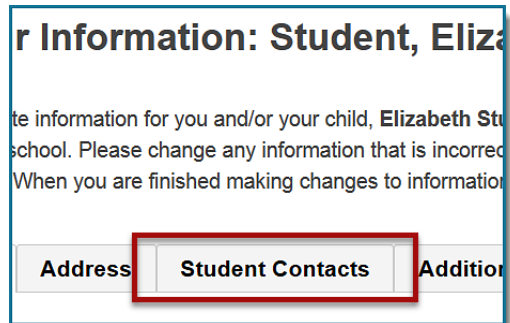


Student Contacts

This tab is used to view and/or update contact **Name**, contact's **Relationship to Student**, contact **Phone Numbers**, and **Additional Information**.

Click the blue link to view or update the information for the selected contact.



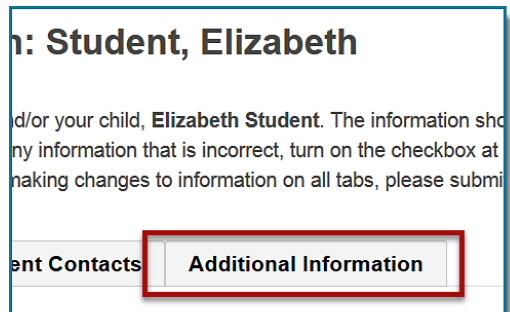
Additional Information: Student, Elizabeth

te information for you and/or your child, **Elizabeth Student** school. Please change any information that is incorrect. When you are finished making changes to information

Address **Student Contacts** Additional

Additional Information

This tab is used to update **additional information** on record for your student.



Additional Information: Student, Elizabeth

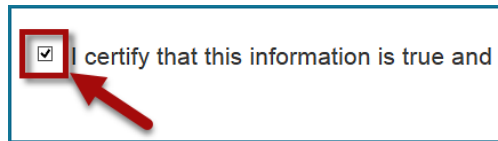
d/or your child, **Elizabeth Student**. The information should be accurate. If you have any information that is incorrect, turn on the checkbox at the bottom of the page. When making changes to information on all tabs, please submit

ent Contacts **Additional Information**

Saving and Submitting Your Updates

Each time you update information on a tab, you must **save** the changes.

Check the box to certify your information is true and accurate, and then click the **Save** button.



I certify that this information is true and accurate.

After saving, a confirmation message will prompt you to choose one of the following options:

Continue making changes – Select this option if you want to continue making updates.

Submit to school for review – Select this option when you are finished with updating your student's information.

You will be notified via email when your information has been reviewed by the school.

NOTE: You are required to provide documentation to your school when submitting updates to your student's name or address.



PARENT PORTAL UPDATE

A convenient way to update your student's information in the PowerSchool Parent Portal

PowerSchool Parent Portal Update

What is it?

This new, convenient feature allows you to update selected demographic and contact information for your student online.

Changes are made electronically and placed in a queue for review and approval by the school. Once your updates are approved, the changes are applied to your student's information in PowerSchool.

It's convenient.

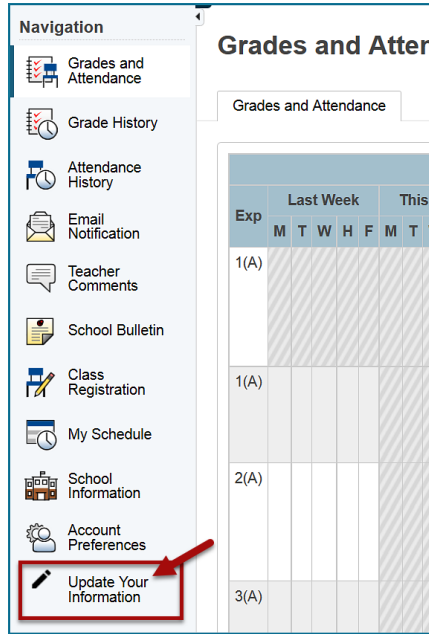
It's easy.



Getting Started

Log in to **PowerSchool Parent Portal**:
<https://powerschool.sandi.net/>

From the Navigation menu on the left, select **Update Your Information**



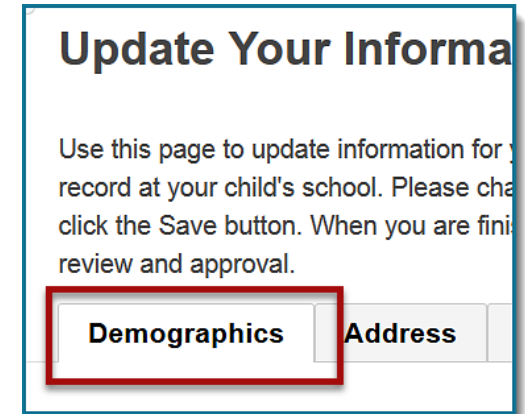
Updating Student Information

Use this page to update information for your student. Each tab displays information that is currently on file for your student.

Some information on these tabs require legal documentation in order for the school to approve the update.

Demographics

This tab is used to view and/or update **Student Name, Birth Date, Gender, and Student Email Address.**



Address

This tab is used to view and/or update **Household and Mailing Address, Home Phone, Current Caregiver** and, if appropriate, **Current Living Situations.**

