

Action for Healthy Kids

Instructions for Completing the School Health Index

Section 1: Register and Log In

It is necessary to have a username and password to complete the School Health Index on the Action for Healthy Kids School Portal.

1. Log in to the Action for Healthy Kids School Portal. Note: Make sure your browser is updated (Google Chrome is recommended).

There are two primary ways to access the school portal:

- A. Go to Step 2 of *Game On* on Action for Healthy Kids' website: http://www.actionforhealthykids.org/game-on/assess-atrack-progress. Click on the **AFHK School Health Index** button.
- B. Access the school portal directly: <u>https://afhkschoolportal.force.com/AFHK Communities Log</u> <u>in</u>.

Step 2: Assess & Track School Progress



Your team is assembled! Let's get started by examining your school community environment. A wellness assessment is well worth your time and effort and may cover several aspects of the school environment: health education, nutrition, physical activity, competitive foods and beverages, family and

community involvement, staff wellness, healthy and safe schoo environments, and health services.

Assess the health of your school environment using the School Health Index. Visit the AFHK School Portal to access the AFHK online School Health Index.

First time users will need to create a new log in:



the School Health Index, events an nanagement, and more. Create an accor your school, then implement pr	d volunteer ount, connect to ograms!	-2
ername	С)r
	fe	ea
sword	le	ef
Remember Me?	Forgot Password?	

Username: Enter the email you wish to use. Password: Enter your choice of a password at least 8 letters/numbers in length.

Email support@actionforhealthykids.org if you have difficulties logging in or creating a username and password.

Once logged in, you will then see the Home page. There are many features to this page, as identified by the navigation bar on the left-hand side and the sections on the page.



AFHK School Portal	1							LOG
) Home 	٦	150 K SCHOOLS WITH AFHK PROGRAMS	6	\$ 1.4 M TOTAL GRANTS GIVEN IN 15-16 SY	᠕	6282 TOTAL GRANT APPLICATIONS SUBMITTED BY SCHOOLS		235 SHI MODULES COMPLETED
My Schools	CET CTADIED							
' Grants	GETSTARTED							
/ School Health Index					Welcome to	the AFHK School Portal!		
Events		1 Comm	lata Vaur Drafila		This portal is your	hub for all things related to your school's hea	alth and wellness program	s. Once you affiliate with your
Help		1. Comp	lete Your Profile		school(s), you will be able to assess your school with the AFHK-modified version of the CDC 2014 School Health Index (SHI). When you use the AFHK SHI you will gain access to customized resources from AFHK and our narrows based on			
	2. Find Your School			your SHI results. After completing the SHI, a custom action plan will be generated for your school to help you track progress and take steps towards specific healthy school goals and to check how ready your school is to apply for the USDA's HealthierUS Schools Challenge. This portal will also allow you access to apply for all APHK grant opportunities an manage grant reporting requirements. You will want to boolsmark this page so you can return frequently as you work to arrow that would be both used work to take incrementant.				
							all AFHK grant opportunities and turn frequently as you work to	
		3. Assess Your School Health		4. Apply for a Grant	Got questions? W	eve got answers. Check out the information in	the help tab	
	GRANTS							
leed help? Contact support at upport⊛actionforhealthykids.org.	School		Grant				S	tatus
	_			\backslash				

Section 2: Complete Your Profile

1. Click on the orange bar labeled **Complete Your Profile** to add or update your information. Next, you see three tabs on the top for your personalization: Personal, Home Address and Volunteer Information. Enter your information on each of the tab. Then, click on the green **Update Profile** button.

Tabs for personalization:

O AFHK School Portal			
⊘ Home 	MoProfile Use this area to update your personal and volunteer information.		
 Myriait Myfiait 			What can I do have?
/ Grants / School Health Index	Personal Home Address Volunteer Information		 Folor there stars 1. Update programmed information. 3. Material production and an extension of the last 100 or Material Stars Charact In American Stars (Stars Stars)
Events	First Name	NAME	2. Not yourse to the memory scaling your school of the give in the school manage school boots 2. Update your volunteer profile information
C. Help	Last Name	LISTNINE	Add of Manage Schools
	Email	emal@domain.com	
	Alternate Email	enal28tonninor	
	Professional Title	My Padian	
	Phone	00/00/000	
	I am interested in Action for Healthy Kids because I am a	-Nore-	
	I am Interested in Volunteering	8	
	Update Profile		



Section 3: Affiliate with Your School

This step is where you will be able to select the schools you will be working with to complete the School Health Index. You can associate yourself with as many schools as you wish.

1. To affiliate yourself with your school(s), navigate to the Home page (click on **Home** on the navigation bar on the left-hand side) and click on the blue bar, **Find Your School**.

AFHK School Portal	1				/	LOGOL
 Home My P My Schools 	()	150 K SCHOOLS WITH AFHK PROGRAMS	С	\$ 1.4 M IL GRANTS GIVEN IN 15-16 SY	6282 TOTAL GRANT APPLICATIONS SUBMITTED BY SCHOOLS	SHI MODULES COMPLETED
F My Schools	GET STARTED					
🛷 School Health Index					Welcome to the AFHK School Portal!	
🖻 Events		1. Complete Your Profile school(s) you III be able to assess your school's health and we school(s) you III be able to assess your school with the APH/renodified (SHI) When you use the APH/Still you iii lain access to austimized re-				ealth and wellness programs. Once you affiliate with your K-modified version of the CDC 2014 School Health Index stomized resources from AFHK and our partners based on
	2. Find Your School				your SHI results. After completing the SHI, a custom action plan will be generated for your school to help you track progress and take steps towards specific healthy school goals and to check how ready your school is to apply for the USDA's HealthierUS Schools Challenge. This portal will also allow you access to apply for all AFHK grant opportunities a manage grant reporting requirements. You will want to bookmark this page so you can return frequently as you work to ensure that every kid is healthy and ready to learn in your school.	
		3. Assess Your School Health	4. for a	Apply a Grant	Got questions? We've got answers. Check out the information	in the help tab
	GRANTS					
Need help? Contact support at support@actionforhealthykids.org.	School		Grant			Status

2. Enter your school's zip code and click **Search Schools**. A list of all schools located in that zip code will be listed. Select the appropriate school(s) by checking the box to the left of the school name. *Note: You can select multiple schools at one time. You can select individual schools and/or districts.*

Ø AFHK School Portal	1	LOGOUT
⊘ Home 	School Affiliations Connect your profile to schools.	
🛔 My Profile		
🗯 My School	SEARCH SCHOOLS	What do I do?
/ Grants		In order to manage your schools, you must first affiliate yourself with your
🛷 School Health Index	60657	Search Schools school, multiple schools or district. (Note: If you're affiliating with a district,
III Events	Results	search the zip-code of the district office). If you already see schools listed, you can return to the My Schools button to get started on next steps!
🖸 Help	School Name ZIP o	Can't find your school? Please download this New School form, complete it fully and send it to schoolgrants@actiontorhealthykids.org and we'll add it and amail work to fait two leven the must here it.
	AGASSIZ ELEMENTARY SCHOOL 6065	and email you to let you know it is now their er
	ALPHONSUS ACADEMY 6065	57-04121
	BURLEY ELEMENTARY SCHOOL 6065	57-03081
	CHICAGO CITY DAY SCHOOL 6065	57-02922
	HAMILTON ELEMENTARY SCHOOL 6065	57-01298
	HAWTHORNE SCHOLASTIC ACADEMY 6065	57-02224
	JAHN ELEMENTARY SCHOOL 6065	57-02095
Need help?	LAKEVIEW LEARNING CENTER 6065	57-01604
Contact support at support@actionforhealthykids.org.	NETTELHORST ELEMENTARY SCHOOL 6065	57-03580
We will respond within 24 hours.	OUR LADY OF MT CARMEL ACAD 6065	57-04513



3. Click Add Selected.

O AFHK School Portal				LOGOUT
⊘ Home	60657		Search Schools	In order to manage your schools, you must first affiliate yourself with your school, multiple schools or district. (Note: If you're affiliating with a district.
				search the zip-code of the district office). If you already see schools listed,
🌲 My Profile	Results			you can return to the My Schools button to get started on next steps!
ា My School				Can't find your school? Please download this New School form, complete it
/ Grants		School Name	ZIP code	and email you to let you know it's now there!
 School Health Index 		AGASSIZ ELEMENTARY SCHOOL	60657-04363	
E Events		ALPHONSUS ACADEMY	60657-04121	
		BURLEY ELEMENTARY SCHOOL	60657-03081	
ы пер		CHICAGO CITY DAY SCHOOL	60657-02922	
		HAMILTON ELEMENTARY SCHOOL	60657-01298	
		HAWTHORNE SCHOLASTIC ACADEMY	60657-02224	
		JAHN ELEMENTARY SCHOOL	60657-02095	
		LAKEVIEW LEARNING CENTER	60657-01604	
		NETTELHORST ELEMENTARY SCHOOL	60657-03580	
		OUR LADY OF MT CARMEL ACAD	60657-04513	
		ST LUKE ACADEMY	60657-03108	
		ARCHDIOCESE OF CHICAGO ED OFF	60690-01979	
Need help? Contact support at	•	RAVENSWOOD-RIDGE ELEM NETWORK	60631-1962	
support@actionforhealthykids.org. We will respond within 24 hours.	Add selec	Ind		
	Audiselec	100		· · · · · · · · · · · · · · · · · · ·

4. Check that your school has been added. Click on **My Profile** on the navigation tab on the left-hand side, then click on the **Add or Manage Schools** button.

C AFHK School Portal	1	LOG
Home Av Profile	My Profile Use this area to update your personal and volunteer information.	
 My Schools / Grants 	Personal Home Address Volunteer Information	What can I do here? Follow these steps:
🛷 School Health Index	Information	1. Update your personal information.
E Events	First Name Jill	Add yoursen to the weinless team of your school by clicking the "Add or Manage Schools" button J. Update your volunteer profile information
	Last Name Camber Davidson	Add or Manage Schools

Schools with a red X to the left of the school name are affiliated schools. You can also search and add more schools here. *Note: To un-affiliate yourself with your school(s), click on the red X.*

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O AFHK School Portal	and the second	LOGOUT
 Home My Profile 	School Affiliations Connect your profile to schools.	
IP My School	SEARCH SCHOOLS	What do I do?
/ Grants	Zin Code Search Schools	In order to manage your schools, you must first affiliate yourself with your
I School Health Index		school, multiple schools or district, (Note: If you're attinuiting with a district, search the zip-code of the district office). If you already see schools listed,
E Events	MY SCHOOL AFFILIATIONS	you can return to the My Schools button to get started on next steps!
🚇 Help	tu sfiliations	Can't find your school? Please download this New School form, complete it fully and send it to schoolgrants@actionforhealthykids.org and we'll add it
	FUNSTON ELEMENTARY SCHOOL	and email you to let you know it's now there!
Contact support at support (buttionforhealthy/cidu.org,		
We will respond within 24 hours.		



Section 4: Invite Peers to Collaborate on the School Health Index

Anyone who affiliates with your school(s) gains access to the School Health Index in the school portal. This allows multiple members of your school's health team to complete the School Health Index, so it doesn't fall on the shoulders of one person. To see who is affiliated with your school and invite additional peers:

1. Click on **My Schools** on the navigation tab on the left-hand side. If you are affiliated with multiple schools, click on the name of the school you want to view. People who are already affiliated with your school will be listed under the blue bar on the right-hand side.



2. To invite others to join the school portal and affiliate themselves with your school, click on the blue bar on the right-hand side.



Then, click on the orange **Invite More Peers** button and enter the first name, last name and email address in the pop-up box of the person you wish to invite.

C AFHK School Portal	- E			LOGOUT
 Home My Profile 	LOZANO BILINGUAL SCH Here you can edit the members of y	HOOL our School Health Team.		
🞓 My Schools	LOZANO BILINGUAL SCHOOL PEERS			
🧨 Grants			Invite Mans Deere	
🖋 School Health Index	News	D-1-	Invite More Peers Join the School Health I	eam
Events	Name	Role	School Health Team	_
🖸 Help	Heidi Milby		D	
Need help? Contact support at support <mark>Buctionfor healthykids.org.</mark> We will respond within 24 hours.				
	Invite b To invite a ne email will be a First Name	y Email w peer to the school community please enter their email sent to them with a link to join BEVERLY HILLS HIGH SCH	address below. An HOOL's community.	
	Last Name			
	someemail@	example.com		
			Invite Cancel	

Click the green **Invite** button and repeat as needed to invite as many people as you wish.

The invited member will get an email invitation link to join the AFHK School Portal and affiliate themselves with your school. Once affiliated with your school, they automatically become a member of your school's online health team and are able to view, save and submit School Health Index responses.

Only the most recent responses will be saved, and once a SHI is submitted, it cannot be changed. However, district-level users can complete district-level questions and lock in their answers so that school-level individuals cannot change them. This is especially useful for districts that have standard physical activity and nutrition protocols and practices. This is a special feature of Action for Healthy Kids' School Health Index. See Section 7: Complete the School Health Index as a District-Level Administrator for more information on this district feature.



Section 5: Start the School Health Index

1. To start a School Health Index (SHI), go to the navigation tab on the left-hand side and click on School Health Index.

C AFHK School Portal	: LOGOUT
Home My Profile	School Health Index The School Health Index (SHI) is an online self-assessment and planning tool that schools can use to improve their health and safety policies and programs. ?
My Schools Grants School Health Index Events	AFHK reserves the right to utilize data provided by schools via the School Health Index hosted on its website for the purposes of providing aggregate reporting to districts, state agencies, national partners, peer-reviewed journals, funders, and other communications pieces. School names and identifying information will not be provided in these reports unless otherwise notified and agreed upon with the school.
	SELECT YOUR SCHOOL
	Start a new School Health Index SELECT GO Unable to select your school? Make sure you have affiliated with the correct school, or the School Health Index might have been previously started - check the list below.
Need help? Contact support at support@actionforhealthykids.org. We will respond within 24 hours.	SCHOOL HEALTH INDEX

To Start a New School Health Index:

Under **Start a new School Health Index**, there is a drop down to select schools (with which you are affiliated) that do not have a SHI started,

C AFHK School Portal	t Logout
⊘ Home	School Health Index
🚢 My Profile	The School Health Index (SHI) is an online self-assessment and planning tool that schools can use to improve their health and safety policies and programs. 📀
🞓 My Schools	
🧨 Grants	AFHK reserves the right to utilize data provided by schools via the School Health Index hosted on its website for the purposes of providing aggregate reporting to districts, state agencies,
🛷 School Health Index	SELECT
Events	HAMILTON ELEMENTARY SCHOOL WILLIAM H BROWN ELEMENTARY SCH VICTOR HERBERT ELEMENTARY SCH
🚨 Help	S WASHINGTON IRVING ELEM SCHOOL SKINNER WEST SCHOOL BURR ELEMENTARY SCHOOL WILLIAM H KING ELEMENTARY SCH LAFAYETTE ELEMENTARY SCHOOL MITCHELL ELEMENTARY SCHOOL JAMES OTIS ELEMENTARY SCHOOL GO GO
Need help? Contact support at support@actionforhealthykids.org. We will respond within 24 hours.	TALCOTT ELEMENTARY SCHOOL VON HUMBOLDT ELEMENTARY SCHOOL ANA ROQUE DE DUPREY ELEM SCH STEM MAGNET ACADEMY MONTEFIORE SPECIAL SCHOOL NEAR NORTH SPECIAL ED CENTER WILMA G RUDOLPH LEARNING CTR Test School WV



2. Find your school in the drop-down menu, select it and click the green **Go** button. *Note: If you do not have any schools on your list, it is because you have not affiliated with your school yet. See Section 3 to learn how to affiliate yourself with your school.*

To Continue Working on an In-Progress School Health Index:

If a SHI is already started, a list of all your affiliated schools with a SHI started will appear at the bottom of the School Health Index page. Click on the orange **Continue School Health Index** button to continue working on an in-progress School Health Index. /

O AFHK School Portal		LOGOUT
 Home My Profile 	School Health Index The School Health Index (SHI) is an online self-assessment and planning tool that schools can use to improve their health and safety policies and programs.	0
 My Schools Grants School Health Index 	AFHK reserves the right to utilize data provided by schools via the School Health Index hosted on its website for the purposes of providing aggregate reporting to districts, state agencies, national partners, peer-review communications pieces. School names and Identifying information will not be provided in these reports unless otherwise notified and agreed upon with the school.	wed journals, funders, and other
Events	SELECT YOUR SCHOOL	
Help	Start a new School Health Index SELECT Unable to select your school? Make sure you have affiliated with the correct school, or the School Health Index might have been previously started - check the list below.	
	SCHOOL HEALTH INDEX	
	School School Health Index	
	Test School WV Continue School Health Index	
Need help? Contact support at support@actionforhealthykids.org We will respond within 24 hours.	Show Completed SHIs	

3. Read the instructions at the top of the page. Then, click on the appropriate response for each question (see Question Example below). The responses are explained in the text with each question. Responses are listed in a drop-down menu under the answer descriptions. For some questions, there are additional notes or instructions. Click on "Click here to show Notes or Instructions" for more information. You can navigate the assessment by clicking on the blue **Back** and **Next** buttons, or clicking on the topic categories at the top of the page. Unanswered questions are outlined in red. The completion percentage will show you what percentage of questions you have answered. See screen shot below:



0	=	Logot
0	Selected Schools	School Health Index Welcome to the Action for Healthy Kids School Health Index. Questions are organized by the categories you see at the top of your screen. To complete the assessment : 1. Read each question and select the most appropriate response. Navigate the assessment by clicking Next/Back or by clicking the categories at the top of the screen. 2. ALL questions are required. When you have answered all questions, your completion percentage will show 100% and the Save button will change to a Submit button. 3. Note: Questions filled by the district level users are outlined in orange and read-only. 3. When ready, click Submit. Submitted surveys cannot be modified.
*		School Wellness Environment School Meals Other School Foor > 0%
•		School Wellness Environment Complete
		The following questions address the School Wellness Environment. Questions focus on the infrastructure necessary to promote school and student health. Find Unanswered Questions
		1. School health oversight Save Back Next Currently, does someone at your school oversee or coordinate school

Question Example:

1	8. Food and beverage marketing
D ci e:	looes your school limit food and beverage marketing (e.g., contests or oupons) on <u>school campus</u> to foods and beverages that meet or xceed the USDA's <u>Smart Snacks in School</u> nutrition standards?
3	= Yes, only foods and beverages that meet or exceed the USDA's
5	mart Snacks in School
÷	nutrition standards are advertised or promoted, or no foods and
b	everages are advertised or
_	promoted on school campus.
2	= Most foods and beverages advertised or promoted on school
C	ampus meet or exceed the
	USDA's Smart Snacks in School nutrition standards.
1	= Some foods and beverages advertised or promoted on school
C	ampus meet or exceed the
	USDA's Smart Snacks in School nutrition standards.
0	= No, no foods and beverages advertised or promoted on school
C	ampus meet or exceed the
	USDA's Smart Snacks in School nutrition standards.
С	lick here to show Notes or Instructions
F	select an item
	3 = Fully in Place
	2 = Partially in Place 1 = Under Development
	0 = Not in Place

If you want to come back to the School Health Index later or wait for other School Health Team members to add more information, click the blue **Save** button at the bottom of the page. Once you have selected a response to all questions and you will not need to revisit or edit results, , the **Save** button will change to a blue **Submit** button. Click the **Submit** button to submit your assessment.



Note: On April 16 each year, AFHK changes all "submitted" SHIs to "in-progress" so your school can update your SHI responses to reflect the changes or improvements made. For example, if your school submits your SHI in May 2018, you can not edit the results until April 16, 2019, when the status of your SHI changes from "submitted" to in-progress". This allows you to revisit each module, update your responses for changes that have been made, and resubmit.

Section 6: Navigate Your School Health Index Report

After you submit your School Health Index, you will be directed to a report that summarizes your responses. To access this report from the homepage, scroll down to School Health Index, click on the green **Show Completed SHIs** button. This will take you to a page with all submitted School Health Index assessments. Click on the teal **Report** button to see the summary report. You can also click the green **Responses** button to see a summary of each question's response.

O AFHK School Portal	1					LOGOUT
 Home Mu Profile 	Completed School Health Index List Completed School Health Index Surveys					
My Schools Grants	Show 10 V entries School Name	School Year	Score 0	Completed Date	Result	Search:
School Health Index Events	A PLUS ARTS ACAD-NAPOLEON	2018-2019	72.04%	07/10/2018	Responses Re	port
😡 Help	APPLETREE EARLY PCS-SOUTHWEST	2018-2019	66.67%	07/20/2018	Responses Re	port
	ARCHWAY CLASSICAL ACAD-ARETE Showing 1 to 4 of 4 entries	2018-2019	70.97%	07/10/2018	Responses Re	Previous 1 Next
Need help? Contact support at support@actionforhealthykids.org. We will respond within 24 hours.						

On the report, you'll see a graph on your screen. On the graph, you can compare your school with the maximum score for each module (Max Score), the average score for your state (State Average Score) and the average score for your district (District Average Score). On the right-hand side, you'll see a score. This score was determined based on your responses to specific School Health Index questions that measure key nutrition and physical activity best practices.



O AFHK School Portal	1	LOCOUT				
 Home My Profile My Schools 	es and identifies opportunities for growth. Completed SHI List Response wellness activities.					
/ Grants	A PLUS ARTS ACAD-NAPOLEON SHI RESULTS Printer	Friendly Version				
🛷 School Health Index	30	<u>∼</u>				
Events	R	You scored 72.04%				
	20 20 20 20 20 20 20 20 20 20					
Need help? Contact support at	Murifrance Mary Score Didulat A					
support@actionforhealthykids.org. We will respond within 24 hours.	my score max score State Average Score District A	verage score				

At the bottom of the report, you'll see a list of *Opportunities for Growth*. Questions where your school scored a 0 or 1 are highlighted below within each category. Focus your school health efforts on these areas to ensure your school provides a school environment where students are healthy, active and ready to learn. Action for Healthy Kids recommends developing a school health action plan and including these items as priorities to focus improvement efforts.

AFHK School Portal	I.				LOGOL		
⊘ Home —	10 School Wellness School Meals Environment	Other School Health Education Food	Physical Physical Activity Education	Staff Family and Involvement Community Involvement			
My Profile	Use the buttons below to compare your score to other AFHK Schools in your State and District.						
My Schools							
🖉 Grants	My Score Max Score State Average Score District						
School Health Index							
Events	Opportunities for Growth						
2 Help	Congratulations! Your school scored 72.04% on the School Health index. This score was determined based on your responses to specific School Health index questions that measure key nutrition and physical activity best practices. Questions where your school scored a O or 1 are identified below. Focus your school health efforts on these areas to ensure your school provides a school environment where students are healthy, active and ready to learn.						
Category Score with Opportunity for Growth Score					Score		
	School Wellness Environment				14/15		
	School Meals		21/24				
	Other School Food		17/21				
Health Education 25. Professional development in health education					16/21		
					1 = Under Development		
	Physical Education		18/21				
	Physical Activity		15/18				
red help? intact support at	Staff Involvement		24/27				
apport@actionforhealthykids.org.	Family and Community Involvement		21/24				

Section 7: Complete the School Health Index as a District-Level Administrator

Are you a school district administrator looking to complete the School Health Index for multiple schools in your district? Another feature of the AFHK School Health Index is district-level administrator access. This allows a district user to affiliated him or herself with multiple schools in the district to enter data for multiple schools at once. This feature allows district personnel to provide the same answers on School Health Index responses when policy and responses are common across multiple schools.



To become a district-level administrator, click on **My Profile** (left-hand side). On the righthand side of the screen, click on the orange button **Request District Level Access**. You will automatically be approved for district level access.

O AFHK School Portal	1. And the second s	LOGOUT
 Home Mti Derfile 	My Profile Use this area to update your personal and volunteer information.	
My School	Personal Home Address Volunteer Information	What can I do here?
Grants School Health Index School Health Index	Information	Follow these steps: 1. Update your personal information. 2. Addyourself to the wellness team of your school by clicking the "Add
Help	First Name	or Mpnage Schools" button 3. Update your volunteer profile information Add or M anage Schools
	Email	Are you a district level administrator?
	Alternate Email	school SHI, GMnts, and Action Plans at once. Request District Leve, Access
	Professional Title	
	Phone	
Need help? Contact support at support@actionforhealthykids.org. We will respond within 24 hours.	I am interested in Action for Healthy Kids because I am a	

Once you are a district-level administrator, users need to first affiliate themselves with the district for which he/she would like to enter School Health Index information. Log into the school portal, click on **My Profile** (left-hand side), then the orange button, **Add or Manage Schools**. Type in your district's zip code, click **Search Schools**, check off your district, then click **Add Selected**.

O AFHK School Portal					LOGOUT
⊘ Home	ome School Affiliations Connect your profile to schools. dy School SEARCH SCHOOLS				
🚢 My Profile					
🚌 My School					What do I do?
/ Grants					In order to manage your schools, you must first affiliate yourself with your
🖋 School Health Index	dex Results			Search Schools	school, multiple schools or district. (Note: If you're affiliating with a district, search the zip-code of the district office). If you already see schools listed.
Events					you can return to the My Schools button to get started on next steps!
🖸 Help			School Name	ZIP code	Can't find your school? Please download this New School form, complete it fully and send it to schoolgrants@actionforhealthykids.org and we'll add it and email you to let you know it's one where!
			ANDREW JACKSON LANGUAGE ACAD	60607-03317	and enter you to be you more than the of
			CHICAGO VIRTUAL CHARTER SCHOOL	60607-02628	
		•	GALILEO ELEM MATH & amp; SCI ACAD	60607-04237	
			Shattuck Test School	60607	
			SKINNER WEST SCHOOL	60607-02591	
			STEM MAGNET ACADEMY	60607-04614	
			VILLAGE LEADERSHIP ACADEMY	60607-04529	
Need help?			WHITNEY YOUNG MAGNET HIGH SCH	60607-05397	
Contact support at support@actionforhealthykids.org.			CHICAGO PSD-NETWORK ONS	60603-05200	
We will respond within 24 hours.			FULTON ELEMENTARY NETWORK	60616-3507	



All schools for that district will then show up in the **My Schools** tab (left-hand side). Select the schools for which you wish to enter information by checking the box in front of the school name. Because there are two versions of the SHI (Elementary and Middle/High Schools), only elementary schools can be completed together at one time, and the same is true for middle and high schools.

Once schools are selected, you will be directed to the School Health Index. Note that your selected schools are on the left-hand side. Only the district level questions will appear on your screen. Instead of completing these questions for each school individually, you complete them one time for all schools in your Selected Schools list and Save. You, or other members of your school health team, can then respond to the remaining school-based questions on each school's School Health Index assessment by clicking on School Hub and continuing the assessment. Note: If a school user has already submitted responses to this School Health Index, your responses will overwrite them.

