

Data Confirmation:

Updating Contacts Information

Once you reach the Contacts section of the Parent Data Confirmation process, follow the steps below.

Family Information

Income

Student

4 Contacts

Contacts


+ Add

There is no Parent/Guardian Contact record associated with this Student.
At least one Contact record must have a Record Type of Parent/Guardian (P1,P2).

Student Mom Test

Ed Level: High School Graduate (13)

If the parent or guardian of the student is not on this contact list, click on the  button to add a record.

To update existing record(s), start by clicking on the pencil icon  to open the Contact record. Click on the drop-down for **Record Type** and replace the existing “P” with either **P1** or **P2** for **Parent/Guardian 1 or 2**, depending on how many Parent/Guardian records exist for the student. Add or update the Parent Ed Level if necessary for the record and click Save.

Edit Contact

Prefix Last Name First Name Middle Name Suffix Mailing Name

Test Student Mom Student Mom Test

Lives With? Address City State Zip Code ZipExt Address Type

Relationship ★ Primary Contact Record Type Notification Preferences Attendance Notification Mail Tag Contact Order Enrolled the Student

Telephone Parent/Guardian 1 P1 Parent/Guardian 2 P2 Restricted R Phone Pager CorrLng Ed Level

Birthdate TB Test Status Fingerprint Status Fingerprint Date

Email Address Employer Name Employer Location Occupation

This email address is associated with the Portal account and cannot be changed by logging into the account, it can be changed by clicking Change Email from the menu in the top right corner.

Finish by clicking Save

User 1 User 2 User 3 User 4 User 5 User 6 User 7 User 8

Additional Contact 1 Additional Contact 2

Save Cancel