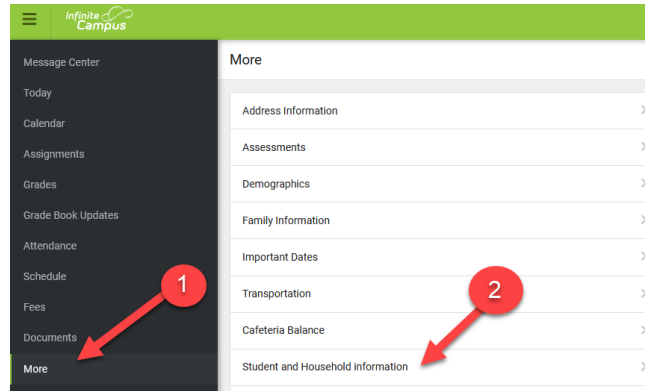# **Completing an Annual Update Application via Parent Portal**

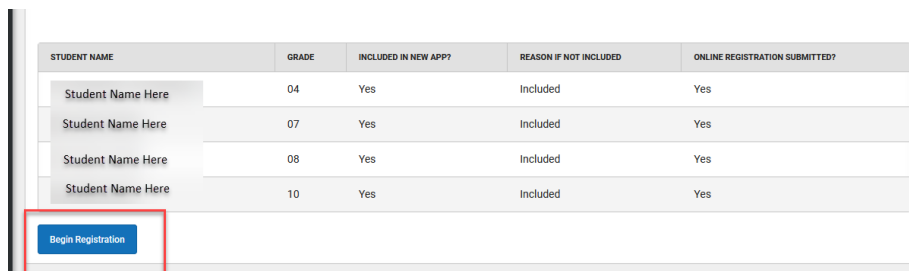****This is required to access Parent Portal for the 24-25 School Year****

- Log into your Parent Portal account
- Click on 'More' on the left hand index and then click on 'Student and Household Information'
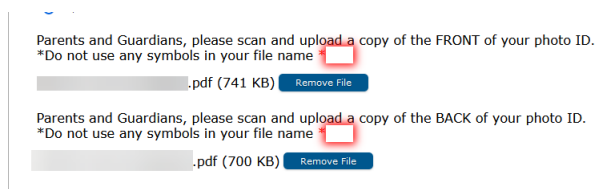

- Click 'Start' on the '24-25 School Year. Select to update student/household information' line

- Click 'Begin Registration'
  - o IMPORTANT: Verify all of your children are listed on this screen, if not; contact your child's school before proceeding.

- Proceed with the application, verifying all information is accurate. Make any necessary changes.
  - o Note: if you have not completed an application online, there may be more information to fill out.
- Once you are under the 'Student' tab, you will need to upload a copy of your ID (front and back)

- Be sure to continue through the application and **<u>SUBMIT</u>** your application
  - o If the application is not submitted, the information will not go through the system and your child's information will not be updated
  - o If the application is not submitted, you will not be able to access the rest of your portal account
- If you have any questions, please contact your child's school