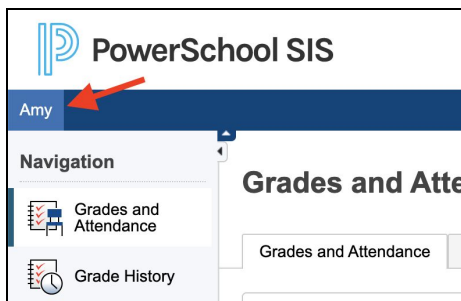


For Parents: How to Update Your Contact Information

Directions for how to submit updated contact information in PowerSchool Parent Portal

STEPS

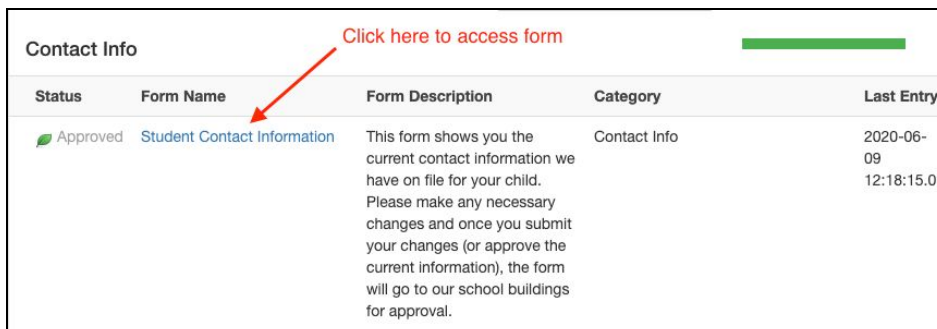
1. Log in to PowerSchool Parent Portal <https://ucfsd.powerschool.com>
 - a. If you do not have an account, please contact the main office at your child's school to obtain the Access ID and Password needed to create your account
 - b. If you have an account and do not remember your password, please contact the main office at your child's school to have your password reset
2. Once you are successfully logged in, make sure you see your child's first name at the top of the screen



3. On the left-hand menu, click "Forms"



4. Click on the form called "Student Contact Information"







Status	Form Name	Form Description	Category	Last Entry
Approved	Student Contact Information	This form shows you the current contact information we have on file for your child. Please make any necessary changes and once you submit your changes (or approve the current information), the form will go to our school buildings for approval.	Contact Info	2020-06-09 12:18:15.0

5. You will see the current contact information that is on file for your child.

To edit a contact:

1. Click the pencil icon next to the contact

Guardians and Emergency Contacts *
Please list all parents/legal guardians and any emergency contacts apart from the parents/legal guardians

Name	Relationship	Phone Type	Phone #	Address	Email	Lives with	School Pickup	Emerg. Contact	Data Access	
Parent Testing	Other	Daytime	610-347-0970	740 Unionville Road Kennett Square, Pennsylvania, United States 19348	powerschool@ucfsd.net	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>  
Lisa Dorazio	Step Mother	Mobile	610-347-0970	740 Unionville Road Kennett Square, Pennsylvania, United States 19348	ldorazio@ucfsd.net	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>  

Click the pencil to edit this contact

Click the "X" to remove this contact

2. Click in any box to edit the information

a. Boxes with a red * are required

3. Click the "Add" button to add an additional address for this contact

4. Click the "X" button to remove the address for this contact

Edit Parent Testing

Click in any box to edit the information

First Name * Middle Name Last Name *

Gender Relationship * Employer

Address

Click "Add" to add an address

Click the "X" to remove an address

Street Line 1 City Zip

Street Line 2 Country State

5. Use the same steps for the phone number and email address for this contact

6. Toggle any relevant permissions to "Yes"

7. Click "Save" at the bottom

Phone *

Type	Phone Number	Preferred	Add
Daytime	610-347-0970	<input checked="" type="checkbox"/>	<input type="button" value="Add"/>

Click here to change the type of phone number

Click "Add" to add another phone number

Email

Type	Email	Primary	Add
Current	powerschool@ucfsd.net	<input checked="" type="checkbox"/>	<input type="button" value="Add"/>

Toggle any relevant permissions to "Yes"

Permissions

Lives with Student * Yes No

Emergency Contact * Yes No

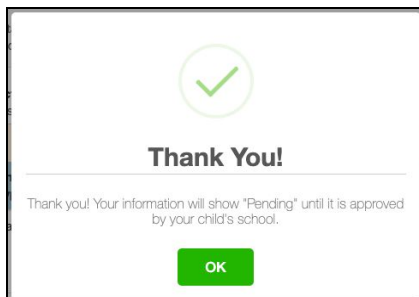
Has Custody Yes No

School Pick Up * Yes No

Receives Mail Yes No

Apply Contact to:

- On the next screen, review your changes and click "Submit" at the bottom
- A pop-up message will appear when you have successfully submitted the form to the office for approval



- When you Save and Submit the form, it gets routed to the main office at your child's school for approval
- The form will have a yellow "pending" indicator next to it until it is approved.

Contact Info	
Status	Form Name
Pending	Student Contact Information

Not yet approved by the office

- Once the information is approved, the indicator will say "approved" in green.

Contact Info	
Status	Form Name
Approved	Student Contact Information

Approved by the office