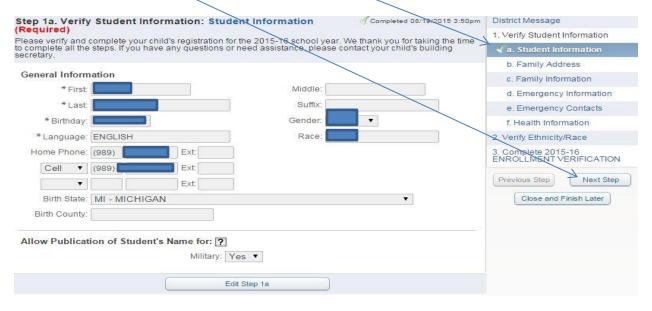
## How to update your student demographics and emergency contact information for 2021-22 school year.

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.



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).



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

