

## MEDICAL CONSENT & LIABILITY RELEASE FORMS

### INSTRUCTIONS FOR COMPLETION

The METG has transitioned the Medical Consent & Liability Release from to an online platform known as Family ID. This will allow for an entirely paperless mechanism for organizing and storing student's health data. Online collection of data also allows for the form to be updated annually as opposed to resubmitting each festival. Furthermore, having real-time access to health data allows the Festival Nurse(s) and other key Guild personnel to provide emergency contact and/or health information if required. All data is kept completely confidential and removed from the online database at the end of the season.

#### **Instructions for Parents/Guardians**

- 1) Parents/guardians (or students over the age of eighteen) may access the online form at the following website: <http://familyid.com/programs/2015-massachusetts-high-school-drama-festival>
- 2) To access the online form, the user must register by providing an email address and creating a unique password. You will be required to verify your account through a link emailed to the provided email account. If you have multiple children participating, you only need to login once—the system will allow you to submit multiple forms.
- 3) Once you have completed your login and are in the system, you must search for the METG by clicking on the FIND PROGRAMS link on the top left of the page. Once you are on the METG page you should select the 2015 METG Drama Festival. This will take you to the online form.
- 4) All required fields must be filled out in order for you to submit the form to the METG.
- 5) Questions about form completion may be emailed to ([metg@metg.org](mailto:metg@metg.org)) or you call the METG at (774-521-3022)
- 6) Students will not be permitted to participate if the form is not submitted by the required deadline.
- 7) In order to ensure that all forms are submitted prior to the festival date, the following deadlines must be adhered to:

**Deadline Information: For students anticipating participation in any round of the METG Festival (Prelims, Semi-Finals or State Finals), online submission of this form must be received by February 21, 2015.**

### **Instructions for Directors:**

- 1) Forms must be submitted via the online portal by their respective deadlines (see parent instructions).
- 2) Once the submission deadline has passed, the METG will generate a report for you to verify that all students have submitted the form. Students who did not submit the form will be required to immediately have a parent/guardian submit the form or they will not be eligible to participate.
- 3) Director's must sign the Medical Consent & Liability Release Forms-Teacher Verification at each round of festival even if no additions and/or deletions have been made.
- 4) For parents/guardians that do not have access to email/internet or where completing the form online may be an issue, a paper form may be submitted and delivered to the host site at your technical rehearsal.



THE MASSACHUSETTS  
EDUCATIONAL  
THEATER GUILD, INC.

## MEDICAL CONSENT & LIABILITY RELEASE FORMS TEACHER VERIFICATION

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*School*

\_\_\_\_\_ I hereby attest that a Medical Consent and Liability Release Form has been submitted to the METG (either online or via paper submission) for each student participating in the METG HS Drama Festival

All students have permission for photos to be taken and used. Yes \_\_\_\_\_ No \_\_\_\_\_

### **For forms completed online:**

\_\_\_\_\_ I hereby attest that all Medical Consent and Liability Release Forms submitted through the Family ID portal are completely filled out and that there is no missing information.

\_\_\_\_\_ I also attest that all Medical Consent and Liability Release Forms submitted through the online portal have been signed by a parent/guardian or student over the age of eighteen.

### **For forms submitted in paper format:**

\_\_\_\_\_ I hereby attest that all Medical Consent and Liability Release Forms enclosed are completely filled out and that there is no missing information.

\_\_\_\_\_ I also attest that all Medical Consent and Liability Release Forms have been signed.

\_\_\_\_\_ I attest that the forms have been alphabetically sorted by last name.

### **Preliminary Round**

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*Signature of teacher*

*Date*

### **Semi-Final Round**

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*Signature of teacher*

*Date*

### **State-Final Round**

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*Signature of teacher*

*Date*

*Please check off each portion as it is completed and sign before each round of festival you participate in.*