

## Student Contact Verification in Parent Portal

### Updating Student Contact Verification Information

eSchoolData provides Parents/Guardians the ability to update student contact information easily through the Brentwood Parent Portal.

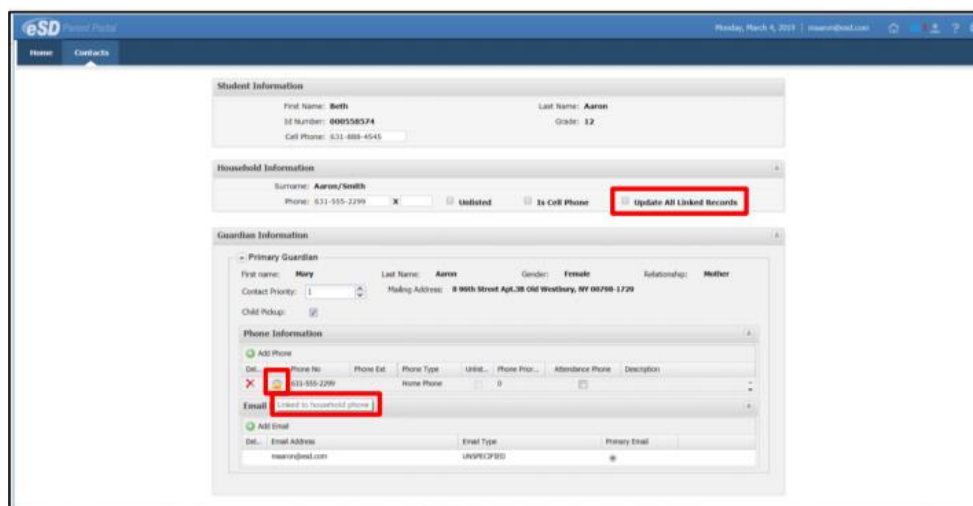
After selecting the student from the Parent Portal Homepage, a **Contact Verification** button will be displayed on the student's Profile page for the custodial parent(s). Clicking the **Contact Verification** button opens the student's **Contact Verification Form**.



The **Contact Verification Form** has sections for **Student Information**, **Household Information**, **Guardian Information** (Primary Guardian and Guardian 2, when both live in the household), **Emergency Contact Information**, **Physician Information**, **Employer Information** and **Additional Information**.

**Student Information section:** parents can add/update the student's Cell Phone.

**Household Information section:** parents can update the Household Phone. **Note:** Check **Update All Linked Records** to update the Home Phone record for all contacts.



**Note:** Household Address and Guardian Addresses CANNOT be updated via the Contact Verification Form. Guardians must contact the Brentwood Registration Dept. to change an address.

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**Guardian Information section:** parents can update the **Contact Priority**, **Phone Information**, **Email Information** (Email Address, Email Type, Primary Email) and select the **Child Pickup checkbox** for the Primary Guardian and other Guardians residing in the household.

**Note:** The **Contact Priority** must be a unique numerical value for each contact. This will define the order in which each is contacted.

The screenshot shows the 'Guardian Information' form in the eSD Parent Portal. The form is for a Primary Guardian named Mary. The 'Contact Priority' is set to 1, and the 'Child Pickup' checkbox is checked. The 'Phone Information' section shows a phone number 631-555-2299 with a 'Home Phone' label. The 'Email Information' section shows an email address 'mary@easd.com' and an email type of 'UNSPECIFIED'.

**Emergency Contact Information section:** parents can add/delete/update the emergency contact's information (Address is optional) and allow **Child Pick up** by adding a check mark in the **Child Pickup Checkbox**.

The screenshot shows the 'Emergency Contact Information' form in the eSD Parent Portal. The form is for an emergency contact named William Forester. The 'Contact Priority' is set to 4, and the 'Child Pickup' checkbox is checked. The 'Address' section is empty. The 'Phone Information' section shows a phone number 631-488-9999 with an 'All Home Phone' label. The 'Email Information' section is empty. There is a red box around the 'Add Emergency Contact' button at the bottom.

**Please note:**

- Guardians residing in the household can VIEW (but NOT edit) the name and contact priority of guardians living OUTSIDE the Household when the out of household guardians are set to receive correspondence.
- Custodial guardians living OUTSIDE the Household can update only their own Guardian Information and Employer Information.
- Guardians living outside the Household who are not set to receive Correspondence will not be displayed in this section.