



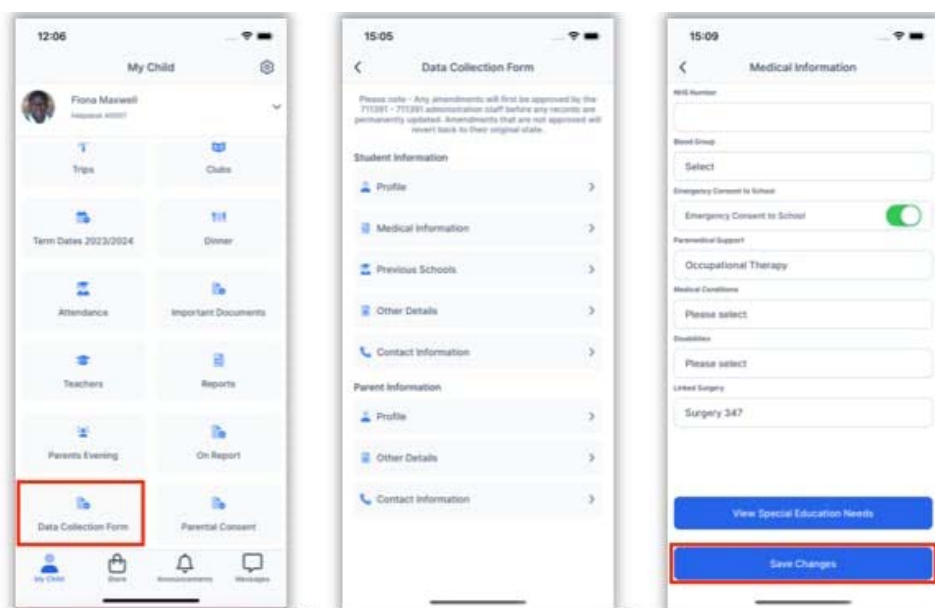
Alderman White School

Checking the information we hold about you and your child

Select the **Data Collection Form** option from the menu.

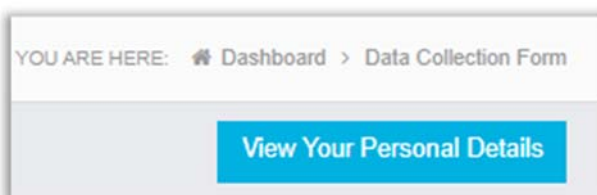
In the App

Click on **Edit Details** and then select if you want to review **Student** details or your own **Personal** details



In the Web version

The Student details will open by default but you can view your own details by Selecting the '**View Your Personal Details**' link in the top right hand of the page.



Student Details – You can review your child's **Student Details**, **Medical Information** and SEN (**Special Educational Needs**) as we currently have them recorded in our school database.

Your Personal Details – You can review your own details and the contact details we hold for you. At certain times we can

enable you to review the list of additional Contacts on your child's account but you will not be able to see the contact details for any other Contacts.

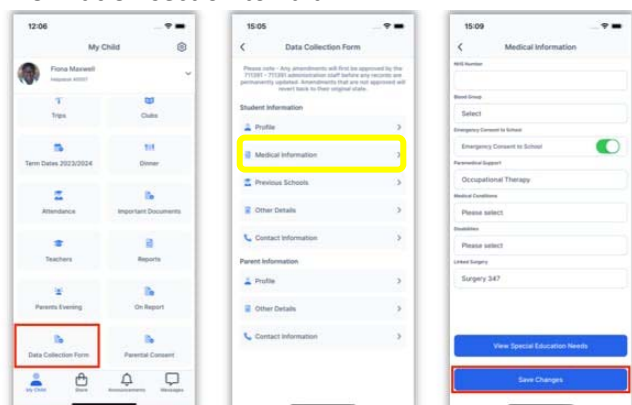
Note: If you need to review or update any details for other people recorded as additional Contacts for your child you should email MCAS@aldermanwhite.school or contact the School office.

You may inform us of updates to your child's details and Medical Information through MCAS. Select the area you want to edit and update the information in the text boxes and using the dropdown menus.

Medical Information

In the App

Click on **Data Collection Form** and then select **Medical Information** section to Edit.



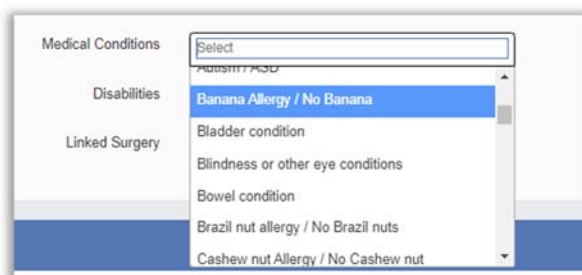
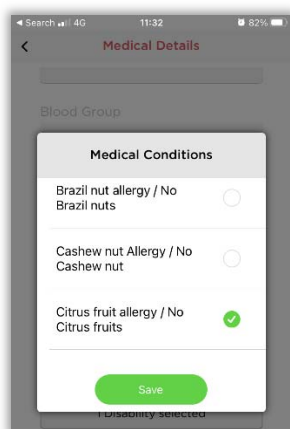
Scroll down to add Medical Conditions, Disabilities or Doctors Surgeries.

You can add Medical Conditions, Disabilities or Doctors Surgeries by selecting items in the dropdown menus. If the information you need to add is not shown as an option, please email MCAS@aldermanwhite.school with details or contact School reception.

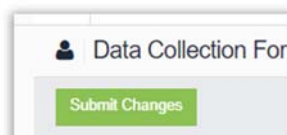
Note: Allergies and Dietary Requirements are recorded under Medical conditions

In the Web version

Scroll down the Student's details page to the Medical details panel.



IMPORTANT - You **MUST** click on the **Submit Changes** button at the top of the page to save any updates.



All updates will be reviewed by our administration team before being added to our database.