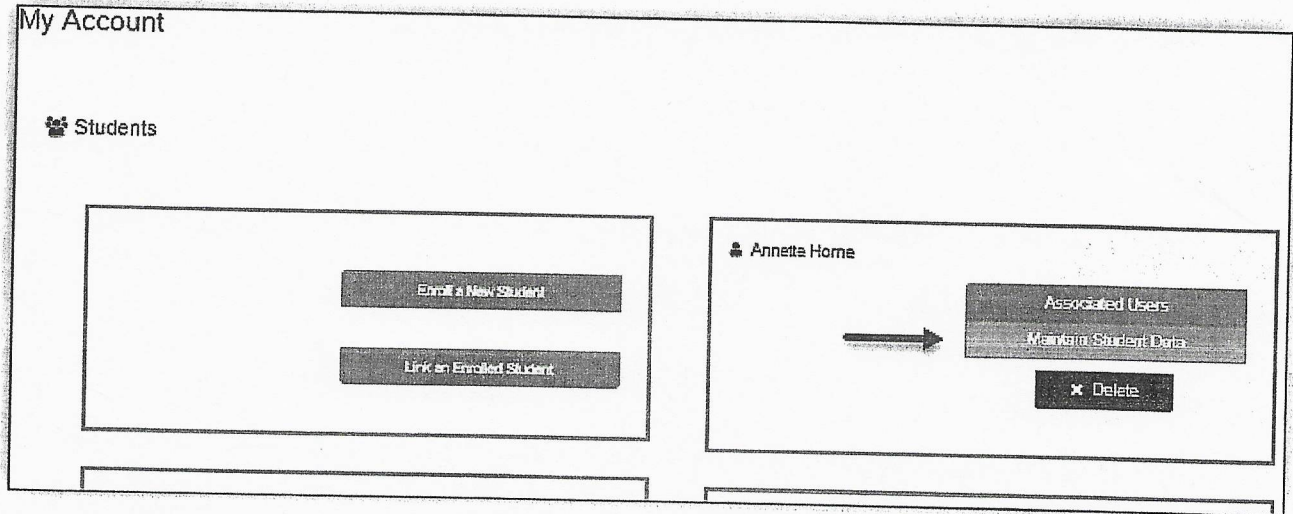


# Student Data Maintenance

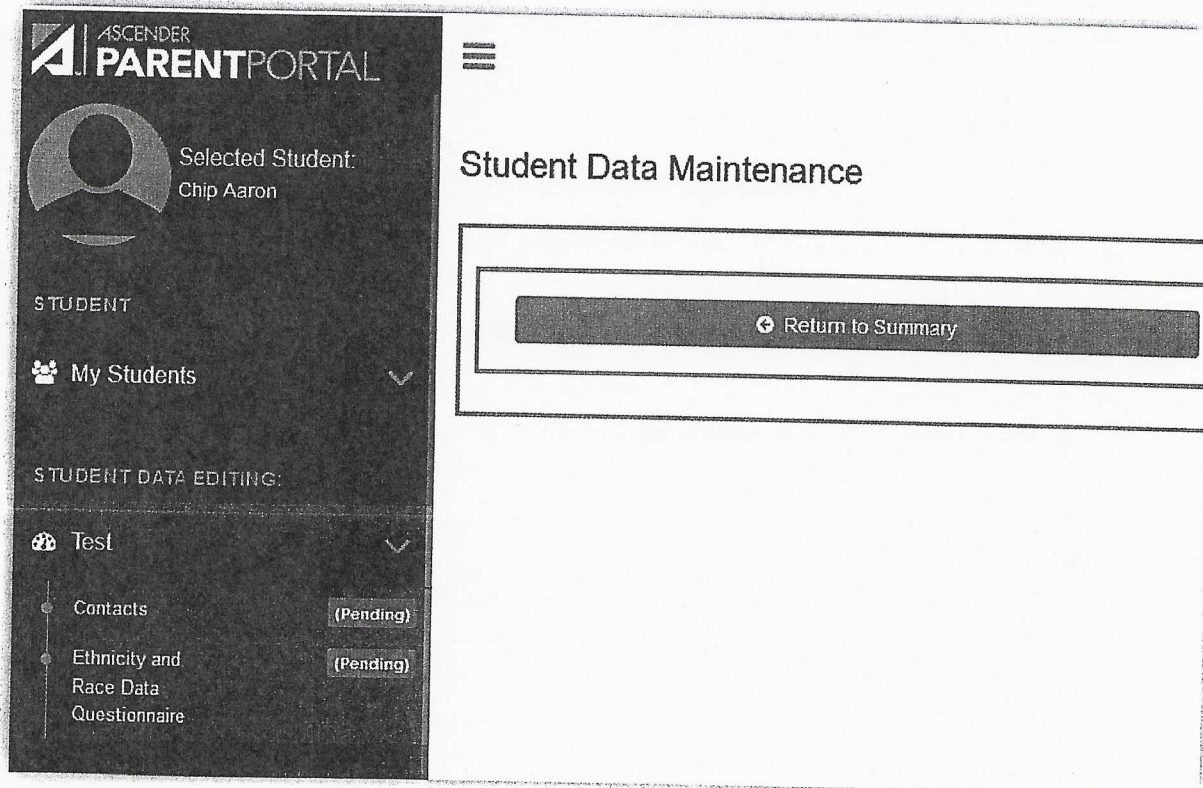
ASCENDER ParentPortal > My Account > Student Data Maintenance

If the district has enabled online student data updates, you can submit a request to update your student's current year records at any time, such as an address or phone number change.

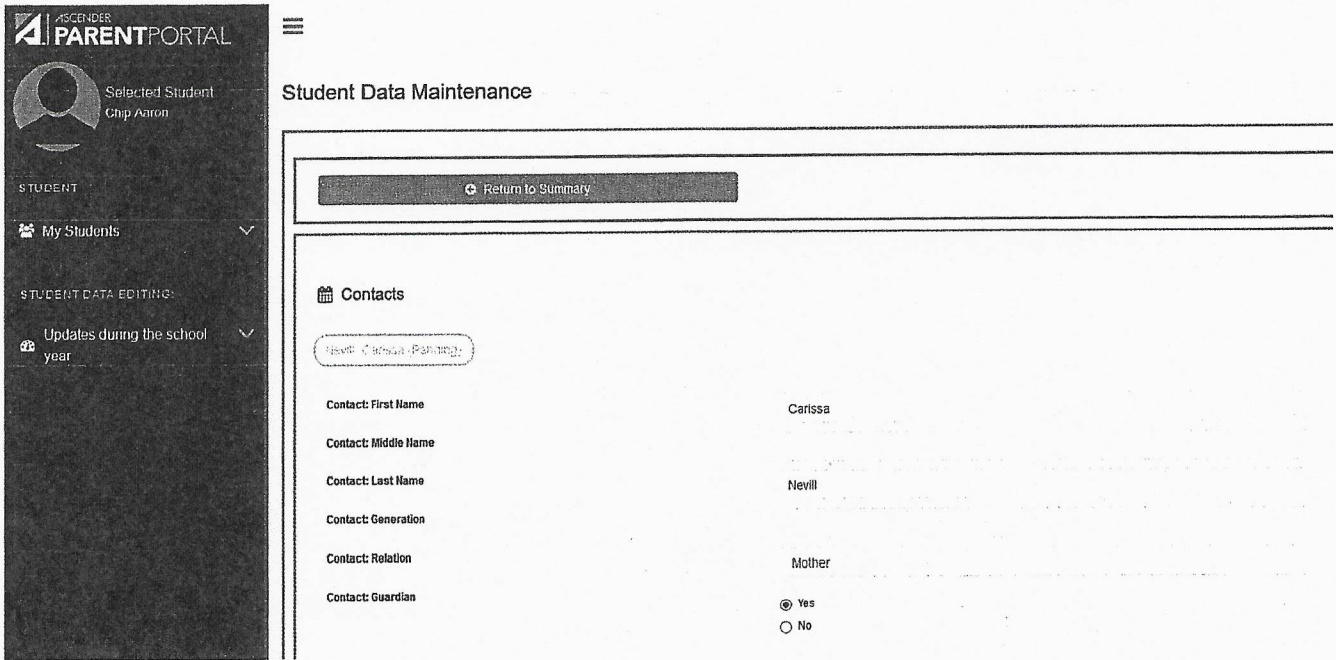
- From the My Account page, click **Maintain Student Data**.



The Student Data Maintenance page opens.



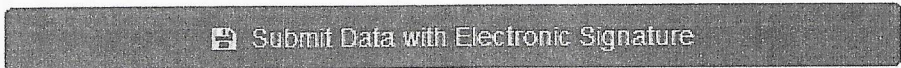
- ❑ On the left side navigation menu, click the drop-down arrow under Student Data Editing  
To expand and view the forms that can be updated.
- ❑ Click on the name of a form and it will open on the right side of the page.



- ❑ Type over existing data with your new information.
- ❑ Click Next Form if you wish to update another document.



- ❑ When you have completed your Student Data Updates, click Submit Data with Electronic Signature.



As a reminder, this Electronic Signature serves as your own signature, verifying you acknowledge that the data you have entered is correct.