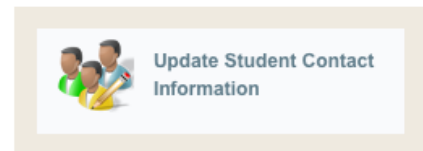# Update Student Contact Information

Parents can now update their personal and students' information at any time online. This will help to ensure that all of their students' schools have the latest information without the need to visit each school.

General Information

1. After logging in...
2. Click on "Update Student Contact Information"

3. This Grid shows the Relationships between Students and Contacts

   • Information about the relationship is shown at the intersection between the student and the contact

   • If there is no relationship, the intersection is grayed out

4. Students are listed in Green

   • Click the Student's Edit Link (Name or Pencil Icon) to Edit Student Information

   • You may only edit students for which you are the Custodial Contact

5. Parent Contacts are listed in Blue

   • Click the Parent's Edit Link to Edit Parent's Contact Information

   • You may only edit other contacts if you are a Custodial Contact

6. Emergency Contacts are listed in Red

   • Click the Emergency Contact's Edit Link to Edit Emergency Contacts

   • Click the Add Icon in the bottom right corner of the Emergency Contact section to Add a New Emergency Contacts

   • Click the Add Icon in a Grey Box to associate a student to an existing Emergency Contact

   • Click the Delete Icon (Red X) in a White Box to remove an Emergeny Contact from a Student

   • Click the Delete Icon in a Red Box to Remove an Emergency Contact from ALL Students

   • Click the Star Icon in a White Box to specify an Emergeny contact to be called first for each child

   • Click the Arrow Icon in a White Box to indicate that the school is authorized to release the student to this Emergency contact at any time

Edit Student Information

1. Student's Name is based on Legal Documentation. Changes must be made by the school.

2. **Preferred First name:** If a student goes by a name other than their legal name, it may be entered here.

3. **Email Address:** This is the *Student's* email not the Contact's email

---Student Information---

Pebbles Flintstone

Preferred First Name (Optional): [   ]

Username: 80027 Show Password

Email Address [pf12345@students.nebo.edu]

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4. The Synchronize option allows you to save the entered Address and Phone data without editing other Contact and Students.

5. The phone number shown while editing Student Information is considered a "household" phone number, and is used for some phone contact about the student (e.g., Attendance)

-Home Address-

Street 1	301 Cobblestone Wy
Street 2	
City	Bedrock
State	UT
ZIP	70777

-Mailing Address (if different from Home Address)-

Street 1	
Street 2	
City	
State	
ZIP	

Synchronize

The *Home Address*, *Mailing Address*, and *Residence Phone* will be updated for all of the checked individuals when this page is saved.

☑ Fred
☑ Wilma

-Phone Number-

(535) 235-1234

Main phone number used to communicate to the home about the student.

---

6. The Federal Government requires that schools report race and ethnicity data.

7. Schools should be made aware of any medical concerns, but this should not be considered the sole means of communication of this information

-Race / Ethnicity-

What is this section needed for?

Is Pebbles Hispanic or Latino? ○ Yes ⦿ No

Select all that apply. You must select at least one race below.

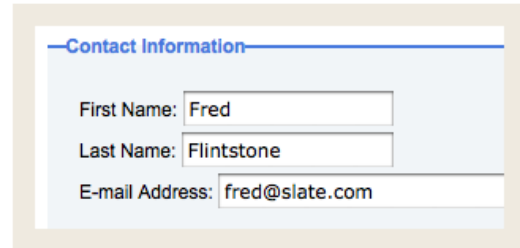☐ American Indian/Alaskan Native   ☐ Asian   ☐ Black or African American   ☐ Na...

-Health-

Medications should not be brought to school without submitting appropriate authorization forms to the school.

Concern	Medication
Sinus Problems	[ ] Delete

Add New Concern

Edit Parent's Contact Information

1. Contacts may edit their own First Name and Last Name
2. **Email Address**: This is the *Contact's* email not the Student's email

―Contact Information―

First Name: Fred

Last Name: Flintstone

E-mail Address: fred@slate.com

3. The Synchronize option allows you to save the entered Address and Phone data without editing other Contact and Students.

―Home Address―

Street 1 301 Cobblestone Wy
Street 2
City Bedrock
State UT
ZIP 70777

―Mailing Address (if different from Home Address)―

Street 1
Street 2
City
State
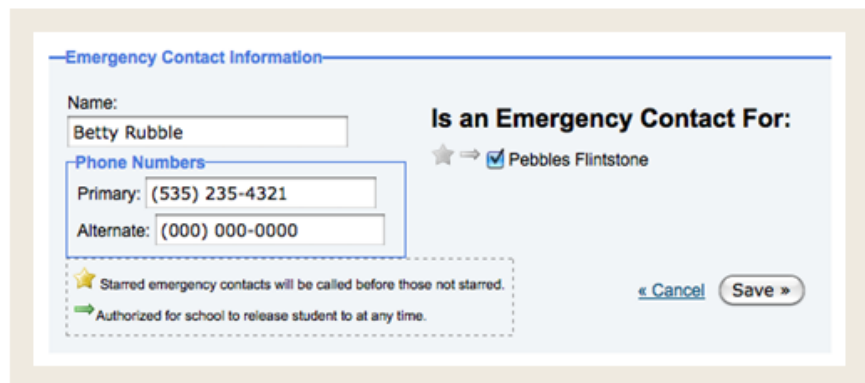ZIP

Synchronize

The *Home Address*, *Mailing Address*, and *Residence Phone* will be updated for all of the checked individuals when this page is saved.

☑ Wilma
☑ Pebbles

―Phone Numbers―

Phone	Type	
(535) 235-1234	Residence	Delete
(535) 235-3659	Work	Delete

Add Phone Number

Add/Edit Emergency Contact Information

1. **Name** may include relationships if you desire such as 'Grandma Pearl Pebble Slaghoople'
2. Two phone numbers may be added.
3. For each Child you can specify that this Emergency Contact:

   • Should be called before other Emergeny Contacts, (click the Star Icon next to the student's name)

   • May be released to this Emergency Contact at any time (click the Arrow Icon next to the student's name)

   • Is an Emergency Contact for this Student (check the box next to student's name)

―Emergency Contact Information―

Name:
Betty Rubble

―Phone Numbers―

Primary: (535) 235-4321

Alternate: (000) 000-0000

Is an Emergency Contact For:

⭐ ➡ ☑ Pebbles Flintstone

⭐ Starred emergency contacts will be called before those not starred.

➡ Authorized for school to release student to at any time.

« Cancel   (Save »)