Please see the FAQ for additional information.

You will receive an email from **Commack UFSD** [Dailyscreening@commack.k12.ny.us](mailto:Dailyscreening@commack.k12.ny.us). This email will be sent to the email address listed in the Parent Portal as Emergency Contact 1. You will receive an email for each child. **If you did not receive an email invitation, please refer to the FAQ for directions.**

### 1. Introduction

The introduction screen contains important information. Please read and click the arrow to continue.

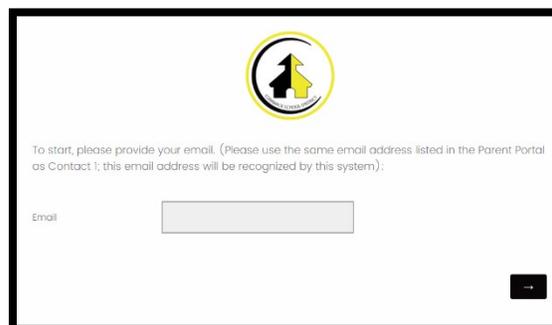


### 2. Enter Your Email Address

This step will ask you to enter an email address. Please enter the email address listed in the Parent Portal as Emergency Contact 1. When this email address is used, the system will recognize you as the parent/guardian of your child and you will have less steps to complete.

If you enter a different email address other than the one indicated above, you will be required to enter additional information (e.g. child's name).

If you changed or need to change your email address, please do so in the Parent Portal.



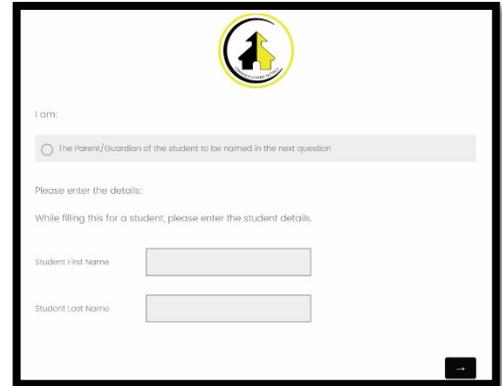
### 3. If Your Email Address Is Not Recognized

First, please click the radio button to attest that you are the parent/guardian of the child whose first and last name you are about to enter.

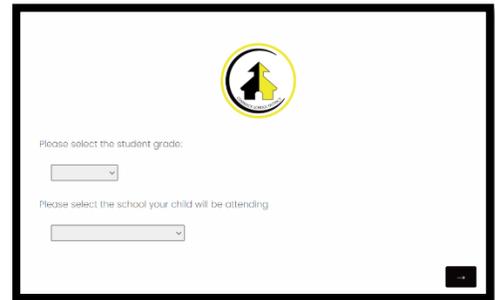
Then, enter your child's first and last name.

Next, Click the arrow to continue.

Last, select your child's grade and school from the drop-down menus. Then, click the arrow to continue.



The screenshot shows a web form with a logo at the top center. Below the logo, it says "I am:" followed by a radio button and the text "The Parent/Guardian of the student to be named in the next question". Below this, it says "Please enter the details:" and "While filling this for a student, please enter the student details:". There are two input fields: "Student First Name" and "Student Last Name". A black arrow button is in the bottom right corner.



The screenshot shows a web form with a logo at the top center. Below the logo, it says "Please select the student grade:" followed by a dropdown menu. Below that, it says "Please select the school your child will be attending" followed by another dropdown menu. A black arrow button is in the bottom right corner.

### 4. Text Message Opt-In/Opt-Out

This screen will allow you to opt-in to receive text message invitations to complete the required daily screening questionnaire.

To Opt-In to receive text message invitations:

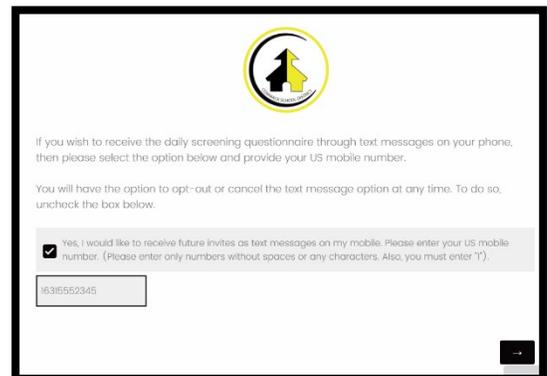
- Check the box
- Enter your phone number in the following format "1-XXX-XXX-XXXX"
- Click the arrow to continue

The "1" must be entered before the area code to receive text message invitations. Your number will be remembered. This question will appear each time you complete the questionnaire with your information pre-loaded. To continue to receive text message invitations, click the arrow to continue.

To Opt-Out of receiving text message notifications:

- Uncheck the box
- Click the arrow to continue

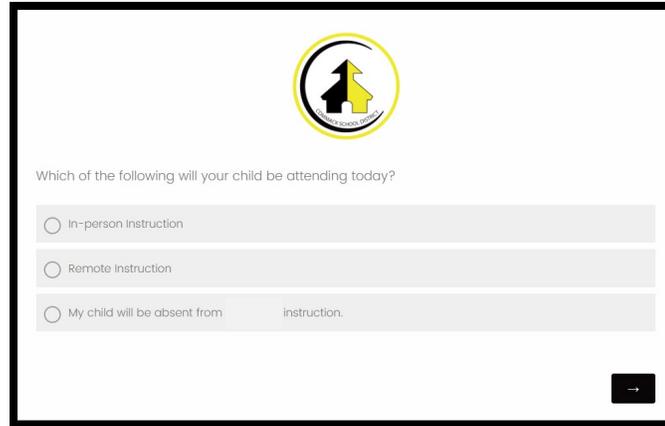
You can opt-in again at any time.



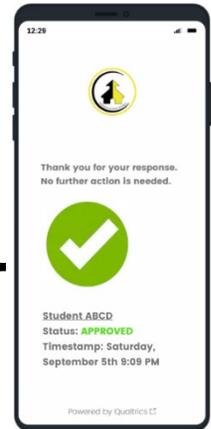
The screenshot shows a web form with a logo at the top center. Below the logo, it says "If you wish to receive the daily screening questionnaire through text messages on your phone, then please select the option below and provide your US mobile number." Below this, it says "You will have the option to opt-out or cancel the text message option at any time. To do so, uncheck the box below." There is a checked checkbox and the text "Yes, I would like to receive future invites as text messages on my mobile. Please enter your US mobile number. (Please enter only numbers without spaces or any characters. Also, you must enter 1)". Below this is an input field containing "163552345". A black arrow button is in the bottom right corner.

## 5. Attendance

This question identifies your child's attendance for the day. There are three options, each with a different result. Select the appropriate choice and click the arrow to continue.



- **In-Person Instruction**
  - Select this option if your child is physically attending school for in-person instruction.
  - Click the arrow to continue to next question
- **Remote Instruction**
  - Select this option if your child is attending school in the remote setting. Meaning they are not physically attending school.
  - Click the arrow to continue to the end of the questionnaire. No further action is needed.
- **My child will be absent from instruction**
  - Select this option if your child will be absent from in-person or remote instruction.
  - Click the arrow to continue for directions to report the absence and end of the questionnaire.



## 6. Health Check Attestation

Please read these statements carefully. For your convenience, a link to CDC website is provided should you need to review the symptoms of COVID-19 and a link to the New York State Department of Health website is provided should you need to view information about to the NYS Travel Advisory.

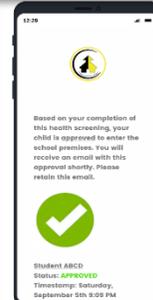
If you can attest that a statement is accurate for your child, check the box.

Parents/Guardians complete for their child. I attest that my child (Please check off that apply)

- I have not knowingly been in close or prolonged contact in the past 14 days with anyone who has tested positive through a diagnostic test for COVID-19 or who has or had symptoms of COVID-19.
- I have not taken a public transit (Aggregate) test for COVID-19 in the past 14 days.
- I have not experienced any symptoms of COVID-19, including a temperature of greater than 100.0 in the past 14 days. Symptoms of COVID can be found on the CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- I have not traveled internationally or from a state with widespread community transmission of COVID-19 per the New York State Travel Advisory in the past 14 days. More information regarding the Advisory and a list of designated states can be found here: <https://www.health.ny.gov/diseases/communicable/covid-19/advisory.htm>
- I understand it is my responsibility, in the interest of public health, to keep my child home when sick.

- All boxes checked: Your child will be certified to attend in-person instruction at school. You will be brought to an approval screen at the end of the questionnaire. You will receive an email with this approval. Please retain this email.
- At least one box **NOT** checked: Your child will **NOT** be certified to attend in-person instruction at school. You will be brought to a screen that asks you to keep your child home and to seek the guidance of your health care provider. You will receive an email with this notification. Please retain this email.

*If you received this message because you completed this question in error, please refer to the FAQ for directions.*



## **Screening Questionnaire: Frequently-Asked-Questions**

### ***When do I need to start completing the screening questionnaire?***

Parents/guardians will start to receive the email invitation to complete the screening questionnaire for their child(ren) on Thursday, September 10.

Between September 10 and September 11, this invitation is being sent for a two-day testing and troubleshooting period. Parents/guardians should use this time to ensure that they are receiving the invitation and having no issues with completing the screening questionnaire for all their children. During this time, please complete the questionnaire as if it were an actual school day.

The screening questionnaire becomes an active tool for certifying students to enter the school building on Monday, September 14.

### ***How do I complete this screening questionnaire for my child(ren)?***

Each day the screening questionnaire will be sent to you via email. This invitation will be sent to the email address listed as Emergency Contact 1 in the Parent Portal and will be sent to you from “COMMACK UFSD” - [dailyscreening@commack.k12.ny.us](mailto:dailyscreening@commack.k12.ny.us). If you have more than one school-aged children, you will receive a separate email for each child.

You can also opt-in to receive this questionnaire via text message (more info below).

### ***What do I do if I do not receive an email invitation but need to complete the questionnaire for my child?***

Please follow these steps:

- First, check your junk/spam/clutter inbox. It is likely that the invitation was sent to one of these mailboxes if it cannot be found in your inbox.
- Second, contact the IT Office at 631-912-2029 to report that you are not receiving the invitation via email.
- Third, visit the District website to complete the questionnaire via the unassigned link (meaning it is not linked to your email). You may use this link on a temporary basis while your account is being fixed. Please do not use this temporary fix as a permanent solution.

### ***How can I opt-in to receive text message invitations to complete the screening?***

The first time you complete the screening questionnaire you will receive an email invitation to your email address. Within the questionnaire, you will be asked if you want to opt-in to receiving text message invitations.

To opt-in, check the box and enter your mobile number (1-xxx-xxx-xxxx).

- If you do not wish to receive text message invitations, leave the box unchecked and continue with the questionnaire.
- If you later decide you no longer want to receive text message notifications, uncheck the box and continue with the questionnaire.

The next day, you should receive a text message invite. If you do not, double-check to make sure you placed the “1” before your number.



***I completed the questionnaire and my child was certified to attend school, what happens now?***

Your child has been certified to enter the school building and attend school. Your child can ride the bus to school or be driven by their parent/guardian.

You will also receive an email with this certification. Please retain this email for future reference.

***I completed the questionnaire and my child was not approved to attend school, what happens now?***

Based on your responses to the screening questionnaire, your child has not been certified to enter the school building. The system will automatically notify the school. However, please contact the main office of your child's school as well and as soon as possible.

You will also receive an email with this "not certified" status. Please retain this email for future reference.

***What happens if I select "My child will be absent from instruction?"***

Within the question regarding your child's attendance, if you select the above option you are indicating that your child will be absent for school. This could be for any reason, including but not limited to, your child being ill, doctor's appointment, etc.

If you select this option, please report your child's absence as you normally would. In turn, your child's school will handle the absence as it normally would.

***What if I click the wrong button in error and my child is not approved to enter the school?***

The questionnaire can only be completed once per day. Therefore, if you completed the questionnaire in error please immediately contact your child's school. Your child's record will then be updated and your child will be certified to attend school.

***What time will I receive the invitation to complete the questionnaire? Will the system send a reminder?***

The first invitation of the day is sent at 6:15a.m. This invitation will go out by email and, if opted-in, text message. The system will automatically send a reminder email/text at 7:15a.m. and the last at 8:15a.m.

***I completed the questionnaire via the email invitation before 7:15a.m. but received the reminder via text. Is that supposed to happen?***

Yes, this is a limitation of the system. If you completed the questionnaire via the email invitation and opted-in to the text messages, you will receive a reminder via text although you completed the questionnaire via email. That being said, you can only complete the questionnaire once per day and if you click the reminder link, you will be unable to complete the questionnaire because you already did so.

Please know that will also happen with the reverse (completed by text invitation before 7:15a.m., you will receive the email reminder).

***I received an invitation to complete the screening questionnaire on a weekday in which schools are closed (e.g. Labor Day, Election Day, Winter Recess), what do I do?***

The system will send an invitation Monday through Friday. Unfortunately, the system cannot be programmed to skip days when schools are closed. When schools are closed, you do not need to complete the screening.

***What happens if I send my child to school but did not complete the screening questionnaire?***

The school will be actively reviewing who completes and who does not complete the screening questionnaire.

If you completed the questionnaire for your child prior to the start of school, your child would arrive to school and will join their class.

If you did not complete the questionnaire and sent your child to school, your child will be isolated, and the school will contact you to complete the screening. Depending on your responses to the questionnaire, your child will be able to return to class or you will be asked to pick up your child.