

Changing Contact Information

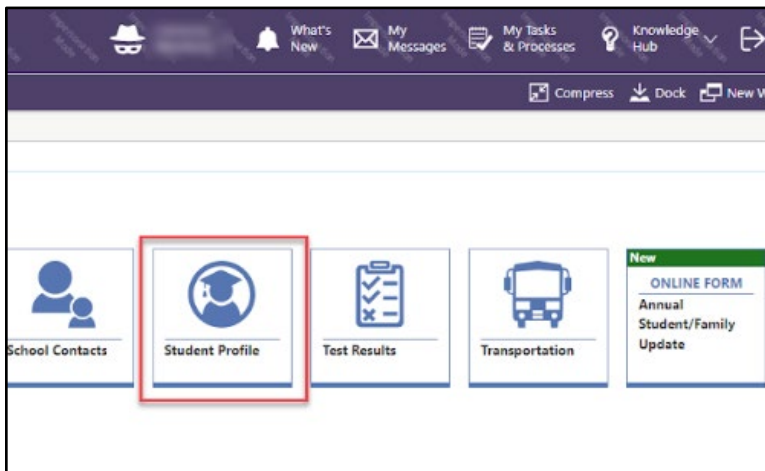
Family Access

You change specific contact information, such as email addresses and phone numbers, directly in Family Access. School officials will be able to see this updated information when they need to communicate with you or other designated contacts. Certain elements are also shared with ParentSquare, which schools use for communication.

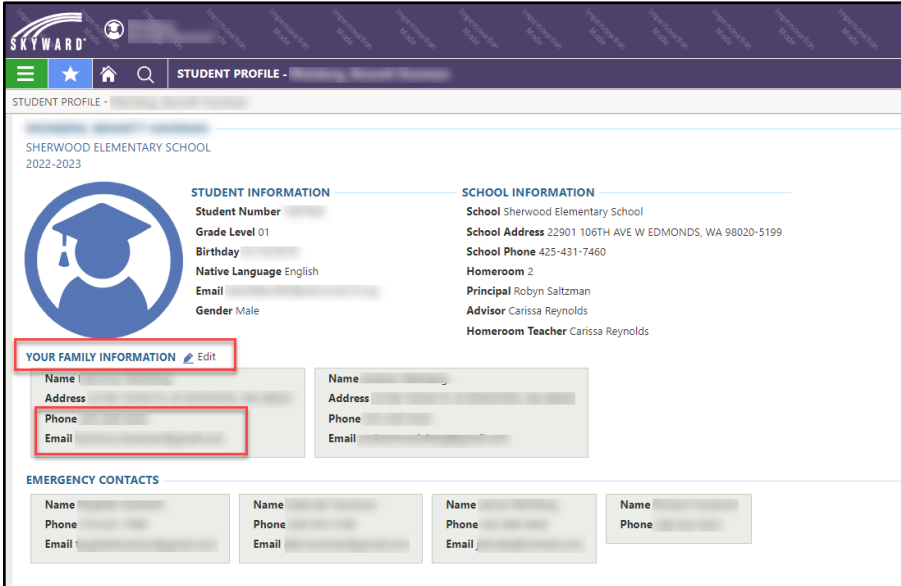
If you are unable to edit a field, please contact your student's school office for further assistance.

To change contact information,

1. Click on the Student Profile tile.



- In the applicable section, such as “Your Family Information,” click, **Edit**.



STUDENT PROFILE - SHERWOOD ELEMENTARY SCHOOL 2022-2023

STUDENT INFORMATION
 Student Number [redacted]
 Grade Level 01
 Birthday [redacted]
 Native Language English
 Email [redacted]
 Gender Male

SCHOOL INFORMATION
 School Sherwood Elementary School
 School Address 22901 106TH AVE W EDMONDS, WA 98020-5199
 School Phone 425-431-7460
 Homeroom 2
 Principal Robyn Saltzman
 Advisor Carissa Reynolds
 Homeroom Teacher Carissa Reynolds

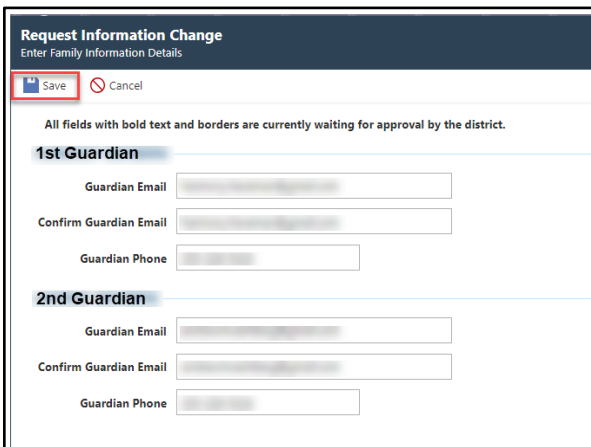
YOUR FAMILY INFORMATION [Edit](#)

Name [redacted] Address [redacted]
 Phone [redacted] Email [redacted]

EMERGENCY CONTACTS

Name [redacted] Phone [redacted] Email [redacted]
 Name [redacted] Phone [redacted] Email [redacted]
 Name [redacted] Phone [redacted]

- In the applicable fields/boxes, such as **Guardian Email**, enter your new contact information.



Request Information Change
 Enter Family Information Details

All fields with bold text and borders are currently waiting for approval by the district.

1st Guardian

Guardian Email [redacted]
 Confirm Guardian Email [redacted]
 Guardian Phone [redacted]

2nd Guardian

Guardian Email [redacted]
 Confirm Guardian Email [redacted]
 Guardian Phone [redacted]

You can only edit contact information for the family you are a part of, such as Family 1 or Family 2. Each family is separate from one another; Family 1 has an address and members that are different from Family 2. Family 1 members can revise the guardian phone and email for *Your Family Information*. Family 2 members can revise the guardian phone and email for *Your Family Information*.

- Click **Save**.