

Changing Demographic Information through the Campus Parent Portal

*Only guardians can request changes to information through the Portal. Students can view the information but cannot request changes.

*Requests to change information will be reviewed by district staff and approved accordingly. Please allow for review time between request submission and approval.

*A message indicating the status of the request will appear in the **Inbox** area of the **Message Center** once the request has been processed.

Requesting Updates:

In the Campus Parent Portal, go to **More** and make a selection according to the descriptions below:

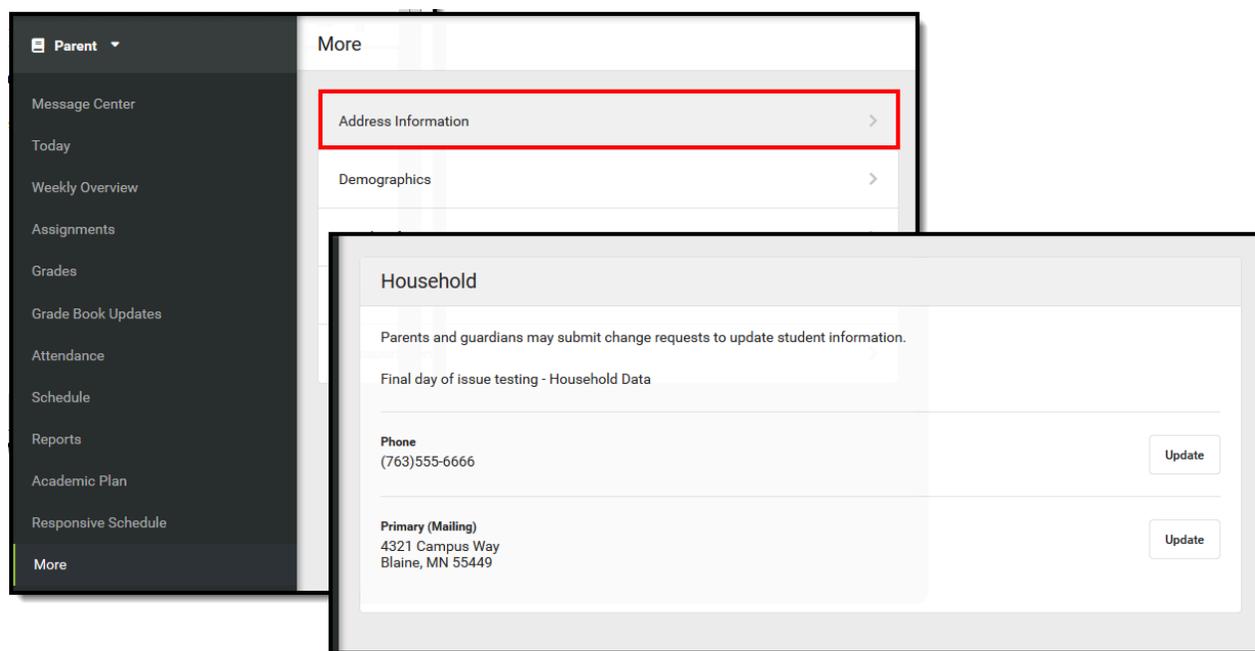
> click **Address Information** to view/request changes to household phone and address

> click **Demographics** to view/request changes to student information and “Non-Household Relationships” (i.e. Emergency Contacts)

> click **Family Information** to view/request changes to the demographic information of people within your household

Address Information

-Any updates to a household phone or address will update that information for all members of the household.



- **Household Phone Number**
 - Click the Update button next to the phone number
 - Enter the new number and any applicable comments (for the staff member processing the request)
 - Click the Update button
 - A confirmation message will appear
- **Household Address**
 - Click the Update button next to the address
 - Enter the new address
 - Select the reason for the change request and enter any applicable comments
 - Click the Send Update button
 - A confirmation message will appear

Demographics

-Student name changes must be submitted to the school office via a legal document

The screenshot shows a parent portal interface. On the left is a dark sidebar with a 'Parent' dropdown and various menu items: Message Center, Today, Weekly Overview, Assignments, Grades, Grade Book Updates, Attendance, Schedule, Reports, Academic Plan, Responsive Schedule, and More. The main content area is titled 'More' and contains a list of options: Address Information, Demographics (highlighted with a red box), Family Information, Lockers, and Transportation. The 'Demographics' section is expanded to show two sub-sections: 'Student Demographics' and 'Non-Household Relationships'.

Student Demographics

Parents and guardians may submit change requests to update student information.

Final day of issue testing - Student Data

Legal Name	Abbie Student	Birthdate	5/12/00	Gender	Female
Social Security Number	No data	Hispanic/Latino	N	Race	White

Update

Non-Household Relationships

Emergency Contact	Phone	Email	Update
Robert Contact	No data	No data	
Emergency Priority 2			

Add

- **Student Demographics**

- If you have multiple students, you will need to **select the appropriate student** from the top right of the screen
- Below the name of the student, click on the **Update** button
- Enter updates to the student name, gender, date of birth, and/or race/ethnicity
 - Student name must be the legal name as evidenced by an official document
- Enter any applicable comments
- Click the Update button
- A confirmation message will appear

- **Non-Household Relationships** (i.e. Emergency Contacts)

- If you have multiple students, you will need to **select the appropriate student** from the top right of the screen
- Next to the name of a non-household contact, click on the **Update** button
- Or add a new contact by clicking on the **Add** button at the bottom of the screen
- Enter updates to the name, gender, phones, email address, relationship type, guardian status, and/or emergency priority contact order
 - Remove a contact by clicking on the **Remove** button at the bottom of the screen
 - If requesting to remove guardian rights, the school office must have a copy of a legal document indicating the change
- Enter any applicable comments
- Click the Update button
- A confirmation message will appear

Family Information

Parent Portal - Family

More

- Address Information
- Behavior
- Demographics
- Family Information**

Information

Joy Student

Contact Information

Phone	Email	Update
No data	No data	Update

Relationships

Relationship	Phone	Email	Update
Guard: Mother Kerri (Guardian)	Cell: (612)555-2688 Work: (612)555-7960	No data	Update
Guard: Father Mark (Guardian)	Work: (612)555-8083 Other: (612)555-9885	No data	Update

- **Family Member Contact Information**
 - Names of each family member will display in bold with Contact Information and Relationships below each name
 - Click on the **Update** button under a person's **Contact Information**
 - Enter the phone numbers and/or email address for this family member and any applicable comments
 - Click the Update button
 - A confirmation message will appear
- **Family Member Relationships**
 - Click on the **Update** button next to the applicable **Relationship**
 - To update the person's phone and email, find their name in bold and click Update next to their Contact Information (see above)
 - Select the relationship type, guardian status, and/or emergency priority
 - Note that relationships are always presented from the student's point of view so there is no "Son/Daughter/Etc" relationship to choose from; just "Mother/Father/Guardian/Etc"
 - If requesting to remove guardian rights, the school office must have a copy of a legal document indicating the change
 - Enter any applicable comments
 - Click the Update button
 - A confirmation message will appear