

## How to update your student demographics and emergency contact information for 2021-22 school year.

Step 1: Login to your Family Access, if you do not have an account or have difficulty with logging in please contact your building secretary.

Step 2: Select the hyperlink: Go to 2021-22 ENROLLMENT VERIFICATION (located on the right of your family access page).

The screenshot shows the Family Access home page. On the left is a sidebar with links: Home, 2015-16 ENROLLMENT VERIFICATION, Ethnicity/Race, Calendar, Discipline, and Test Scores. The main content area has a header with 'You have unread messages' and a 'Post a message' box. Below this is a green notification banner that reads: '2015-16 ENROLLMENT VERIFICATION is now open until 09/11/2015'. The banner also states: '2015-16 ENROLLMENT VERIFICATION at Hemlock High School for the 2015-2016 school year is now open, yet has not been completed for [redacted]'. At the bottom of the banner is a blue link: 'Go to 2015-16 ENROLLMENT VERIFICATION for [redacted]'. A blue arrow points from the text in Step 2 to this link.

Step 3: Review and update any changes to your student's information , when all information is updated select Next Step, once selected the checkmark will indicate you have completed that step, continue until all steps are checkmarked. (please note when completing the Emergency Contact Step include contact information if a parent cannot be reached, maximum number of contacts allowed is 5).

The screenshot shows the 'Step 1a. Verify Student Information' form. The title is 'Step 1a. Verify Student Information: Student Information' with a status of 'Completed 08/19/2015 3:50pm'. Below the title is a message: 'Please verify and complete your child's registration for the 2015-16 school year. We thank you for taking the time to complete all the steps. If you have any questions or need assistance, please contact your child's building secretary.' The form is divided into two main sections: 'General Information' and 'Emergency Information'. The 'General Information' section includes fields for First, Last, Middle, Suffix, Birthday, Gender, Race, Language, Home Phone, Cell, Birth State, and Birth County. The 'Emergency Information' section includes a dropdown for 'Allow Publication of Student's Name for' and a 'Military' checkbox. A 'Next Step' button is visible at the bottom right. A blue arrow points from the text in Step 3 to the 'Next Step' button. On the right side of the form, there is a 'District Message' section with a list of steps: '1. Verify Student Information', 'a. Student Information', 'b. Family Address', 'c. Family Information', 'd. Emergency Information', 'e. Emergency Contacts', 'f. Health Information', '2. Verify Ethnicity/Race', and '3. Complete 2015-16 ENROLLMENT VERIFICATION'. The 'Next Step' button is located below this list.

Step 4: Once all steps have been completed/check marked, click submit 2020-21 ENROLLMENT VERIFICATION, the verification process is complete.

**Step 3. Complete 2015-16 ENROLLMENT VERIFICATION (Required)**

By completing 2015-16 ENROLLMENT VERIFICATION, you are confirming that the Steps below have been finished.  
Are you sure you want to complete 2015-16 ENROLLMENT VERIFICATION for [redacted]?

**Review 2015-16 ENROLLMENT VERIFICATION Steps**

Step 1) **Verify Student Information** [redacted]

Step 2) **Verify Ethnicity/Race** [redacted]

Guardian Name: [redacted] Guardian Address: [redacted]

**Submit 2015-16 ENROLLMENT VERIFICATION**

**District Message**

1. Verify Student Information
  - ✓ a. Student Information
  - ✓ b. Family Address
  - c. Family Information
  - d. Emergency Information
  - e. Emergency Contacts
  - f. Health Information
2. Verify Ethnicity/Race
- 3. Complete 2015-16 ENROLLMENT VERIFICATION**

[Previous Step](#) [Next Step](#)

[Close and Finish Later](#)