



Healthy Schools Act School Health Profile User Instructions

How to Edit, Save, and Complete the Profile

1. Login to <https://octo.quickbase.com>. Click the "(school year) OSSE HSA School Health Profile" application and select "Click to Complete" on the home screen. **Note: The school year will be indicated on the top. Please make sure you are on the correct school year.**



SCHOOL HEALTH PROFILE FORM

Healthy Schools Act of 2010

Under section 602 of the Healthy Schools Act of 2010 (L18-0209), each public school and public charter school within the District of Columbia is required to complete and submit the School Health Profile (SHP) form to the Office of the State Superintendent of Education (OSSE) on or before February 15th of each year.

Schools are also required to post the information requested in this SHP form online, if the school has a website, and make the information available to parents in the main office.

2. Click the pencil icon to edit.

Healthy Schools Act - P1 } Healthy School Act - Schools

	▼ S1_LEA_NAME	▼ S1_SCHOOL_NAME	Health School Act - P1	Health School Act - P2	Health School Act
	District of Columbia Public Schools	Aiton Elementary School	Go to Page 1	Go to Page 2	Go to Page 3
	District of Columbia Public Schools	Amidon-Bowen Elementary School	Go to Page 1	Go to Page 2	Go to Page 3
	District of Columbia Public Schools	Anacostia High School	Go to Page 1	Go to Page 2	Go to Page 3
	District of Columbia Public Schools	Ballou High School	Go to Page 1	Go to Page 2	Go to Page 3
	District of Columbia Public Schools	Bancroft Elementary School	Go to Page 1	Go to Page 2	Go to Page 3
	District of Columbia Public Schools	Barnard Elementary School	Go to Page 1	Go to Page 2	Go to Page 3
	District of Columbia Public Schools	Beers Elementary School	Go to Page 1	Go to Page 2	Go to Page 3

- Complete all questions on page 1. At the bottom of the page, **check the “completed” box and the green “save” button at the top right of the page.** Note: Required questions are marked by a red asterisk and **must** be complete before you save and continue to the next page.

Healthy Schools Act - P1 | Edit Healthy School Act #994 Save

Healthy Decision Making Curriculum:

Sexuality and Reproduction

Grade: **Other**

Communication and Emotional Health

Safety Skills

Human Body and Personal Health

Human Growth and Development Curriculum:

Disease Prevention

Nutrition

Alcohol, Tobacco and Other Drugs

Healthy Decision Making Curriculum:

Sexuality and Reproduction

27. Does your school partner with any outside programs or organizations to satisfy the health education requirements? *

Yes

27a. Please specify the agency or organization:*

Completed Part 1

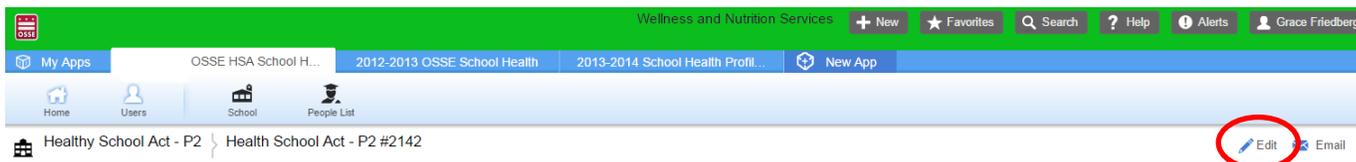
Click "SAVE" to save the form. Then click "Go To Page 2" link to continue Page 2.
(Please DO NOT select "SAVE & NEXT")

[Go to Page 2](#) [Go to Page 3](#)

- You will be directed back to the home page, where you should then click “Go to Page 2”. A green dot appears when the “completed” box is ticked at the bottom of each page. In this example, page 1 was completed.

	Test_Charter_LEA	Test Charter School 112	Go to Page 1	Go to Page 2	Go to Page 3
	Test_Charter_LEA	Test Charter School 113	Go to Page 1	Go to Page 2	Go to Page 3
	Test_DCPS_LEA	Test DCPS School 12	Go to Page 1	Go to Page 2	Go to Page 3 •
	Test_DCPS_LEA	Test DCPS School 122	Go to Page 1	Go to Page 2	Go to Page 3
	Test_DCPS_LEA	Test DCPS School 123	Go to Page 1	Go to Page 2	Go to Page 3

5. On page 2, click “edit” on the top right of the screen. Repeat steps 3 and 4 for pages 2 and 3.



SCHOOL HEALTH PROFILE FORM

[Go to Page 1](#) [Go to Page 3](#)

Page 2 of 3

LEA ID: _____ School Code: _____ Ward: _____

6. Remember, you will **not** be receiving a confirmation in an email or other form. You know you have submitted your school’s profile when you see the three green stars at the end of page 3.

Form Status

✓ Completed Part 3



Date Modified _____ Last Modified By _____

[Return to Page 1](#)

[Go to Page 2](#)