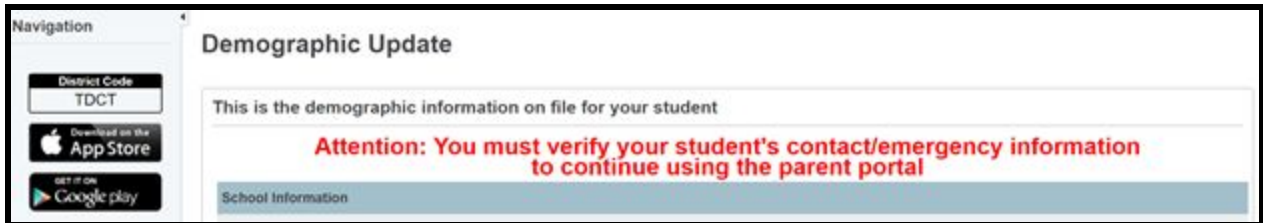


Instructions for Updating Student Emergency Contact/Demographic Information in PowerSchool Parent Portal

Each year you are required to log into the Parent Portal and verify your child's demographic and contact information, update emergency contacts, and to read forms and policies. The following directions explain how to complete this update.

1. The first time you log in each school year, the only page you will be allowed access to is the Demographic Update Page:



2. On the left side you will see the information currently in PowerSchool. On the right side you will may enter changes into any field that is available.

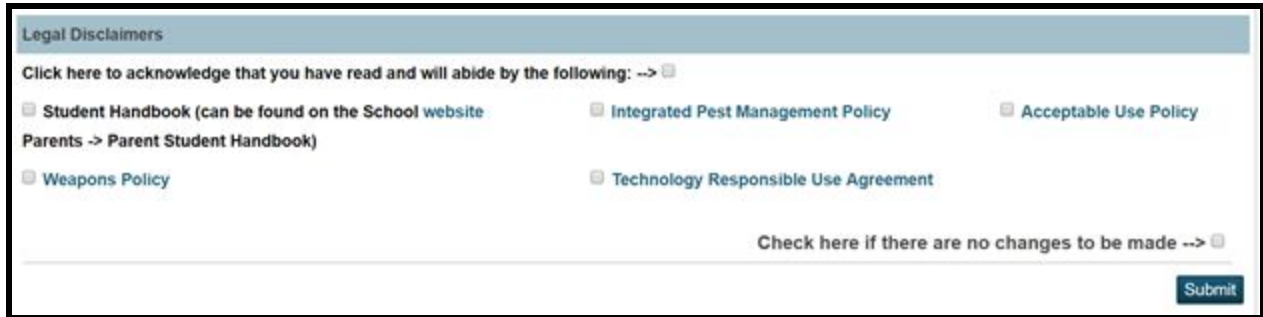
Please note: you cannot request a name or student address change through this form. You must contact the appropriate school office or Central Registration.

Personal Information	On file with School	Where applicable, please make changes below If you make changes, please use the suggested formats.
My student's name is Sally but I would prefer s/he be called	Sammy	(Only if different)
Preferred Contact Phone	908-685-2777	908-685-2777 000-000-0000
Address	123 Doe Ave Bridgewater, NJ 08807	If you wish to register a change of address, please follow the link to the District website
Lives With	Parents	(Only if different)

Please make sure to verify your contact information and update if necessary.

Mother: Doe, Jane	On file with School	Where applicable, please make changes below If you make changes, please use the suggested formats.
Mothers's Address <i>This is your personal address.</i> <i>A change to this address will NOT change the student's home address or bus route.</i> <i>The transportation office will not be notified of this change.</i> <i>If you wish to register a change of address for a student, please follow the link to the District website</i>	123 Doe Avenue Bridgewater, NJ 10033	(Only if different) (Only if different) (Only if) (Only if different)
Mother's Home Phone		908-685-2777 000-000-0000
Mothers's Email		(Only if different)
Mother's Cell Phone	908-685-2777	908-231-866d 000-000-0000
Mother's Work Phone		(Only if different) 000-000-0000
Mother's Other Phone		(Only if different) 000-000-0000
Mother's Employer		(Only if different)
Mother's Occupation		(Only if different)
Mother's Preferred Language	en	Spanish

3. At the bottom of the page, please read all required documents and policies. Then check the relevant boxes to indicate that you have read and will abide by all policies.



Legal Disclaimers

Click here to acknowledge that you have read and will abide by the following: -->

Student Handbook (can be found on the School website
Parents -> Parent Student Handbook)

Weapons Policy

Integrated Pest Management Policy

Technology Responsible Use Agreement

Acceptable Use Policy

Check here if there are no changes to be made -->

Submit

4. In the case where no changes need to be made, you must still verify that you have read the district policies and then check the box next to "Check here if there are no changes to be made."
5. After submitting, you will receive confirmation that the changes have been recorded.



Changes Recorded

The changes have been recorded.

6. If you attempt to make further changes, you will be reminded that you have already submitted information. Please note that it may take several days for changes to be approved by the school. Please reach out to the main office at your child's school with any questions.