

Sending and Downloading School Forms

Boston Children's and Franciscan Children's Portal Users



Request and download school and camp forms on MyChildren's allow 5-7 business days to receive the camp form.

Request a School/Camp Form

MyChart app icon



1. Log in to MyChildren's

- Open the MyChart app or log in to your MyChildren's account.
- Check that you are viewing the correct patient's account in the top right corner.

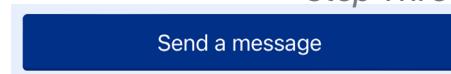
2. Select Messages

- Located in the top menu bar on the screen.

3. Select Send a Message

- Located at the bottom of the screen.

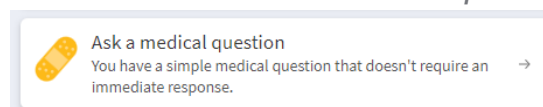
Step Three



4. Select Ask a Medical Question

- If this is for a new, complex or time sensitive issue, please call your care team directly.

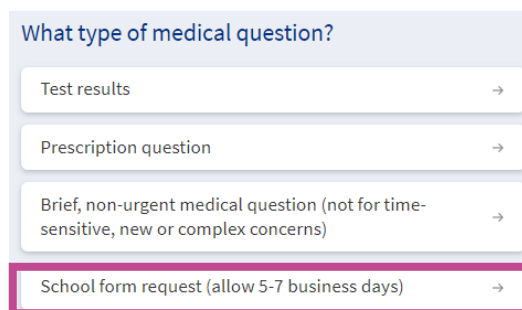
Step Four



5. Select School Form Request

- The turnaround time is 5-7 business days.

Step Five



6. Select Care Team Member

- Choose the care team member who can fill the school or camp form request.

7. Enter Information Requested

- Enter subject line and message for the care team member to fill the request.
- If needed, up to four attachments can be added to the message.

Print a School/Camp Form

1. Log into MyChildren's on the MyChart app or computer.
2. Select **Letters** from the Menu in the left corner.
3. Select the recent letter from your care team.
4. Select the print icon to print the form.

Communication

Messages

Ask a Question

Letters

Questions? Contact the Digital Health Support Team at 617-919-4396. Available Monday to Friday from 7 a.m. to 7 p.m. and Saturday from 8 a.m. to 4 p.m.

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