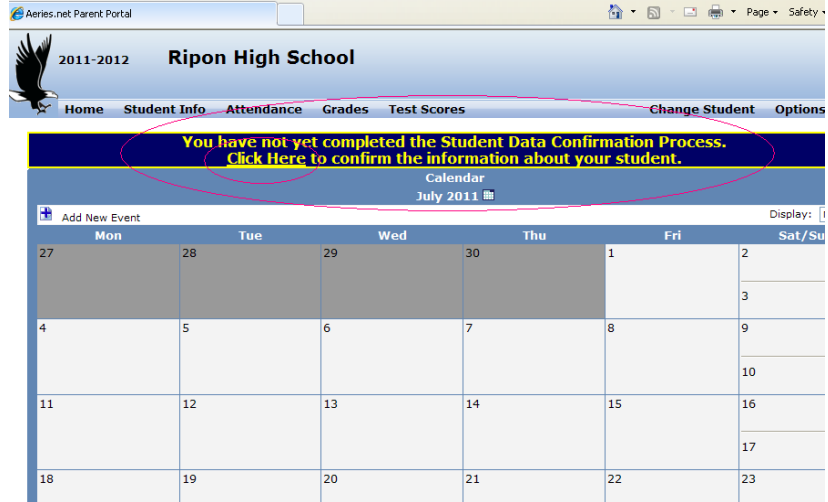
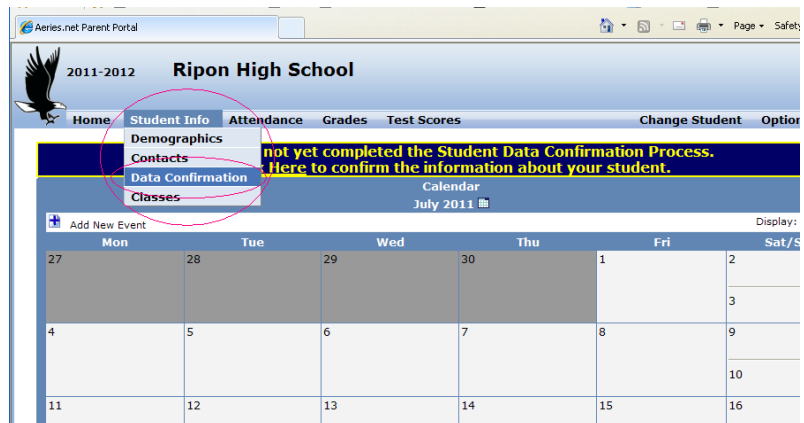


# Student Data Confirmation Process

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.

Field	Data	Notes
Mailing Address		Changes to this information will NOT be saved in the system. Instead, the new information will be emailed to the school and the school will contact you for additional information.
Residence Address (if different than Mailing Address)		Changes to this information will NOT be saved in the system. Instead, the new information will be emailed to the school and the school will contact you for additional information.
Telephone Number		This is your primary home telephone number.
Father's Work		
Mother's Work		
Student's Mobile		
Correspondence Language		Letters and Report Cards sent home from the school will be sent in this language. Not all languages listed are supported by the district.
Parent Highest Education Level		

Change

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.

Name	Address	Relation
Jane Doe		Mother
John Doe		Father
Sue Dee		Aunt
Tom Smith		Other Relationship

Field	Data	Notes
Name		This field is used to address mailings from the school if
Name Prefix		
Last Name		
First Name		
Middle Name		
Name Suffix		
Address		
Address Type		
Relationship	Mother	
Mail Tag		Should this contact receive an additional copy of mail? receive additional mail unless the contact has an addre student's.
Telephone Number		
Work Phone		
Cell Number		
Pager		

Change Add Delete

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. Make sure you check all the boxes 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.

PLEASE CONFIRM THAT THE INFORMATION ON THE PREVIOUS TABS IS CORRECT

Student Demographics ☒

Contacts ☒

Medical Information ☒

Authorizations and Prohibitions ☒

Save

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