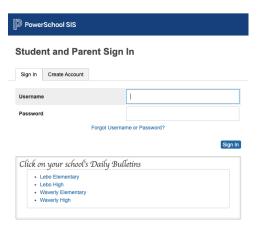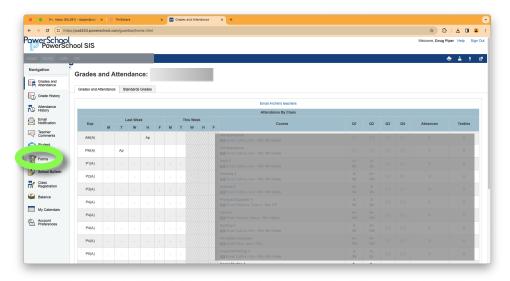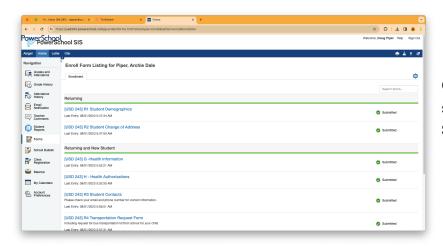# How to UPDATE contact information in PowerSchool

Over time, our phone number and email addresses may change. When a change in any of this information occurs, it needs to be update in your students PowerSchool contact list. This also applies to any changes that might take place in emergency contact info. If you're not sure how to make any changes in your information, this sheet will help you through the process. If you aren't able to make the changes, contact your school office.

The first step is to log in to your parent portal. If you don't remember your log in credentials, you will need follow the "Forgot Username or Password" on the parent portal page or contact your school office.
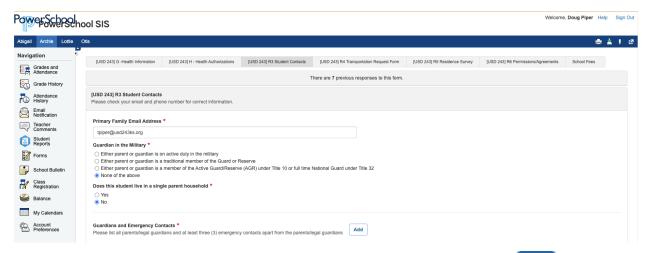

Once you are logged in, you will see your student page. If you have more than one student enrolled, you will see their name at the top of the page. You will only need to change the contact info for one student. Select the "Forms" from the left column under Navigation.
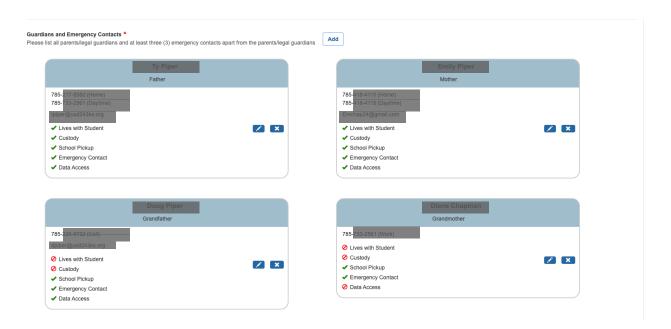

Once you see the forms listed, scroll down to [USD 243] R3 Student Contacts.

How to UPDATE contact information in PowerSchool

You can enter any changes on this page by scrolling down and selecting the

You can add additional contacts by selecting the ADD button.