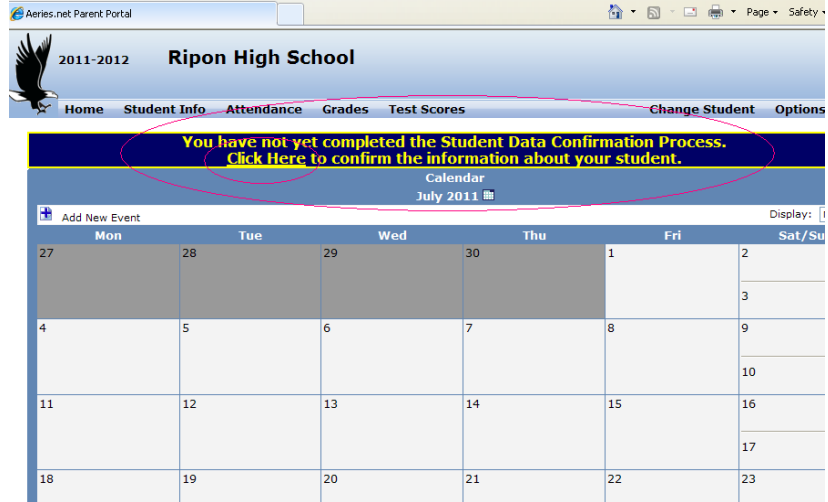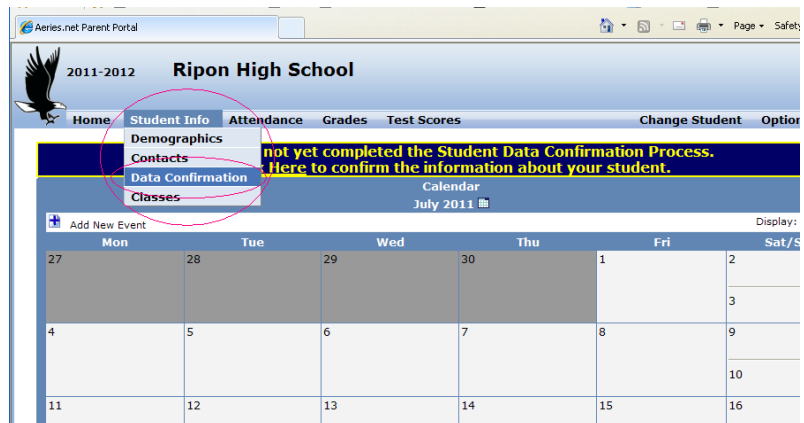# Student Data Confirmation Process

After logging into the Parent Portal follow the prompts to start the Student Data Confirmation Process.

You can also click on the Student Info Tab > Data Confirmation at any time during the year to update your student's information.

The first tab is Student Demographics. Click on the change button to update information.

Click on the Contacts Tab to change, add, or delete contacts. Click on the name on the right side to show and update each contact's details.

Then click on the change button on the bottom of the page if you need to update. Delete button if you do not want that contact, or add if you need to add a contact.

After going through all the tabs (some tabs will not have any information, they are under construction), the last step is to click on the Final Data Confirmation Tab. <u>Make sure you check all the boxes</u> whether you made changes or not, then click the save button.

This step is critical. Secretaries will be using this confirmation to track what students need the student information update paperwork sent home.

Thank you for doing your part to save paper costs and make this a stream-lined electronic process!