

Instructions for updating Contacts during enrollment

Parent/Guardian and Emergency Contacts
 Please use the table below to review and make any updates to your student's existing parent/guardian and emergency contact information. You may also add new parent/guardian or emergency contacts if you wish. For detailed instructions, visit here.

All

Full Name	Full Name
Home (Emergency 1)	Home (Emergency 2)
555-555-5555 (Mobile) 555-555-5555 (Home) 555-555-5555 (Daytime) email address <input checked="" type="checkbox"/> Lives with Student <input checked="" type="checkbox"/> Custody <input checked="" type="checkbox"/> School Pick Up <input checked="" type="checkbox"/> Emergency Contact <input checked="" type="checkbox"/> Data Access	555-555-5555 (Mobile) email address <input checked="" type="checkbox"/> Lives with Student <input checked="" type="checkbox"/> Custody <input checked="" type="checkbox"/> School Pick Up <input checked="" type="checkbox"/> Emergency Contact <input checked="" type="checkbox"/> Data Access
555-555-5555 (Home) 555-555-5555 (Mobile) email address <input checked="" type="checkbox"/> Lives with Student <input checked="" type="checkbox"/> Custody <input checked="" type="checkbox"/> School Pick Up <input checked="" type="checkbox"/> Emergency Contact <input checked="" type="checkbox"/> Data Access	555-555-5555 (Mobile) email address <input checked="" type="checkbox"/> Lives with Student <input checked="" type="checkbox"/> Custody <input checked="" type="checkbox"/> School Pick Up <input checked="" type="checkbox"/> Emergency Contact <input checked="" type="checkbox"/> Data Access

For each contact listed in the boxes on **Form C3: Student Contact Update**, verify the information is complete and accurate:

- First and Last name
- Contact type
- Working phone numbers
- Current email address
- Permissions (A green checkmark means they have permission, a red circle with a line through it means they do not.)

Edit Contact Name

First Name *

Middle Name

Last Name *

Gender

Relationship *

Employer

Contact Type

Address Add

No Addresses

Phone * Add

555-555-5555 (Mobile) [edit] [delete]

555-555-5555 (Home) [edit] [delete]

555-555-5555 (Daytime) [edit] [delete]

Email Add

email@address (Current) [edit] [delete]

Permissions

Lives with Student *

Yes No

Emergency Contact *

Yes No

Has Custody *

Yes No

School Pick Up *

Yes No

Receives Mail *



Yes No

Apply Contact to:

Sibling Name

Cancel Add

If there is a contact that is not accurate or complete, do one of the following:

- Click the  to delete the contact if they should not be there at all.
- Click the  to edit the contact to correct or remove contact information.

If you are editing the contact information, the red asterisk (*) indicates required information. Add or correct information as needed.

If any phone numbers show up as 000-000-0000, please either delete that number or input an accurate phone number for that contact.

There will be an option to apply individual contacts and permissions to siblings. Just check the box next to the siblings name at the bottom of the editing window for that specific contact.

Please carefully check all information for accuracy before saving and submitting.