

The Campus Parent Portal is designed specifically for parents and can be accessed [via the web](#) or through the App.

The Campus Parent Portal **App** is optimized for use on mobile devices and tablets.

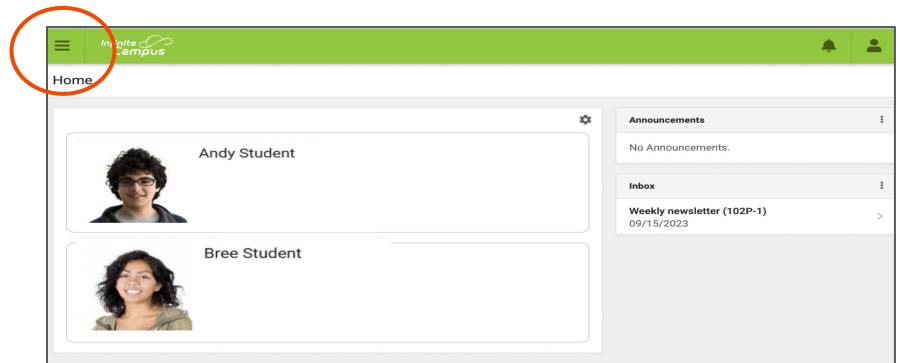
These support materials are based on the web version of the Parent Portal.

Follow the steps below to update your address and emergency contact information.



Log into the **Parent Portal**.

If it is not already open, access the left side menu options by clicking on the 3 lines, sometimes called the “hamburger”.



In this menu area, you have access to:

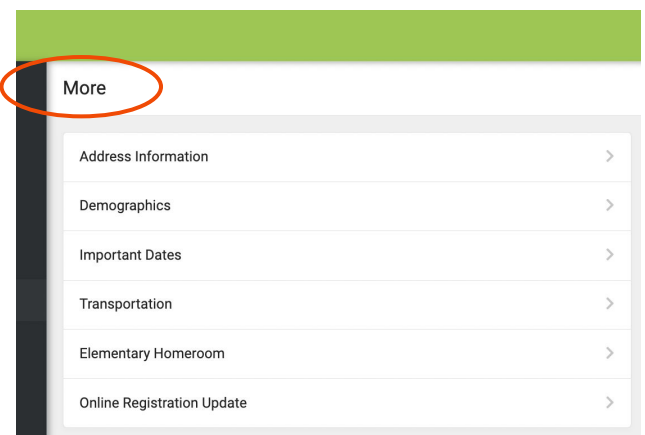
- the School **Calendar**
- your child’s **Attendance** information
- the **Message Center**
- and **More**

Click **More** for additional information.



Here you can access:

- **Address Information**
- **Demographics** - Emergency Contacts
- **Important Dates**
- **Transportation**
- **Elementary Homeroom** - if you have an elementary student
- **Online Registration Update** - for registering new students and completing yearly updates



Address information and **Emergency Contact** information can be verified and updated in the Address Information and Demographics areas.

Address Information

Review current Primary address for the Household.

Click **Update** to make changes.

Please note that a change of address requires 2 proofs of residency which need to be emailed to the Enrollment Center.

Student household

If you have a change of address request, please email proof of residency documents to the enrollment center, then select the Update button below to enter the request.

Two (2) Proofs of Residency are required:

- Current electric bill in its entirety (must be monthly billing cycle)
- Current gas bill in its entirety (must be monthly billing cycle - If Columbia Gas, please provide pages 1 and 2)
- Current water bill in its entirety (must be monthly billing cycle)
- Mortgage statement (must be current)
- Settlement/closing statement (final document received at closing with signatures of seller and buyer)
- Print out from the County Auditor's website identifying parent/guardian as the owner of the property
- Real estate tax bill/statement for taxes owed for an address (property owned)
- Deed that has been recorded with the county recorder's office.
- Rental agreement – first page of lease/rental agreement (with names of lessee and lessor, address of property, date lease to begin and end) and last page of lease/rental agreement (with signatures of lessor and lessee)
- **Residency Affidavit** (if living with someone in the district)

Primary (Mailing)

123 Main Street
Any Town, OH

Update

Demographics

When you click on Demographics, you will be taken to an area where you can review and/or add Emergency Contacts.

Click **Update** to update information.

Click **Add** to add an additional Emergency Contact.

Student

Andy Student

Non-Household Relationships

A Non-Household relationship is an Emergency Contact. If a new Emergency Contact is needed, please select add. This tool is only for the addition or updating of information for Emergency Contacts. Please do not use this tool to add parents/guardians for the student. If a parent/guardian needs to be added for a student please contact your student's school.

Please note, only a parent/guardian should be set as Emergency Priority 1.

| Relationship | Phone | Email |
|-------------------|------------|------------|
| Emergency Contact | [REDACTED] | [REDACTED] |

Emergency Priority 3

Add

Update

Please note that **Parents/Guardians are Priority Contacts 1 and should NOT be added here.** If a Parent/Guardian needs to be added, please contact the child's school.

Important!

Emergency Contacts must be completed for **each** child. You can switch students here.

Note: Email addresses will not be accepted for emergency contacts.

Andy Student

Andy Student

Bree Student

Lydia J. Student