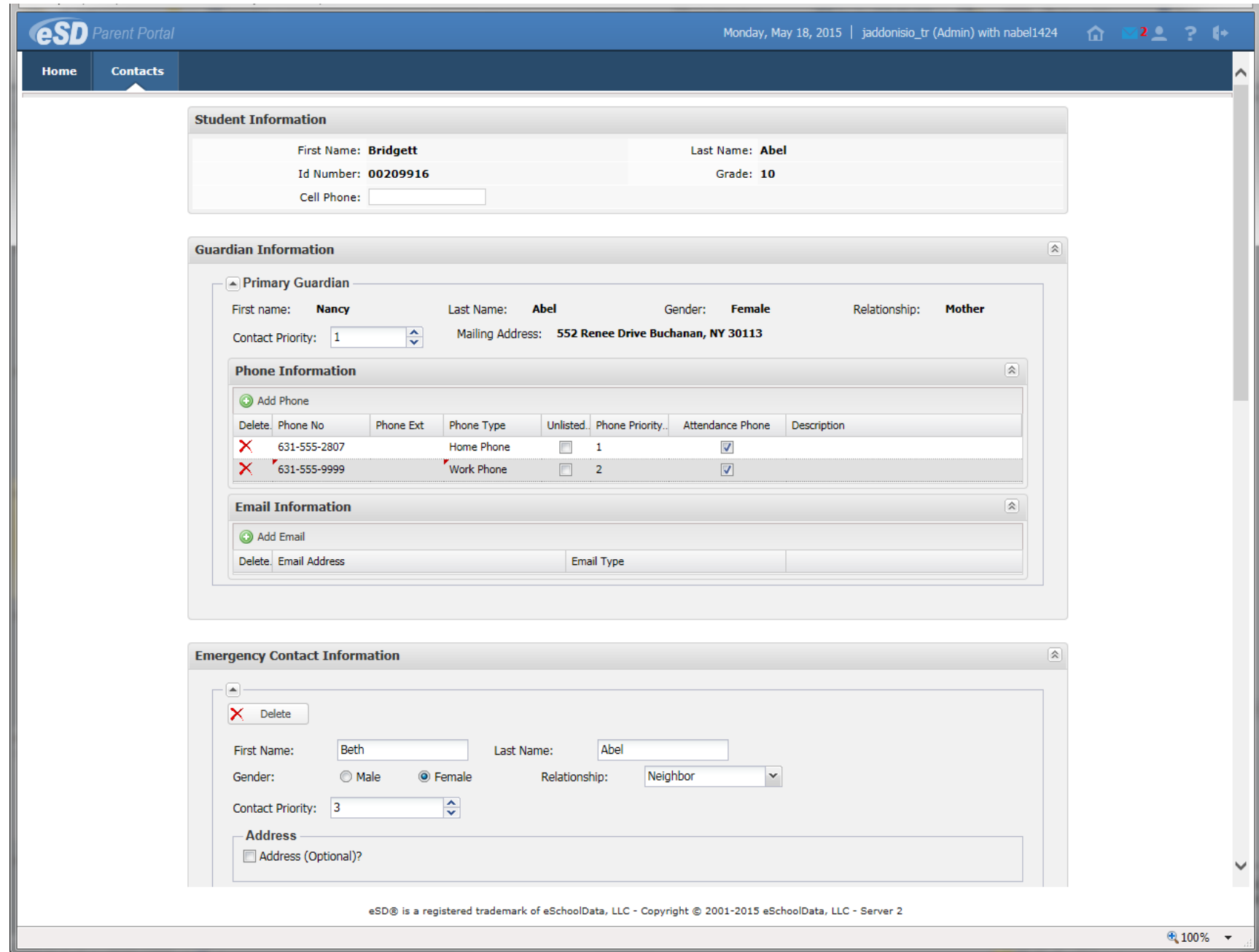
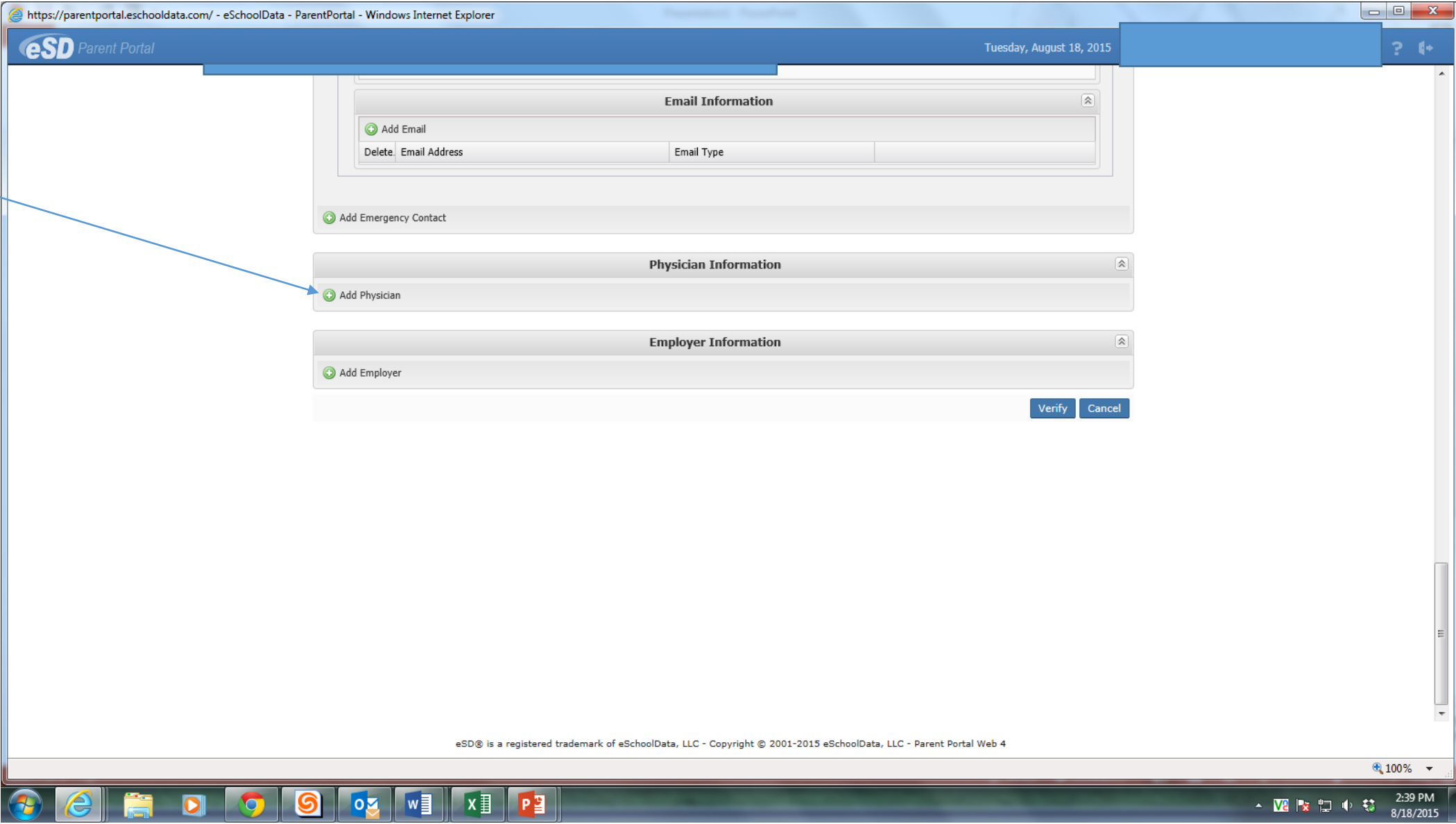


Updating Emergency Contact Information on the Parent Portal

- After logging in to the Parent Portal, when you click your child's ID number this screen will now be the only screen that is accessible until contact information for each of your children has been verified.
- On this screen parents can add and remove phone numbers and add and delete individuals listed as emergency contacts.
- If none of you information has changed you can click Verify on the bottom of the screen to complete the process.



We ask that all parents add their child's physicians information in the Physician's Information area.



The contact priorities should reflect the order in which you would like to be contacted. In the example to the right, the Primary Guardian will be contacted first and the Emergency Contact will be contacted second.

You will need to verify your child's contact verification before continuing to view the portal.

Student Information

First Name: **Bridgett** Last Name: **Abel**
Id Number: **00209916** Grade: **11**
Cell Phone:

Household Information

Surname: **Abel**
Phone: **Unlisted** **Is Cell Phone** **Update All Linked Records**

Guardian Information**Primary Guardian**

First name: **Nancy** Last Name: **Abel** Gender: **Female** Relationship: **Mother**
Contact Priority: Mailing Address: **552 Renee Drive Buchanan, NY 30113**

Phone Information

Delete	Phone No	Phone Ext	Phone Type	Unlisted	Phone Priority	Attendance Phone	Description
<input checked="" type="checkbox"/>	631-555-2807		Home Phone	<input checked="" type="checkbox"/>	1	<input checked="" type="checkbox"/>	
<input checked="" type="checkbox"/>	631-555-9999		Work Phone	<input checked="" type="checkbox"/>	2	<input checked="" type="checkbox"/>	

Email Information

Delete	Email Address	Email Type
<input checked="" type="checkbox"/>		

Emergency Contact Information

Delete
First Name: Last Name:
Gender: Male Female Relationship:
Contact Priority: