

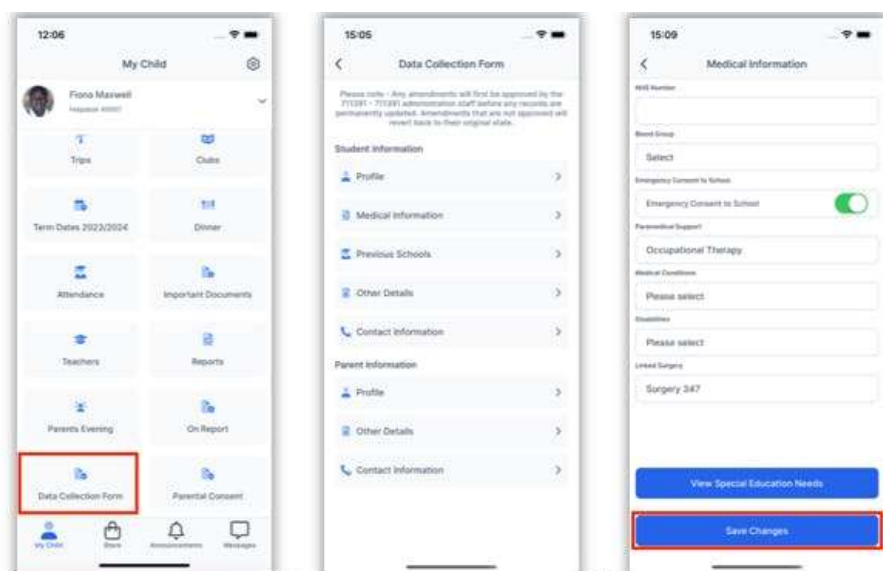


## Checking the information we hold about you and your child

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

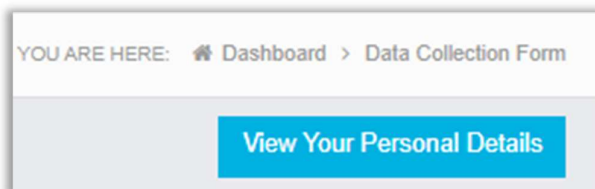
### In the App

Select the area you want to review, this can be **Student** details or your own **Personal** details. Ensure you click on the Save Changes button at the bottom of the screen after making any changes.



### 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@bramcote.college](mailto:mcas@bramcote.college) or contact the School office.

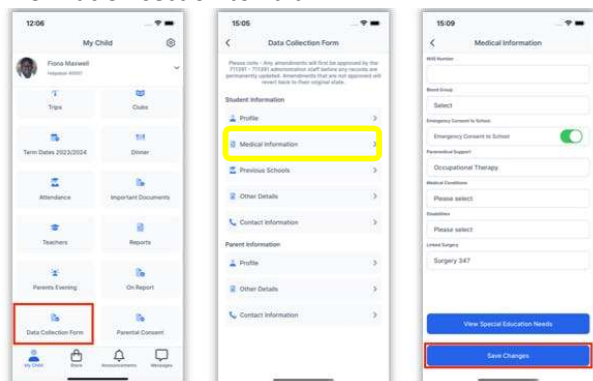
You may inform us of updates to your child's details and Medical Information through MCAS. Select the area you want to edit and update the information in the text boxes and using the dropdown menus.

## Medical Information

**Note: Allergies and Dietary Requirements are recorded under Medical conditions**

### In the App

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



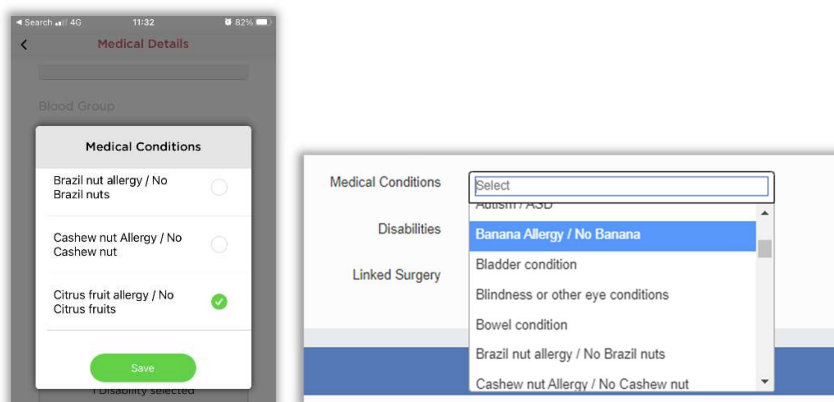
### In the Web version

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

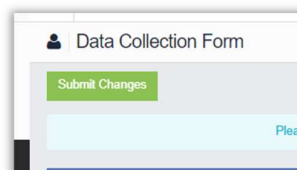


Scroll down to add Medical Conditions, Disabilities or Doctors Surgeries.

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@bramcote.college](mailto:mcas@bramcote.college) with details or contact School reception.



**IMPORTANT - You MUST click on the Save/Submit Changes button to save any updates.**



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