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*

Lationer	12.24	Household Information					
Calendar	>						
Schedule		Household; Angerson					
Responsive Schedule		Household Phone Number					
Attendance		(796)(29-5001					
Grades	->						
Health	>	Household Address					
Transportation	>						
Fees		Sto STRUCTURE CREEK RD HCT					
Reports		ALCOSTA GA 3007 Mailing: Ves					
Demographics	>	1					
Family							
Messages	>						
Discussions	>						
Household Informatio							
Family Members	•						
Payments							
User Account							

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**

Letunus		Family Members bit spin Anotherious be					
Calendar	>	Household: Anderson					
Schedule		Proventions, Anter som					
Responsive Schedule		XXXJoy Xxxx XXXMcNair					
Attendance		Call Phone 1: (706.826-1900 Email : Jos@BOE Richmoni k12 gkus					
Grades		Work Phone : (706)426-1103 Secondary Email :					
Health	>	Other Phone :					
Transportation	>						
Fees	>	XXX.io/% Belatisenhine					
Reports	3	Naive Retellorable with XXX.ov Contect Online Geardian					
Demographics		LaBooton E 10000048000 Mathem Ves					
Family							
Messages		LaSxxxxx E XXXMcNxxx					
Discussions							
Household Information		Work Phone : Secondary Email :					
Family Members		Other Phone :					
Payments	>	Biplikter -					
User Account	1						
Account Settings	-	Lassaces & Relationships Name Relationship with LaSacone Contact Online Guardian					
Contact Preferences		1000 Jog Xees 10000 Methan Mothan Mothan Van					
Notification Settings							

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**

* Denotes Flequined Field. * First Name:	* Last Name:
XXLary	Mexoo
Middle Name: Rictmond	Suffix:
Gender: Female	* Date of Birth; 01/16/2005
Is the individual Hispanic/Latino?	Receip): American Indian or Alaska Native Areerican Indian or Alaska Native Anator Black or Athican American Native Hemailan or Other Poolitic 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.*

XXJoy Xxxx X	Update Contact - XXXJoy Xxxx XXXMcNair			×	
Cell Phone :	* First N	lame:	* Last Name:		
Work Phone :	XXXJoy	У	XXXMcNair		
Other Phone :	Middle	Name:	Suffix:		
Update	* Gend	Request Sent			
XXXJoy's Relation Name LaSxxxxx E XXXMcN	Fema Cell Ph (706 Work F (706	Your request has be through a review pr immediately.	een sent. Please note that changes ma rocess and may not be visible on the p	y go ortal	
a\$xxxxx E XX	Comm			ок	
Cell Phone : Work Phone :					
Other Phone :			Send Upd	late 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 <u>Approved</u> or <u>Denied</u>.

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