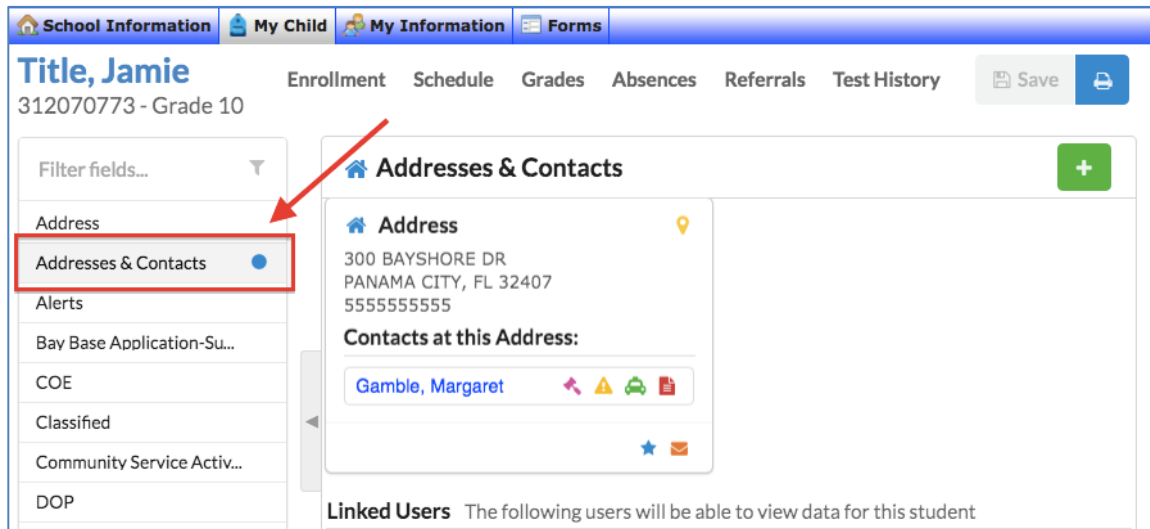


HOW TO MAKE CHANGES IN YOUR PARENT PORTAL ACCOUNT

For the very best user experience, you will need to use FIREFOX or GOOGLE CHROME as your web browser.

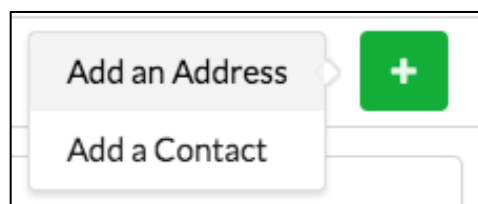
HOW TO REQUEST CHANGES TO ADDRESS & CONTACT INFO:

To request changes to your child's address and contact information, navigate to the **My Child Menu**. Click **Child Info > Addresses & Contacts** located on the left side of your parent portal page.



All changes to address information require approval by your child's school. When making changes to your child's primary address, you must present two proof of residency documents to the school before the requested change will be approved. Only in-zone addresses will be allowed in parent portal. All others must be done at the school.

To add a new address, click the green plus button at the top-right corner of the screen. Then, click **Add an Address**.



In the New Address pop-up window, enter the address and select if this is the **Primary Residence, Mailing Address, Bus Pick Up**, and/or **Bus Drop Off** location. Click **Save** and the new address is submitted for approval to the school.

NOTE: Only approved addresses that are zoned for your child's currently enrolled school will be accepted.

New Address

Callout Unlisted Blocked

Options

Primary Residence

Mailing Address

Bus Pickup

Bus Dropoff

Cancel OR Save

To edit an address, click the Address block. At the top of the Edit Address window, edit the address or options.

Edit Address

Callout Unlisted Blocked

Options

Primary Residence

Mailing Address

Bus Pickup

Bus Dropoff

Contacts at this Address Click to edit a contact

Contact
Sansouci, Bobby

Contact Details:

Daytime Number	386-330-4718
Cell Phone	(386) 209-0329
Work	386-364-1346
Cell Phone	(123) 654-4568

Contact
Sansouci, Amy

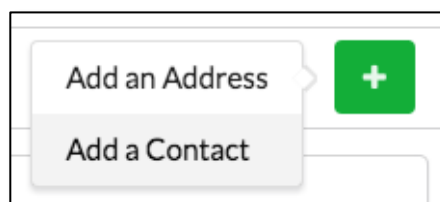
Contact Details:

Home phone	386-330-4718
email	emailfortescases2@gmail.com

Delete OR Save

At the bottom of the window, the contacts at the address are listed. To edit a contact, click the contact. The Edit Contact pop-up window will display where the contact can be edited. Click **Save** at the bottom of the window to submit your changes to the school.

To add a new contact, click the green plus button at the top-right corner of the screen. Then, click **Add a Contact**.



In the New Contact pop-up window, enter the contact's name, email address, relationship, and select the applicable **Custody**, **Emergency**, **Pickup**, and **Priority** options. The priority determines whether the contact is considered the primary contact, secondary contact, etc.

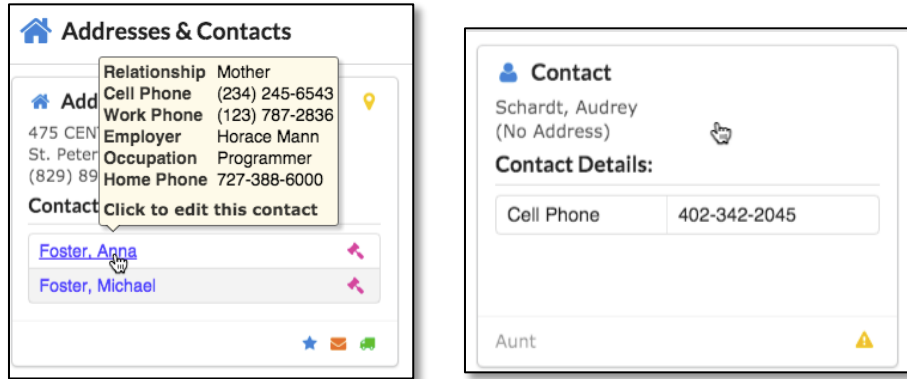
Scroll down to the **Contact Details** section of the window, where you will enter the contact's phone numbers and other contact details. In the blank row, select a **Title**. Options include Alternate Phone, Cell Phone, Home Phone, Other, Work Phone, or Workplace. When **Other** is selected, you can type in a title in the **Title** field.

In the **Value** field, enter the phone number. Press the **ENTER** key on your computer to add the row. The newly added row will turn yellow to indicate changes have been made. A new blank row is available where you can enter more contact details.

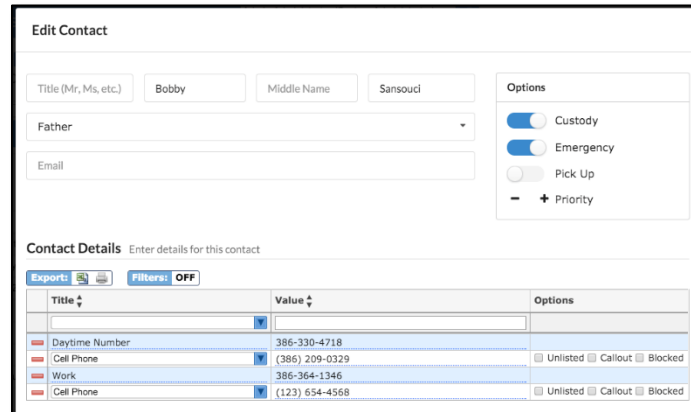
At the bottom of the window, select the contact's address from the existing addresses that were set up for the student. If the contact does not have an address set up, click the **No Address** block. When finished, click **Save**.

The new contact will be added to the selected Address block. If No Address was selected, the contact will be displayed in its own Contact block.

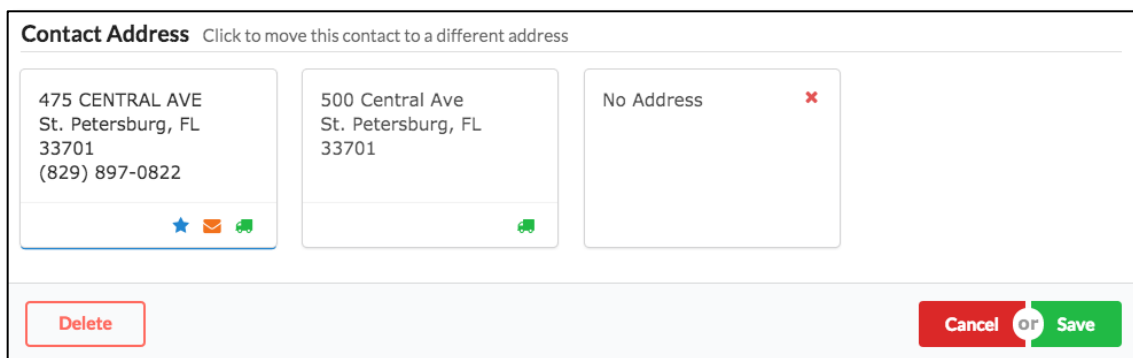
To edit a contact, click on the contact within the Address block or click on the Contact block.



In the Edit Contact pop-up window, edit any of the contact's information or details.



At the bottom of the window, click an address block to move the contact to the selected address. Click the **Save** to submit your changes for approval at your child's school.



HOW TO MAKE CHANGES ON STUDENT INFORMATION TABS

1. Click on My Child > Child Info and then “Accept” to Continue to request changes to student and contact information.
2. You may click on the Student Tabs listed below to make changes. If any changes are made, you will see a RED SAVE box at the top right of the screen. Make sure to click this button to save your changes.



General

* Ethnicity: Hispanic or Latino	Choose from drop down menu, yes or no
Race: American Indian or Alaska Native	Choose from drop down menu, yes or no
Race: Asian	Choose from drop down menu, yes or no
Race: Black or African American	Choose from drop down menu, yes or no
Race: Native Hawaiian or Other Pacific Islander	Choose from drop down menu, yes or no
Race: White	Choose from drop down menu, yes or no
Did your Child attend a PreK Program?	Choose from drop down menu, yes or no
Resident Status	Choose from drop down menu, if incorrect

Medical

Physician	If known, please enter
Physician Phone	If known, please enter
Preferred Hospital	Enter hospital name here
Comments	Type comments, if any

Alerts & Adtl Information

Student's Personal E-mail	Type student's email address
Father Occupation	Enter father's job
Father Place of Business	Enter father's workplace
Mother Occupation	Enter mother's job
Mother Place of Business	Enter mother's workplace

Permissions

Permission to Photo/video	<input checked="" type="checkbox"/> If no, click to uncheck box
Permission for Internet	<input checked="" type="checkbox"/> If no, click to uncheck box

COE

Postion	For Vocational workstudy students, For K-12, leave blank
Employer Contact(Name)	For Vocational workstudy students, For K-12, leave blank

Special Considerations

Do any of the following Special Considerations pertain to y...	Choose from dropdown menu
--	---------------------------

Home Language Survey

* 1. Is a language other than English used in the home?	<input type="checkbox"/> Check box if applicable
* 2. Did the student have a first language other than English?	<input type="checkbox"/> Check box if applicable
* 3. Does the student most frequently speak a language ot...	<input type="checkbox"/> Check box if applicable

Medical Concerns

Severe Allergies (EPI Pen required)	Choose from dropdown box
If Other Severe Allergy, Specify	Type in response
Allergies (No EPI Pen required)	Choose from dropdown box
If Other Allergy, Specify	Type in response
Health Conditions	Choose from dropdown box

Federal/Migrant/Immigrant

Have you moved to a new town to find work within the last...	Choose from dropdown box
Did you find work in agriculture or fishing (e.g. field work, c...	Choose from dropdown box
Is work in agriculture or fishing a major source of income f...	Choose from dropdown box

Federal Impact

Military Family Student	Choose from dropdown box
Federal Impact Code	Choose from dropdown box
Federal Impact Aid Property ID	Choose from dropdown box