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'

| Message Center | More | |
|--------------------|-----------------------------------|---|
| Today | | |
| Calendar | Address Information | > |
| Assignments | Assessments | > |
| Grades | Demographics | > |
| Grade Book Updates | Family Information | > |
| Attendance | Important Dates | > |
| Schedule 1 | Transportation 2 | > |
| Documents | Cafeteria Balance | > |
| More | Student and Household Information | > |

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

| • | More Update/Review Student and Household information | | |
|---|--|--------|--------|
| | NAME | STATUS | ACTION |
| | 22-23 New Student Registration | | Start |
| | 22-23 Existing Student Registration | | Start |

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

| Yes | Included | Yes | |
|-----|----------|--------------|------------------|
| Yes | Included | | |
| | | Yes | |
| Yes | Included | Yes | |
| Yes | Included | Yes | |
| | Yes | Yes Included | Yes Included Yes |

- Proceed with the application, verifying all information is accurate. Make any necessary changes.
 - 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)

| Parents and Guardians, please scan and upload a copy of the FRONT of your photo ID. *Do not use any symbols in your file name |
|--|
| .pdf (741 KB) Remove File |
| Parents and Guardians, please scan and upload a copy of the BACK of your photo ID. *Do not use any symbols in your file name |
| .pdf (700 KB) Remove File |

- Be sure to continue through the application and **<u>SUBMIT</u>** your application
 - If the application is not submitted, the information will not go through the system and your child's information will not be updated
 - 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