



QUICK REFERENCE GUIDE

**Submitting Self
Reported COVID-19
Test Results
DCPS Students**

Populating the Self-Reporting Test Results Form



Navigate to [this link](#) to locate the COVID-19 Self Reporting Form to input individual test result information.

Use the drop-down menu to **select a language other than English**.

1 Enter the test taker's information: **First Name, Last Name, Date of Birth, Phone, and Email**.

Note: If the test taker is under 18 years of age, additional information will be required at the bottom of the page.

2 Select **"Yes"** to indicate that this form is being completed by a DC Public Schools Student or Staff.

Then, select **Student** from the drop down.

3 Select your school from the drop own list.

The screenshot shows the DC Health COVID-19 Test Self Reporting Portal. At the top, there is a 'Language' dropdown menu currently set to 'English (US)'. Below this is the DC Health logo and the text 'GOVERNMENT OF THE DISTRICT OF COLUMBIA'. The main heading is 'COVID-19 Test Self Reporting Portal' with a sub-heading: 'Please complete the form below to report COVID-19 test results. Upon completion of the form, a member of DC Health may contact you.'

The form fields are as follows:

- 1** First Name: Sarah
- Last Name: Student
- Date of Birth: Jan 1, 2011
- Phone: 555-555-5555
- Email: test@test
- 2** Is this form being completed currently for a DC Public Schools student or staff?: Yes
- Student or Staff: Staff
- 3** School (NOTE: Your information will be shared with the selected school): H.D. Woodson HS

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5 Enter your **home** address into the **Address** field.

Once the location has been identified in Google Maps, the Street, City, State/Province, Postal Code and Country fields should auto-populate.

5

Address
540 55th St NE, Washington, DC 20019, USA

Street
540 55th Street Northeast

City
Washington

State/Province
DC

Postal Code
20019

Country
United States

Map Satellite

Keyboard shortcuts Map data ©2021 Terms of Use Report a map error

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6 If the individual is under 18 years of age, additional information will be required.

The following fields will appear on the form:

- A **Proxy Full Name** – provide the name of the adult submitting the form on behalf of the minor
- B **Proxy Relationship** – choose from the drop-down list the relationship to the minor
- C **Proxy Phone** – provide the individual’s phone number
- D **Proxy Email** – provide the individual’s email address

6

A * Proxy Full Name
Jane Parent

B * Proxy Relationship
Parent/Caregiver

C * Proxy Phone
555-555-5555

D * Proxy Email
test@test.com

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7 Indicate whether the test result is **Positive** or **Negative**

Add the **Result Date**

8 Specify the Test Type: **PCR** or **Rapid Antigen Test**

Rapid Antigen is the type of test being distributed at schools for use.

9 You **must** attach proof of test result (a photo or PDF) by either clicking the **Upload Files** button. (Note: you will need to save the attachment onto your PC or mobile device first to upload it.)

Or you can drop the file by using the **Or drop files** feature.

10 Once the document is uploaded, click the **Submit Files** button

11 Click the checkbox.

12 Once the form is completed with all the required information, click **Submit**.

The screenshot shows a web form for reporting test results. It includes the following elements:

- 7**: A dropdown menu for "Result" with "Positive" selected.
- 7**: A date input field for "Result Date" with "Dec 30, 2021" entered.
- 8**: A dropdown menu for "Test Type" with "Rapid Antigen Test" selected.
- 9**: A button labeled "Upload Files" and a link "Or drop files".
- 10**: A button labeled "Submit Files".
- 11**: A checkbox labeled "I agree to share the above information with the District and that a District representative may contact me." which is checked.
- 12**: A button labeled "Submit".

Below the form, there is a warning message: "To add file(s)/document(s), please click on 'Upload Files' button and select file(s)/document(s) or drag and drop file(s)/document(s) in 'drop files' section. Click 'Submit Files' button to save your file(s)/document(s). The maximum file size limit for uploads is 4MB."

Please Note: Attaching testing documentation is **required** when selecting the **PCR (Polymerase Chain Reaction)** test type.

A warning message under the Upload Files button will appear if that value is selected without an attachment. After the attachment has been uploaded, the form can be submitted.

COVID-19 Self Reporting Form Completion



The form has been successfully submitted once this success screen appears.

The screenshot shows the DC Health logo at the top, followed by a thank you message and a list of health recommendations. At the bottom right of the screenshot, there is a button labeled "Report Additional Test Results".

DC | HEALTH
GOVERNMENT OF THE DISTRICT OF COLUMBIA

Thank you for submitting your test result,
DC Health is urging you to:

- Get vaccinated
- Practice social distancing
- Wear a mask or face covering
- Wash your hands
- Stay home if you feel sick and get tested

For more information on DC Health response
to COVID-19 please visit:
<https://coronavirus.dc.gov/>

Report Additional Test Results

Click **Report Additional Test Results** to navigate back to the self-reporting submission form to enter in additional student results if needed.