

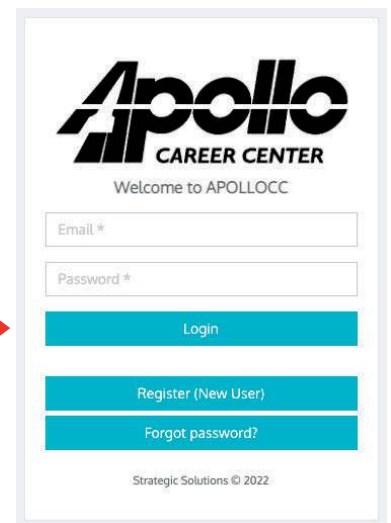
# Completing the EMF Form for Returning Students

*TIP: The parent portal can be created and completed on your cellphone, PC or MAC*

STEP 1: Go to Student/Parent forms on the Apollo high school site or scan this QR code, or click this link <https://bit.ly/45B4gfg>



STEP 2: Please use the parent/guardian information Login



STEP 3: Click **Add Student Enrollment** and the forms will appear for you to complete.



\*If done correctly, your screen will look like this.

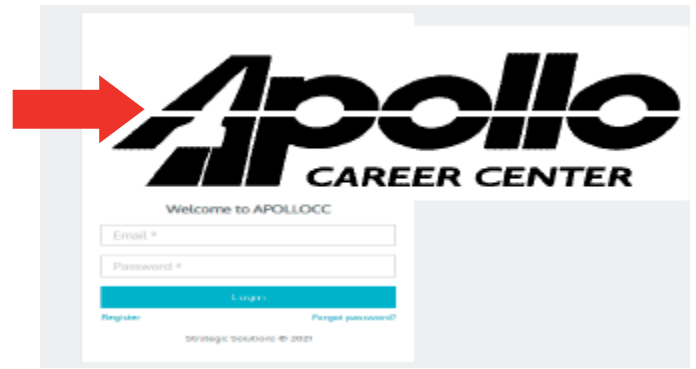
Emergency Medical Authorization  
2023-2024

**TIP:** Please be sure your student's name is used for the student portion of the form.

**TIP:** Refresh your screen to verify the current school year is shown.

**TIP:** Upon completion, under Student Enrollment the words will change from Not Started to Complete

STEP 5: Go Back to the Log-in Screen, and it MUST look like this (Apollo Logo) *If you don't see the Apollo logo, repeat the Parent Portal process.*



STEP 6: Once logged in you must click **Add Student Enrollment** and the forms should appear for you to complete.



If done correctly, your screen will look like this

Emergency Medical Authorization  
2023-2024

STEP 7: Fill out the forms completely and click submit. Please be sure your **student's name** is used for the student portion of the form.

*TIP: You may need to delete your name that may have auto-filled into the student portion of the forms.*

*TIP: If you have done it correctly, the part under the "Student Enrollment" will change from Not Started to Completed.*