

Updating Parent Portal Information

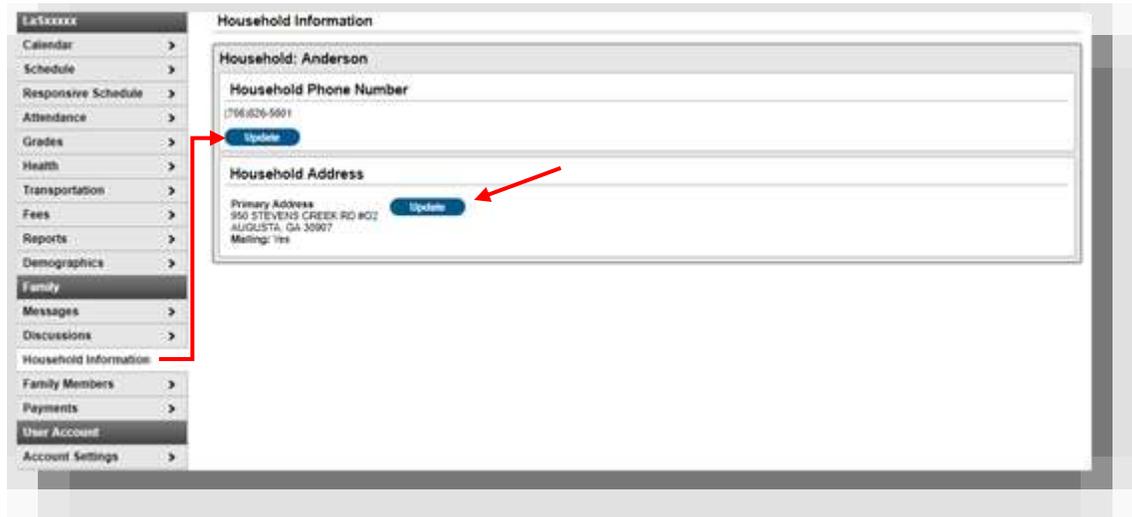
Household Phone Number and Household Address:

Sign into the Parent Portal

Choose **Household Information** on the left

Select **Update** under requested change options

Make changes then click **Send Update**

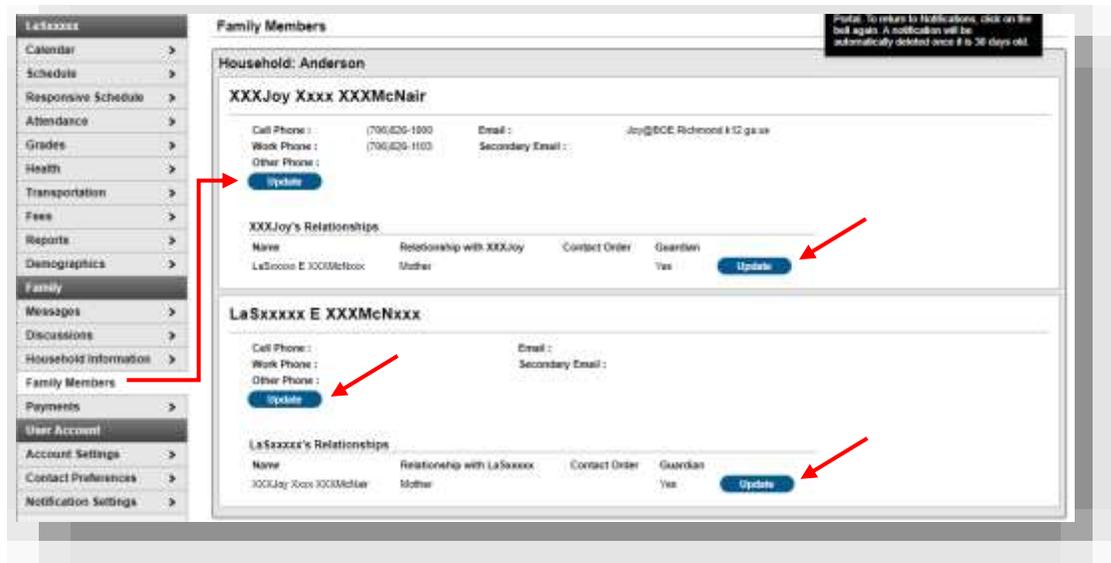


Update, Add, or Remove Family Member Contact Information:

Choose **Family Members** on the left

Select **Update** under requested change

Make changes and then click **Send Update**



Updating Student Information

Select Student

Choose **Demographics** on the left

Select **Update**

All information listed in Red is available for Update

Make changes and then click **Send Update**

Update Demographics

* Denotes Required Field

* First Name: XXXJoy

Middle Name: Richmond

* Gender: Female

* Is the individual Hispanic/Latino? No

* Last Name: Mccoo

Suffix:

* Date of Birth: 01/16/2005

* Race(s):
 American Indian or Alaska Native
 Asian
 Black or African American
 Native Hawaiian or Other Pacific Islander
 White

Comments:

Send Update Cancel

After **Send Update**, you will receive a confirmation that your request has been received by the School for review. This review can take up to 48 hours for processing.

Household: Anderson

XXXJoy Xxxx X

Cell Phone :
Work Phone :
Other Phone :
Update

XXXJoy's Relation
Name
LaSxxxx E XXXMc

LaSxxxx E XX

Cell Phone :
Work Phone :
Other Phone :
Update

Update Contact - XXXJoy Xxxx XXXMcNair

* First Name: XXXJoy

* Last Name: XXXMcNair

Middle Name: X

Suffix:

* Gender: Female

Cell Phone : (706)
Work Phone : (706)
Comments:

Request Sent

Your request has been sent. Please note that changes may go through a review process and may not be visible on the portal immediately.

OK

Send Update Cancel

After your request has been reviewed by the school, you will receive a message in your Parent Portal In-box stating that your request has been **Approved** or **Denied**.

You have the ability to add additional comments under all **Update** sections. Denied request will include an explanation.

**Household address Changes will be approved once proof of residency is received