CLARENCE CENTRAL SCHOOL DISTRICT

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September 14, 2020

Dear Parent:

Please find enclosed with this correspondence directions for downloading and registering our health screening app. The app can be downloaded to your phone. Once it is properly configured, it will allow parents to respond daily to the four COVID-19 screening questions (see the attached directions).

Parents only need to respond to the questionnaire on the days their children are scheduled to attend school in-person. If your child is 100% remote you do not need to respond to the daily questions, however, if your child tests positive, please contact the school nurse.

Please follow the directions in the proper sequence to first register and then install the app. Registering the app on your computer via the company website is the simplest way to begin. The web registration directions are attached to this letter. You can visit the website on your phone to register as well. Once you complete the registration process, using the app should be a quick and easy process.

After you've registered on the company website you can download the actual app. Using your phone, go to the Apple App Store or Android Apps on Google Play and search for **"Frontline Health Portal"** to find and download the app.

Once you are registered and you've downloaded the app, you can login to the app and add students. You'll need to know the unique student number in order to complete the task of adding each student to the app. It's a good idea to find the unique student number before you begin the process of adding students to the app. Please use the Parent Portal website to obtain the unique student number, it will not show on the Parent Portal phone app. Each child's unique student number can be found in the PowerSchool Parent Portal under the student information screen. You can link to the PowerSchool Parent Portal from the school district homepage. The directions for logging into the app and adding students are attached to this letter.

After adding each of your children to the app, you can log in and compete the daily health check questionnaire. If you check **"yes"** to any of the questions, click submit and please keep your child home from school. Please contact both your primary care physician and the school nurse. If the answer to all four of the questions is **"no",** just click submit.

If things work the way they should, you'll be ready to use the app on Tuesday morning to complete the daily health check questionnaire.

If you get stuck or receive an error code during the process, please quit the app and start from the beginning of the directions. If things don't work as they should once you're registered, you can send an email to app@clarenceschools.org. We will provide technical help over the course of next week to make sure parents can download and install the app properly.

Thank you for your patience and cooperation.

Sincerely,

Geoffrey M. Hicks Ed.D.
Superintendent