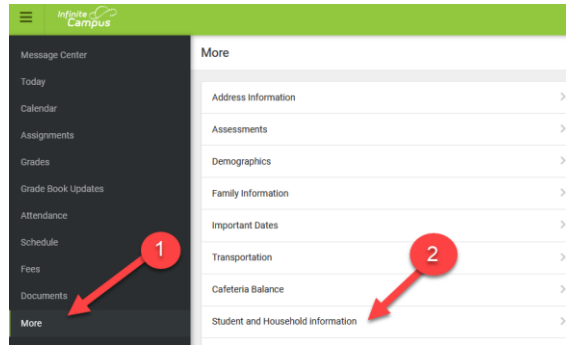


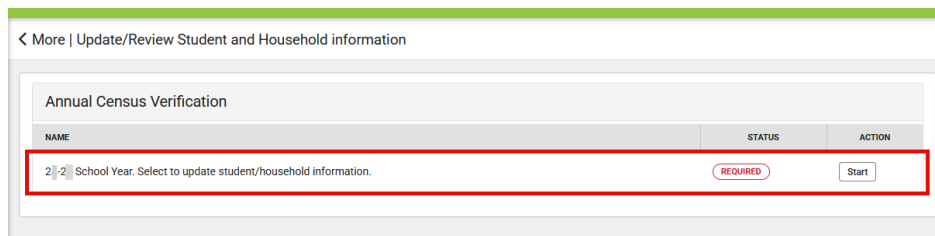
Completing an Annual Update Application via Parent Portal

This is required yearly to access Parent Portal for every 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 current/upcoming school year ex: '2#-2# School Year. Select to update student/household information' line



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

STUDENT NAME	GRADE	INCLUDED IN NEW APP?	REASON IF NOT INCLUDED	ONLINE REGISTRATION SUBMITTED?
Student Name Here	04	Yes	Included	Yes
Student Name Here	07	Yes	Included	Yes
Student Name Here	08	Yes	Included	Yes
Student Name Here	10	Yes	Included	Yes

[Begin Registration](#)

- 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

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- Be sure to continue through the application and **SUBMIT** 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