Campus Parent Portal

How to Update
Address and Emergency Contact Information

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

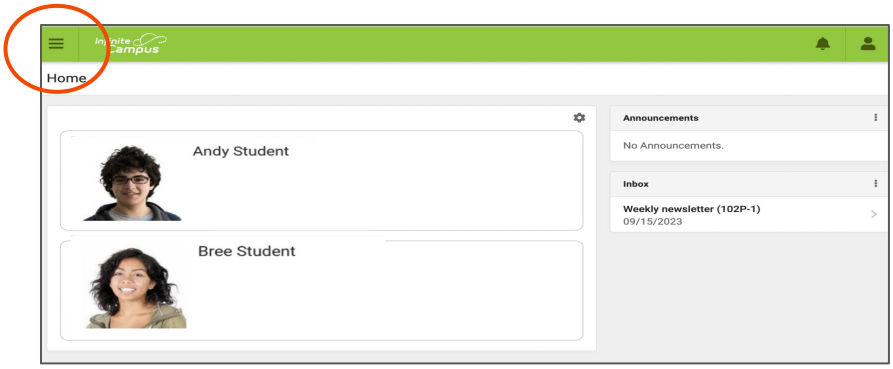
The Campus Parent Portal **App** is optimized for use on mobile devices and tablets.

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**.

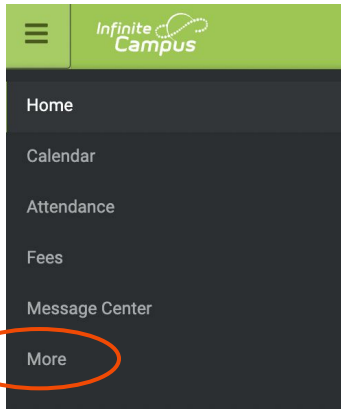
If it is not already open, access the left side menu options by clicking on the 3 lines, sometimes called the “hamburger”.



In this menu area, you have access to:

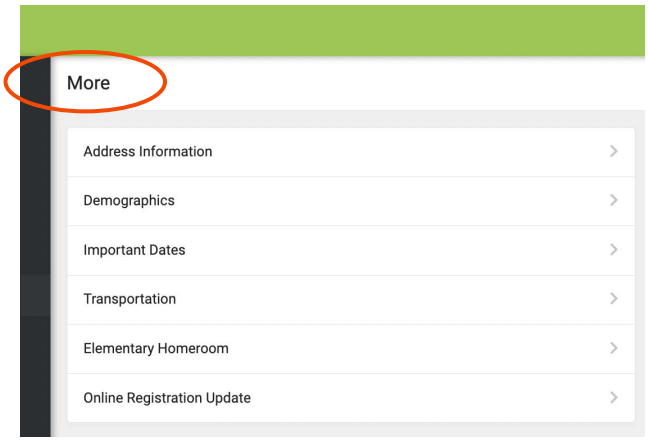
- the School **Calendar**
- your child’s **Attendance** information
- the **Message Center**
- and **More**

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

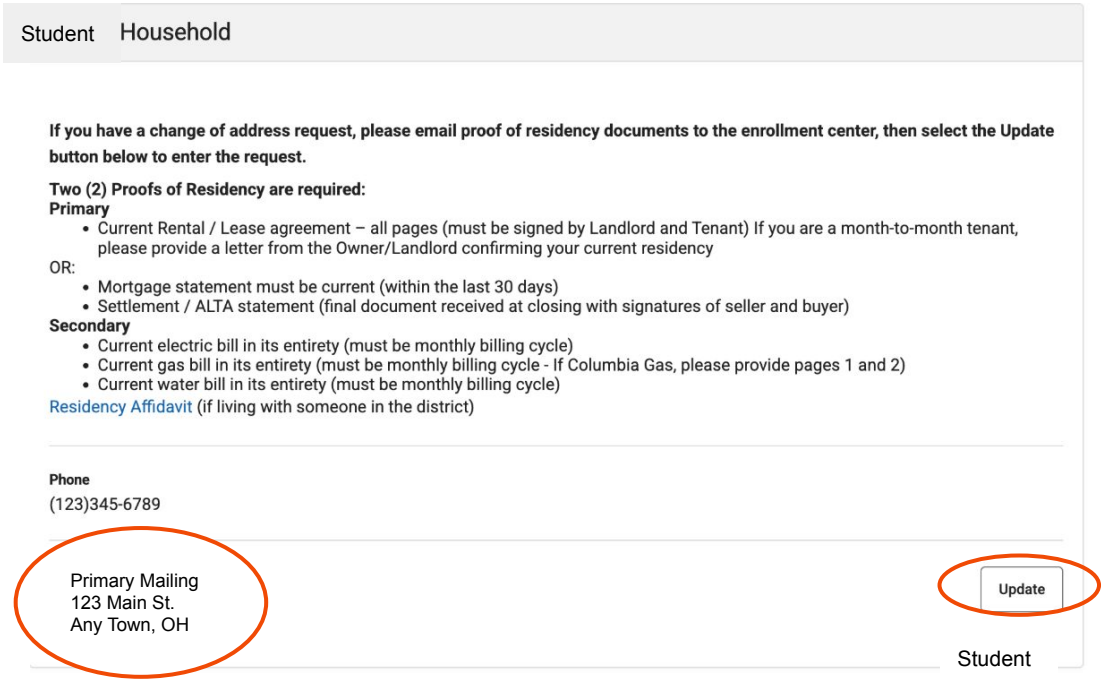


Address information and **Emergency Contact** information can be verified and updated in the Address Information and Demographics areas.

Address Information

Review current Primary address for the Household. Click **Update** to make changes.

A change of address requires at least one [1] of the following:
a) Fully signed rental agreement.
b) Fully signed ALTA Settlement Statement. This document can be emailed to registration@dublinschools.net

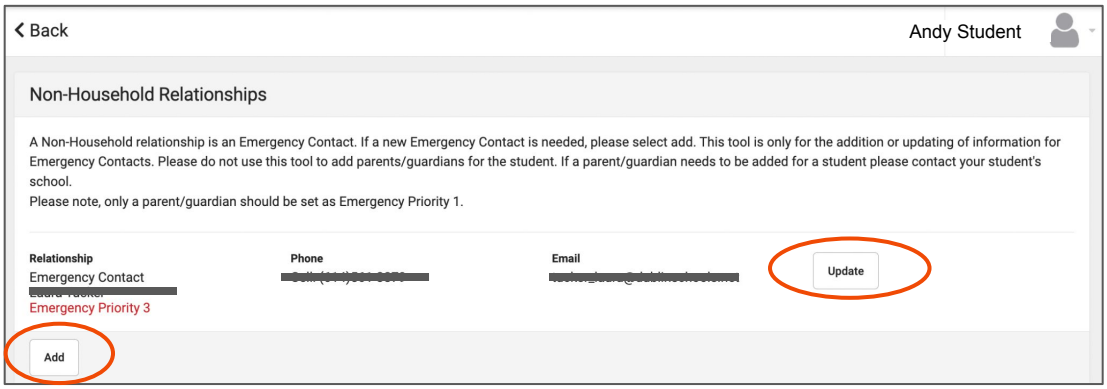


Demographics

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

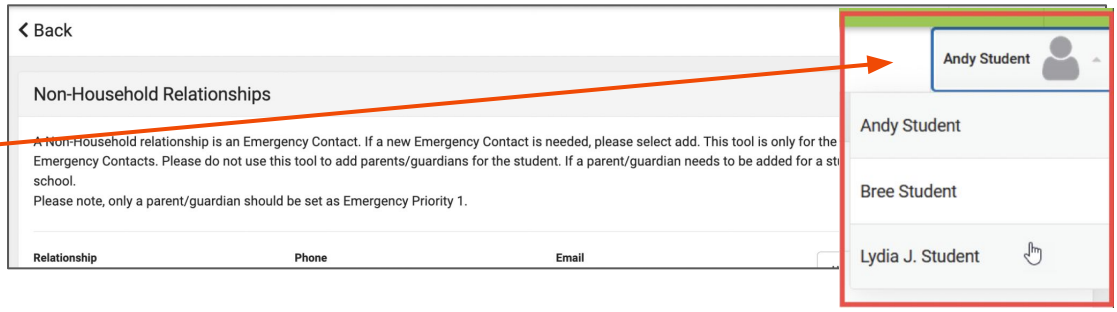
Click **Update** to update information.

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



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.