EMERGENCY MEDICAL WAIVER APPLICATION SUBMISSION INSTRUCTIONS

To access the Emergency Medical Waiver application:

1. Log into your OH ID account.
2. Select the Data Collection tile.
3. Select the Emergency Medical Waiver.
4. The next screen should prepopulate your district IRN.
5. Click the "Search" button at the bottom of the screen.
6. This will yield one result, (which is your district).
7. Click on your school district.
8. Select the "Questions" tab at the top of the screen.
9. To the right of the screen click "Add Student" and start the survey.

**Please note, Once the application is completed, you will need to save it in "Submitted" status. This will generate an email to the Superintendent or Designee that an Emergency Medical Waiver is pending approval in their OH ID account.

Superintendent or Superintendent Designee application approval

The Superintendent or Superintendent Designee will need to log into their OH ID account and change the application status to "Superintendent Approved". Once this final step is completed, the application is submitted to the Department for review.

1. Select the Data collection tile.
2. Select the Emergency Medical Waiver.
3. Click "Search" at the bottom of the screen.
4. This will yield 1 result (which is your district).
5. Click on your district.
6. Click the "Questions" tab at the top of the screen.
7. Use the drop-down arrow and change the completion status to "Superintendent Approved".
8. Click the save (red disc) button to save the approved status. Once this step is completed, the application is submitted to the Department for review.