

KIDS COLLEGE EMERGENCY FORMS IN BANNER

ALL Kids College students must have the Emergency Contact form in SPAIDEN filled out in Banner.

The screenshot shows the Oracle Developer Forms Runtime interface for SPAIDEN. The 'Emergency Contact' tab is selected. The form includes fields for ID, Priority, Relationship, Last Name, First Name, Middle Name, Address Type, Street Line 1, 2, and 3, City, State or Province, ZIP or Postal Code, and Nation. A Telephone section contains Area Code, Phone Number, and Extension fields. There is also an 'Override Address Verification' checkbox and a 'Last Update' box with User and Activity Date fields.

- Go to SPAIDEN & click the Emergency Contact tab.
- If no record exists, enter "1" in the Priority box.
- Click on the arrow next to the Relationship field and choose the relationship of that individual to the student.

The Relationship Validation (STVRELT) dialog box shows a search field and a table of relationships. The 'Parent' relationship is highlighted.

Code	Description	Activity Date
C	Child	25-AUG-2009
O	Other	25-AUG-2009
P	Spouse	06-JUL-2000
R	Parent	25-AUG-2009

- Enter the emergency contact information provided on the Kids College Emergency Card
- SAVE (F10)
- If there is an Alternate Contact, insert another record by clicking on *Record* and then *Insert* located on the tool bar and enter the emergency contact information as Priority "2"

- If the parent/guardian indicated “Yes” that the child has a medical/health condition, please go to SPACMNT and enter:
 - Comment Type: *SCE*
 - Originator: *ADM3*
 - Comment: *Medical Condition Stated.*

The screenshot shows the Oracle Developer Forms Runtime interface for a 'Person Comment' form. The form is titled 'Person Comment: SPACMNT 8.2 (PROD)'. The ID field is populated with '@00650443' and the name 'Fullerton, Fred'. The Comment Type is set to 'SCE' (SCE Notes). The Originator is 'ADM3' (Admissions Office SCE). The Contact Date is '17-AUG-2010'. The Comments section contains the text 'Medical Condition Stated.'. A callout box with a black border and white background contains the text: 'IMPORTANT: It is imperative that “Medical Condition Stated” is the **ONLY** comment populated on SPACMNT.'

Please forward the emergency card to the appropriate site. If the child is attending more than two locations, please make a copy of the Emergency Form for the other locations.

If you have any questions, comments, or concerns, please contact the SCE Cypress campus at (714) 484-7038.