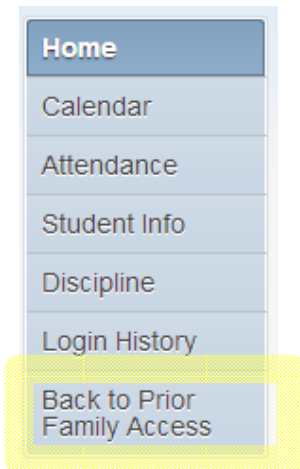


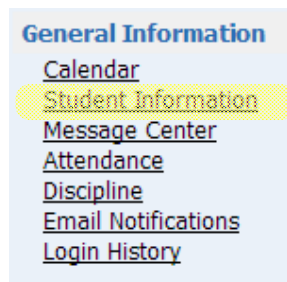
How to Add Emergency Contacts and Update Other Student Information

Sunday, August 4, 2013 3:08 PM

1. Click on "Back to Prior Family Access".



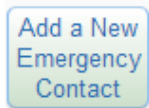
2. Click on "Student Information".



3. Click on "Request Change(s) to my Child's Information"

[Request Change\(s\) to my Child's Information](#)

4. Scroll down the page and click on "Add A New Emergency Contact". To add/update any other information click the appropriate button.



5. Fill out the form and click on "Save". You will need to add information for each of your students. Contacts added for one student are not automatically added to other students.

Your request will be sent to the office and processed as soon as possible. You can request changes to any information at any time.

Request a New Emergency Contact

Contact Number:	<input type="text" value="1"/>	* Primary Phone:	<input type="text"/>	Ext:	<input type="text"/>
* First Name:	<input type="text"/>		<input type="text"/>	Ext:	<input type="text"/>
Middle Name:	<input type="text"/>		<input type="text"/>	Ext:	<input type="text"/>
* Last Name:	<input type="text"/>		<input type="text"/>	Ext:	<input type="text"/>
Relationship:	<input type="text"/>	Pick Up:	<input type="text"/>		
Comment:	<input type="text"/>				

Maximum characters: 256, Remaining characters: 256

[Check Spelling](#)
[Save](#)

Asterisk (*) denotes a required field