

## Updating Student Contacts in Parent Portal

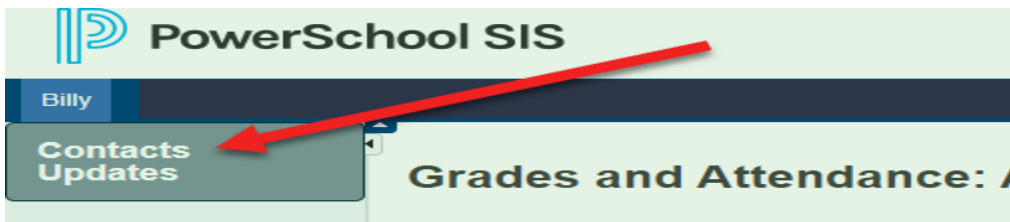
As part of the district's ongoing efforts to enhance and improve communication with our school community, please take a moment to verify and update your contact information, including email addresses, phone numbers, and deleting duplicate contacts. In addition, if you have more than one student, please click on the name of each child to update their information.

**Important: Change of address must be processed through Central Registration. Contact your child's school to update any misspelling(s) of first or last name(s).**

Contacts Updates can not be accessed through the mobile app. Please access the Parent Portal through a web browser.

After logging into the Parent Portal, please follow the steps below:

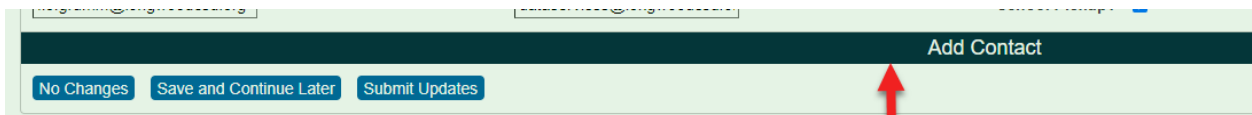
- 1) Click on **Contacts Updates** in the upper left hand corner.



- 2) Verify or update the email addresses you'd like to receive school communications.

**Please list the email address(es) you would like to have school communications sent to.**  
If entering more than one address, please separate the addresses with a comma.

- 3) For each contact listed, verify relationships, phone numbers, email addresses, emergency contact or school pickup information. Any changes will be highlighted in green.
- 4) To delete a contact, click on the **Delete** button to the right of the contact's section.
- 5) To add additional contacts, click on the **Add Contact** bar.



- 6) Once all information is entered, click on **Submit Updates**.
- 7) After verifying your information, if there are no changes, click on the **No Changes** button.

**If you have any questions, please contact your child's school.**