

Tyler SIS Student 360 Navigation for Parent Portal

To begin using the Parent Portal, click on the link that was emailed to you or click on the Tyler SIS Parent Student Portal button on the school website under Parent Resources.

The screenshot shows the Tyler SIS Parent Portal login page for Edwards School District. At the top, there is a blue header with the text "Tyler SIS". Below the header is the Edwards School District logo, which consists of a cluster of colored dots (blue, green, yellow) arranged in a roughly circular pattern. Underneath the logo is the text "Edwards School District".

The main content area features three tabs: "STAFF", "PARENT", and "STUDENT". The "PARENT" tab is highlighted with a red and yellow border. Below the tabs is a login form with two input fields: "User Name" (containing "joe@barker.com") and "Password" (containing six dots). Below the password field is a blue link that says "Forgot your parent password?". To the right of the password field is a "Login" button with a checkmark icon.

At the bottom of the form area, there is a line of text: "For assistance with SIS Software, contact Edwards School Districts SIS Coordinator Phone: 555.555.1212 Email: Help@edwards.k12.or.us".

The footer of the page contains two lines of small text: "360 Version v2019.3.0.0 © v9.54" on the left and "© 2019 Copyright Tyler Technologies, Inc. All rights reserved." on the right.

If you have problems or questions about accessing the site, please contact your student's school or the phone number/email shown at the bottom of the login screen.

NOTE: If your email address changes, be sure to contact the school and let them know so your contact info can be updated, or you can submit the changes yourself using the Update Household Data screen (see page 18).

If you forget your password, click the **Forgot Password** link, enter your email address, and instructions for resetting your password is emailed to you.

The Parent Portal supports the following web browsers, using the latest versions:

- PC with Firefox, Microsoft Edge, or Chrome
- Mac with Safari, Firefox or Chrome
- iPad 10" with built-in Safari browser
- Android 9" or larger with built-in Chrome browser

First Time Logging In

When you log in to Student 360 for the first time, one or more Welcome dialogs explain some of the new settings to get you started. Click **Close** to continue.

The screenshot displays the Tyler SIS Parent Portal interface. A 'Welcome!' dialog box is overlaid on the page, providing instructions for navigation. The dialog box contains the following text:

Welcome!

Here are a couple of things to help get you started.

1. On the homepage, the menu is always visible on the left side of the screen. On other pages, the menu can be accessed by selecting the menu icon in the upper left corner of the screen:

2. You may choose what information is shown on the Home page by using the Settings panel, accessed by selecting the Settings button in the upper right corner of the screen:

The dialog box includes two red circles highlighting the menu icon in the top left of the page and the 'SETTINGS' button in the top right. A red arrow points to the 'Close' button in the bottom right corner of the dialog box. The background shows the Tyler SIS interface with a sidebar menu, a student profile for Max Barker (Grade 03 - North Elementary School), and a 'Student Summary' section.

The screenshot displays the Tyler SIS interface for a parent. At the top, the student's name 'Jeanne Barker' and school 'Grade 11 - Edwards High School' are shown, along with the academic year '2018-19'. The left sidebar contains categories like 'Current Academics', 'Daily Student Activity', 'School Life', 'Send Email', 'Student History', and 'Student Information'. The main content area includes:

- Announcements:** A notice about e-Forms and course requests.
- Attendance:** A table showing 'Today's Attendance' (0 Tardy, 0 Absent) and 'Year-To-Date' (0 Tardy, 43 Absent).
- Current Grades:** A list of courses including ACAD/CAREER LAB, ADV CHILD DEV CARE, AMERICAN HIST, BIOLOGY, ENGLISH III, GEOMETRY, MIXED CHOIR, and SEMINAR 11.
- Assignments:** Summary showing 3 missing in the last 30 days, 4 due today, and 0 due tomorrow.
- Fees & Billing:** Shows a balance of \$127.00 Due.
- Meal Service Balance:** Shows a balance of \$2.65 Overdrawn.
- Student Schedule:** A table comparing the current day's schedule (Friday 03/15) with the next school day (Monday 03/18).

Student Screen Data/Select Options

This close-up shows the top navigation area of the student screen. It includes a student photo, navigation arrows, the student's name 'Jeanne Barker' in a dropdown menu, a '3 of 4' indicator, the school name 'Grade 11 - Edwards High School', the academic year '2018-19' in another dropdown, and several status icons (504, ELL, RTI).

Student screens display with the student’s picture and name in the upper-left of the window. Use the controls at the top of the Student screens to:

- **Select Students** – If you have multiple students in your household, choose a student to access by clicking/tapping arrows or selecting from the dropdown list. Students are listed youngest to oldest, and by default, the youngest student is displayed.
- **Switch Academic Year** – Switch between academic years to view student information. If a student does not have data in a year or if the current screen is disabled by the district, an academic year may be disabled on this selector. (Previous year’s data will not available for Choice Academies students in the 2022-2023 school year as this is the first year using Tyler SIS.)

Navigation Bar

The blue navigation bar at the top of the Student 360 screen provides icons for navigation.



- **Menu** – Displays the menu when it is not otherwise visible. Choose an area to access. This menu matches the one on the home screen.
- **Home** – Returns to the Student Summary screen from any other area.
- **Links** – Navigate to external links set up by the district. These open in a new browser tab, and the tab displaying Student 360 remains open.
- **Print** – Send the data from the middle section of this page, below the blue navigation bar and right of the menu (if present), to a PDF so it can be printed.
- **Help** – Access support documentation for Tyler SIS Student 360.
- **Initials/User Preferences** – Shows initials of person logged in and provides access user-specific functions such as Language, Change Password, Set Notification Preferences, or log out of Student 360.

Settings

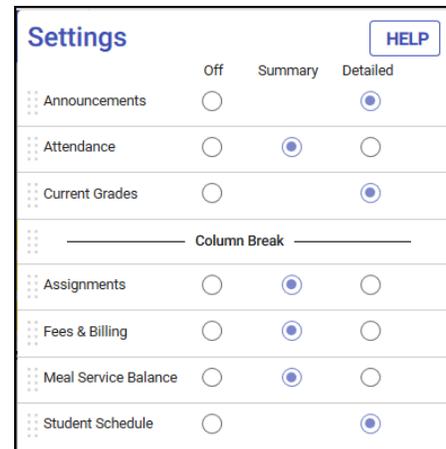
NOTE: Data items turned Off on the Home screen remain on the Menu list and may be accessed from there.

Cards can be arranged as you prefer – click **Settings** (top, right):

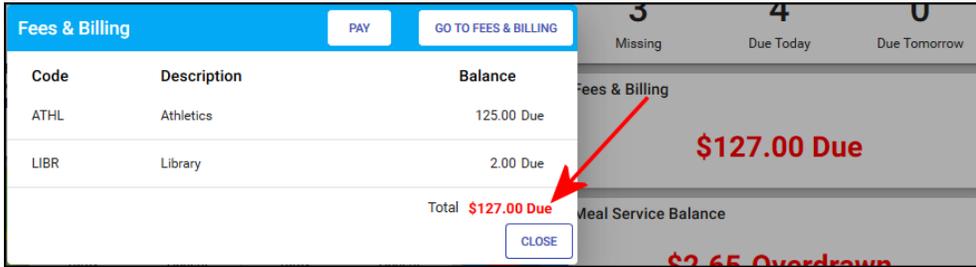
- On a PC, click/drag the parallel line of dots on left end of the card, moving it to its new location.
- On a touch-enabled device, touch/slide the parallel line of dots on the left end of the card.

Once arranged, the order they are displayed in is always the same, but if you view Student 360 from multiple devices, each device may have a different arrangement depending on screen size.

Note that Settings can also be used to turn off cards and switch the active cards between a Summary or Detailed version.



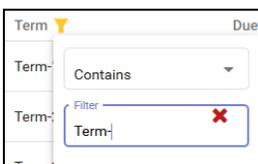
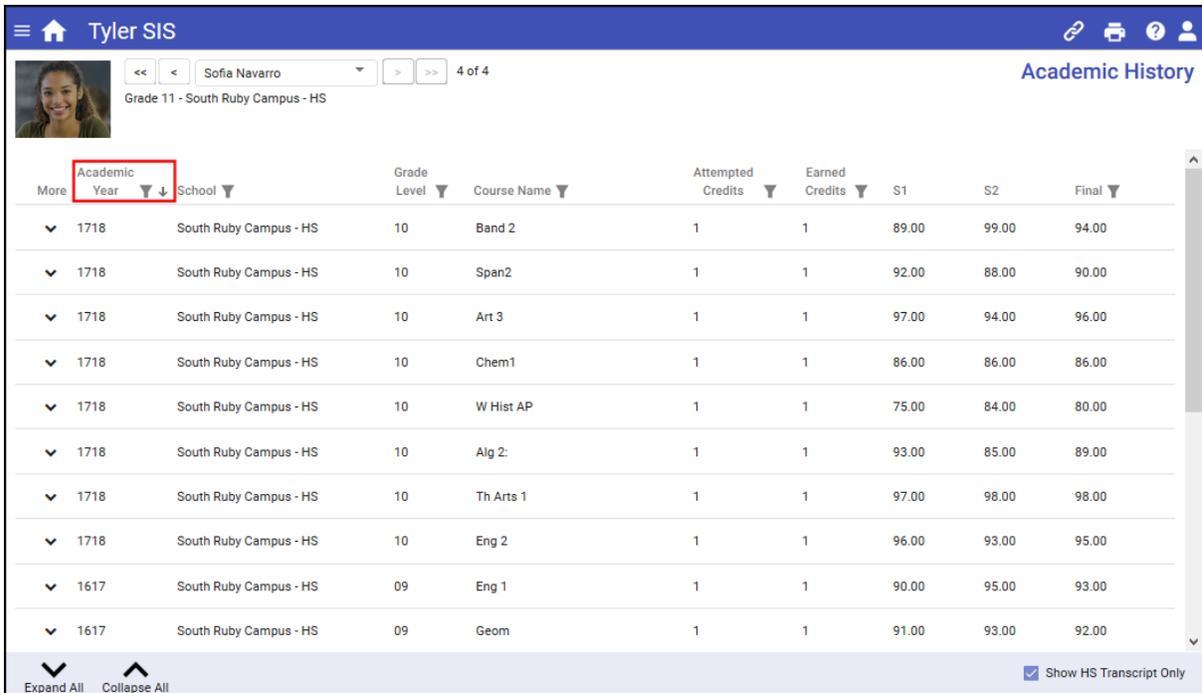
Viewing Student Data



If the summary version of a card is being displayed, clicking/tapping the card opens a window providing more details on that information with a button to that area's full detail screen. The information in the window is what would have been shown in the card if the detailed version was being displayed.

If the detailed version of a card is being displayed, clicking **GO TO...** in the top right corner opens the full detail screen.

Clicking/tapping a menu selection displays the full detail screen. Data displays in a grid, with column headings that include a **Filter** icon . The small **arrow** next to the icon indicates which column is currently being used to sort data by ascending/descending order; click or tap the column heading to reverse the order or select/tap another column by which to sort.



Click the filter icon at the top of a column to restrict the data by the chosen criteria. The filter icon on that column changes color to indicate where the filters has been applied. A notice appears in the bottom bar that **Data is being filtered Clear All Filters**. Click that option or click the filter icon at the top of the column and click the red **X** to remove the individual filter.

On screens that have expandable rows, **Expand All** and **Collapse All** are available in the bottom bar and can be selected to expand or collapse all rows in the grid. Additional actions may be available in the bottom bar, depending what page is being viewed. For example, Academic History shown above has the option to limit to the rows using **Show HS Transcript Only**.

If additional data is available for an individual row on the grid, a down/up arrow icon is displayed on the left in the **More** column. Click/tap it to expand that line and the icon changes to an up-arrow. Select again to collapse the row.

	1718	South Ruby Campus - HS	10	W Hist AP	1	1	75.00	84.00	80.00												
<table border="1"> <tr> <td>Course-Section</td> <td>31470-04</td> <td>Include in GPA</td> <td>Yes</td> </tr> <tr> <td>Teacher</td> <td>Medina Falcon N</td> <td></td> <td></td> </tr> <tr> <td>Course Complete</td> <td>Yes</td> <td></td> <td></td> </tr> </table>										Course-Section	31470-04	Include in GPA	Yes	Teacher	Medina Falcon N			Course Complete	Yes		
Course-Section	31470-04	Include in GPA	Yes																		
Teacher	Medina Falcon N																				
Course Complete	Yes																				
	1718	South Ruby Campus - HS	10	Alg 2:qq	1	1	93.00	85.00	89.00												

Filtering All Data



If a filter has been applied to the entire view (as opposed to an individual column), the filter icon in the bottom tool bar changes color. Click the filter icon to view the details or click **Clear All Filters** to remove.

Filter

Due Date

From To

mm/dd/yy mm/dd/yy

Assigned Date

From To

mm/dd/yy mm/dd/yy

Percentage

From To

Category

Grade

Clear Save Close

Current Academics

Grades

All grades for the year for the student are displayed. This screen combines gradebook marks and posted end-of-term grades to give a complete overview of the student's grading.

The Secondary view shows a row for each course that has a grade and a column for each term. Progress grading periods can be turned on and off by using the **Show Progress Grades** checkbox at the bottom of the screen. Students who are enrolled in multiple schools, such as both a high school and a career education center, have one grid for each school and show the grades from each school separately. Underlined marks are links to the Assignments tile; click to display those details on that tile. Those marks in green boxes are calculated from teachers' gradebooks but not finalized for report cards. Click the **arrow** icon (plus) for period/course details.

The screenshot shows the 'Grades' page for Tyler SIS. At the top, it displays the user 'Jeanne Barker' and the student's information: 'Grade 11 - Edwards High School', 'Academic Year - 2018-19', and a legend indicating that a green box represents a 'Current Grade (In-Progress, not yet finalized for Report Card)'. The main grid lists courses with columns for terms (T1, T2, X1, S1, T3, T4, X2, S2). The 'S1' column for several courses (P4 Lunch 2, P5, P6, P7) contains grades (B, C, C) that are underlined and highlighted with a red box. The 'P7' course row is also highlighted with a red box. Below the grid, there are links for 'Assignments', 'Attendance', and 'Email Teacher'. At the bottom, there are 'Expand All' and 'Collapse All' buttons, and a 'Show Progress Grades' checkbox with a red arrow pointing to it.

More	Meets	Term	Course Name	Teacher	T1	T2	X1	S1	T3	T4	X2	S2
▼	P4 Lunch 2	Sem1	CHILD DEVELOPMENT, CARE & GUIDANCE	Mcintyre T	C+	B		<u>B</u>				
▼	P4 Lunch 2	Sem2	ADV CHILD DEV, CARE & GUIDANCE	Mcintyre T								C+ (79%)
▼	P5	Year	ACADEMIC CAREER LAB	Shoemaker P	C	D+		<u>C</u>				C (76%)
▼	P6	Year	AMERICAN HIST	Holman M	B-	C		<u>C</u>				A (99%)
▼	P7	Year	MIXED CHOIR	Person J								
▼	P7	Sem2	LIFE ON YOUR OWN	Mcintyre T								
▲	P7	Year	COLLEGE PREP & ACT PREP & WRITING FLUENCY	Ellman C								
Course-Section H9116-01 Assignments Attendance Email Teacher Credits Attempted/Earned 0/0												
▼	P8	Year	SEMINAR 11	Scheffer R	P	P		<u>P</u>				B (83%)
Midwest Regional Career Center												
More	Meets	Term	Course Name	Teacher	T1	T2	X1	S1	T3	T4	X2	S2
▼	P7	Sem1	PERSONAL FINANCE	Otter D				<u>D</u>				

The Elementary view shows all the curriculum standards for a course; click the + icon in the More column to display the student's mark on each one. In the grid, underlined standard marks are links that open a pop-up explaining the grading scale and showing any comment the teacher entered. Click the **Show Progress Grades** checkbox in the Tool Bar to show and hide columns for progress marks.

Tyler SIS | Max Barker | 1 of 4 | Grades | Academic Year - 2018-19

More	Meets	Term	Course-Section	Course Name	Teacher Name
▼	P1	Year	E3502-01	3rd Skills & Behaviors	Gilmore C
▼	P2	Year	E3122-01	3rd Language Arts Standards	Gilmore C
▼	P3	Year	E3202-01	3rd Mathematics Standards	Gilmore C
▼	P4	Year	E3302-01	3rd Science Standards	Gilmore C
▲	P5	Year	E3402-01	3rd Social Studies Standards	Gilmore C
▼	P6 F	Year	E3801-01	3rd Library Standards	Niblett M
▼	P7 M	Year	E3631-01	3rd Art Standards	Harward L

Attendance | Email Teacher

Standard	T1	T2	S1	T3	T4	S2
Understands social studies concepts taught	3	3		3		
Demonstrates and applies social studies concepts in real situations	3	3		3		

Expand All | Collapse All | Legend | Show Progress Grades

Click **Legend** to display an explanation of standards marks.

Legend

Mark	Description
4	Meets
3+	3+
3	Progressing
2+	2+
2	Limited Progress
1+	1+
1	Needs Improvement

Close

Daily Student Activity

Attendance

The Attendance screen displays three types of attendance:

- **Regular Absences** – Provides a grid displaying each date or course for which the student has been absent.
- **Excessive Absences** – Displays the tracking groups that could result in letters being sent due to excessive absence. District policy defines excessive absences (e.g., more than 10 absences, more than 5 consecutive absences, etc.); if the student qualifies as excessively absent, it is displayed on this page.
- **Special Additional** – If a student attends school outside of his or her student schedule it is displayed on this page (e.g., the district tracks and reports attendance that occurs outside the normal school day).

Regular Absences tab – Displays all dates with attendance markings in the selected school year, as well as the student’s attendance percentage. In the example below, the Codes columns display a count of Excused/Unexcused periods for each course.

This data grid shows the times when a student was absent from school. Use the View drop-down to display these records arranged four ways:

- **By Date (Entire Year)** – Shows the absences in reverse-chronological order.
- **By Course Schedule (Today Only)** – Shows all absences, but only for courses that meet today.
- **By Course Schedule (This Term)** – Shows all absences, but only for courses that meet this term.
- **By Course Schedule (All)** – Shows all absences for all enrolled courses.

Attendance Summary:

Days	106.00 of 110.00 (96.36%)
Hours	667.43 of 711.40 (93.82%)

Attendance Table:

Meets ↑	Term	Course-Section	Course Name	Code	Comment
P6	Year	H2060-07	AMERICAN HIST	E	Check-Out at 12:15 pm
P7	Sem2	H6510-02	LIFE ON YOUR OWN	E	Check-Out at 12:15 pm
P8	Year	H9036-04	SEMINAR 11	E	Check-Out at 12:15 pm

Filter: Wed 02/13/19 | Absent | 8 Periods | R

Actions: Expand All | Collapse All | Code Legend | Show All Codes

Click the bottom tool bar **Code Legend** to show the explanation for each Absence Code in the data grid; codes may differ by school/district and may differ from those shown below.

Attendance Code Legend

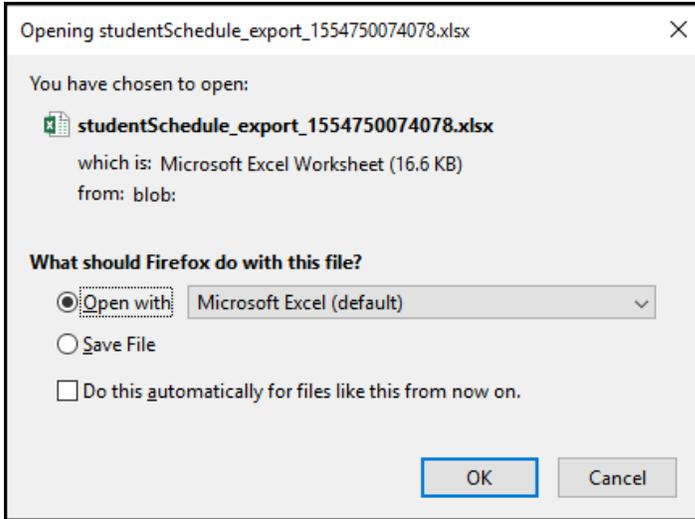
Code	Description
E	Excused
M	Medical on File
R	Truant

✕
Close

Student Schedule

Used to select the student’s schedule for a **Today’s Schedule**, **This Term**, or **All** (full year). Click the **arrow** icon next to any schedule item to see details including links to Assignments, Attendance, Grades, and Email Teacher (corresponding to tiles on the Home screen).

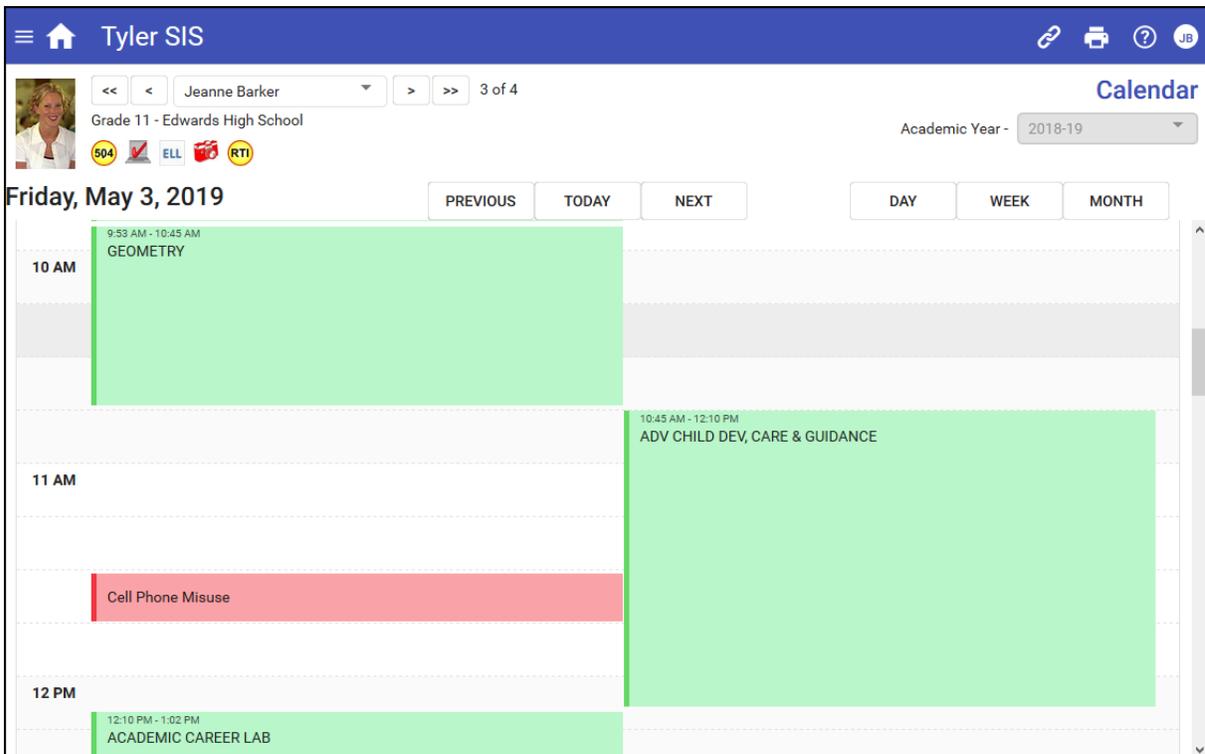
Click **Display dropped classes** to include previously dropped classes. Click **Export** to send the schedule to a Microsoft Excel sheet.



School Life

Calendar

By default, the Calendar displays the current date's entries in a single day view. Click **Previous**, **Today**, or **Next** to display a different single day.



The Day calendar (above) displays the student's scheduled classes. Click any entry to access details or links Attendance, Grades, or Email Teacher.

Click **Week** or **Month** for a weekly or monthly calendar. Click any day's cell to display details. Dates outside of the currently-selected academic year may be displayed. If displaying the current Week/Month, the current day is highlighted in Green; otherwise, past dates have no highlights.

The screenshot displays the Tyler SIS calendar interface. At the top, it shows the user's name 'Tyler SIS' and navigation icons. Below that, the student's name 'Jeanne Barker' and grade 'Grade 11 - Edwards High School' are visible. The academic year is set to '2018-19'. The calendar is for 'March 2019'. Navigation buttons include 'PREVIOUS', 'TODAY', 'NEXT', 'DAY', 'WEEK', and 'MONTH'. The calendar grid shows dates from 24 to 23. There are several icons representing events: a calendar icon with a checkmark on Monday 11, a calendar icon with a checkmark on Tuesday 12, a calendar icon with a checkmark on Thursday 14, a calendar icon with a checkmark on Friday 15, a calendar icon with a checkmark on Saturday 16, a calendar icon with a checkmark on Sunday 17, a calendar icon with a checkmark on Monday 18, a calendar icon with a checkmark on Tuesday 19, a calendar icon with a checkmark on Wednesday 20, a calendar icon with a checkmark on Thursday 21, a calendar icon with a checkmark on Friday 22, and a calendar icon with a checkmark on Saturday 23. Red arrows point to these icons with labels: 'Discipline' points to the icon on Thursday 14, 'Assignments' points to the icon on Saturday 16, and 'Attendance' points to the icon on Saturday 23.

Course Requests (JPHS only)

In the spring, when JPHS starts preparing for next school year, students may be able to make course requests in the Student Portal if activated by their school. If this option becomes available, information will be sent out by JPHS administration.

Send Email

Click Send Email to create an email. Use a **List teachers for** radio button to provide appropriate teachers, use the **Also List** checkboxes to add other staff, and the check **To, CC** (carbon copy), or **BCC** (blind carbon copy) beside appropriate recipients. The person sending is checked automatically as a **CC**. Click **OK** when complete.

The screenshot shows the 'Send Email' interface in Tyler SIS. A 'Select Recipients' dialog box is open, displaying a list of potential recipients. The dialog is titled 'Select Recipients' and has a 'Deselect All' button at the bottom left. At the bottom right, there are 'OK' and 'Cancel' buttons. The background shows the email composition screen with fields for 'From', 'To', 'CC', 'BCC', 'Subject', and 'Attachments'. The 'To' field is currently empty. The 'From' field shows 'Michelle Barker' and 'Grade 11 - E'. The 'Subject' field is empty. The 'Attachments' field shows 'Sans Serif' and 'Nor'. The 'Send Email' button is visible in the top right corner of the dialog.

List teachers for	To	CC	BCC	Name	Relationship
<input checked="" type="radio"/> Today's Schedule	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Ghent C	Teacher - ENGLISH II
<input type="radio"/> This Term	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Holiman M	Teacher - GOVERNMENTAL STUDIES
<input type="radio"/> All Year	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mathman J	Teacher - GEOMETRY Teacher - SEMINAR 11
<input type="checkbox"/> All Advisors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Person J	Teacher - MIXED CHOIR
<input type="checkbox"/> All Counselors	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Sandiford J	Teacher - ENGLISH III
<input type="checkbox"/> All Principals	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Shoemaker P	Teacher - BASIC SKILLS
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Tatum P	Teacher - EARTH SCIEN SYSTEMS
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Barker J	Father
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Barker R	Step Mother
	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Barker M	Student

Complete the email Subject and insert the desired message text. Click **Change Recipients** in the bottom bar to add/remove/edit recipients, if desired. When the message is complete, click **Send**.

Tyler SIS

<< < Michelle Barker > >>
4 of 4

Send Email

Grade 11 - Edwards High School Academic Year - 2018-19

From Barker J <joe@barker.com>

To Colleen Ghent <ColleenGhent@edwards.k12.mo.us>; John Sandiford <JohnSandiford@edwards.k12.mo.us>

CC Barker J , Barker M

BCC

Subject

Attachments

Sans Serif Normal B I U A

Insert text here ...

Change Recipients
✓

Tyler SIS

ZZCO - Edwards Centr...
2018-19

<< < Barker, Jeanne Marjie > >>
2 of 5

Awards

#9992326421 Grade 11 - Edwards High School Academic Year - 2018-19

IEP
Y
Q

Award	Details	Date	Staff Name	Comment
Awards	National Merit Scholarship	01/04/19	Drinnon J	
Certificate	Certificate of Participation	03/01/19	Drinnon J	National Leadership Conference

Student Information

Health

Immunizations – All immunizations reported for the student display on the Immunizations tab. The **Doses Received** column shows what dates the student received those immunizations. If the student was exempt for an immunization, that reason code displays in the **Exemption Code** column. All columns on this screen are sortable; click a column heading and the grid rows are sorted by that item.

The screenshot shows the Tyler SIS interface for a student named Jeanne Barker, Grade 11 at Edwards High School, for the 2018-19 academic year. The 'Health' tab is active, displaying an 'IMMUNIZATIONS' table. The table has columns for 'Name', 'Doses Received', and 'Exemption Code'. The 'Doses Received' column is multi-column, showing dates for each dose. The 'Exemption Code' column is currently empty for all entries.

Name	Doses Received	Exemption Code
DTap (Acellular alt. to DTP)	06/25/03 08/28/03 10/29/03 06/29/04 10/22/08	
Gardisil (Human Papillomavirus)	11/06/14 04/23/15	
Hemophilus Influenza	06/25/03 08/28/03 10/29/03 09/29/04	
Hepatitis-A	07/25/07 07/09/08	
Hepatitis-B	04/24/03 05/27/03 09/29/04	
Inactive Polio (alt. to OPV)	07/25/07	
Measles/Mumps/Rubella	06/29/04 10/09/08	
Oral Polio Vaccine	06/25/03 08/28/03 10/29/03	
Tetanus, Diphtheria, Pertussis (adolescent/adult booster)	11/12/16	
Varivax/Chicken Pox	07/25/07	

Student Details

NOTE: To update student or contact information, use **Update Household Data** on the menu to submit changes to the school (see page 18).

The Student Details shows all demographic and contact information for a student. Note that the **Current Location** area changes throughout the day as the student moves through their schedule. The **Household Parents** and **Emergency Contacts** areas show contact information.

NOTE: Emergency Contacts are associated with each student and may differ for students in the same household.

The screenshot displays the 'Student Details' page for a student named Jeanne Barker. At the top, there is a navigation bar with the Tyler SIS logo and user information. Below this, a dropdown menu shows 'Jeanne Barker' and '3 of 4' items. The student's profile includes a photo, name, grade (Grade 11 - Edwards High School), and academic year (2018-19). A row of icons represents various services: 504, ELL, and RTI.

Student Details

Student #	9992326421	State ID	9992326421	Gender	Female
Enrollment Status	Active	Email Address	JeanneBarker@edwards.k12.mo.us	Age	15
Graduation Plan	2010 & beyond	Locker #	1S-73	Ethnicity	Non- Hispanic/Latino
Bus	64	Locker	*****	Race	White
		Combination		Birth Date	06/25/03

Current Location

Course	ADV CHILD DEV, CARE & GUIDANCE
Room	112
Teacher	Mcintyre T

Household Parents

More	Relationship	Name	Home Phone	Cell Phone
▼	Father	Joe R Barker	(555) 314-2828	(555) 314-6541
▼	Step Mother	Renee A Barker	(555) 314-2828	(555) 314-4558

Emergency Contacts

More	Relationship	Name	Home Phone	Cell Phone
▼	Aunt	Lisa T Barker	(555) 497-5659	(555) 314-6982
▼	Friend	Allen S Samuels	(555) 497-0246	

Siblings

Expand All Collapse All

If necessary, scroll down to view **Siblings** and **Enrollment History** records.

Student Details

Grade 11 - Edwards High School Academic Year - 2018-19

More	Relationship	Name	Home Phone	Cell Phone
Siblings				
Name	School	Grade	Age	
Max Barker	North Elementary School	03	8	
Debbie Barker	Edwards Middle School	07	13	
Michelle Barker	Edwards High School	11	16	

Enrollment History				
Year	Entry Date	School	Grade Level	Withdrawal Date
1920	08/14/19	Edwards High School	12	
1819	09/25/18	Midwest Regional Career Center	09	
1819	09/25/18	Edwards High School	11	

Expand All Collapse All

Utilities and Settings

Notification Preferences

NOTE: *This screen contains read-only data.* To make changes to your preferences, click the Navigation Bar icon with the parent’s initials and use **the Set Notification Preferences** option.

Use the Notification Preferences screen to see what types of notifications the school offers and how they have been set. Your district may activate Email and Attendance Phone Notifications. If one or the other is not available, no information is displayed.

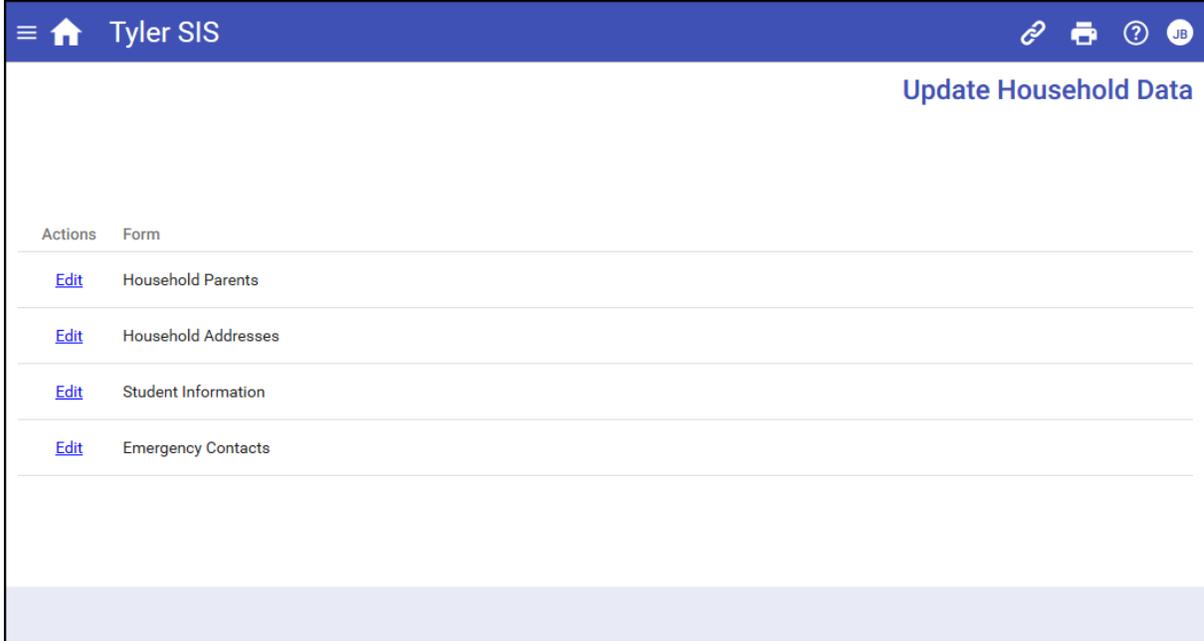
Notification Preferences

Email
joe@barker.com

To change these preferences, select Set Notification Preferences from the options under the User icon:

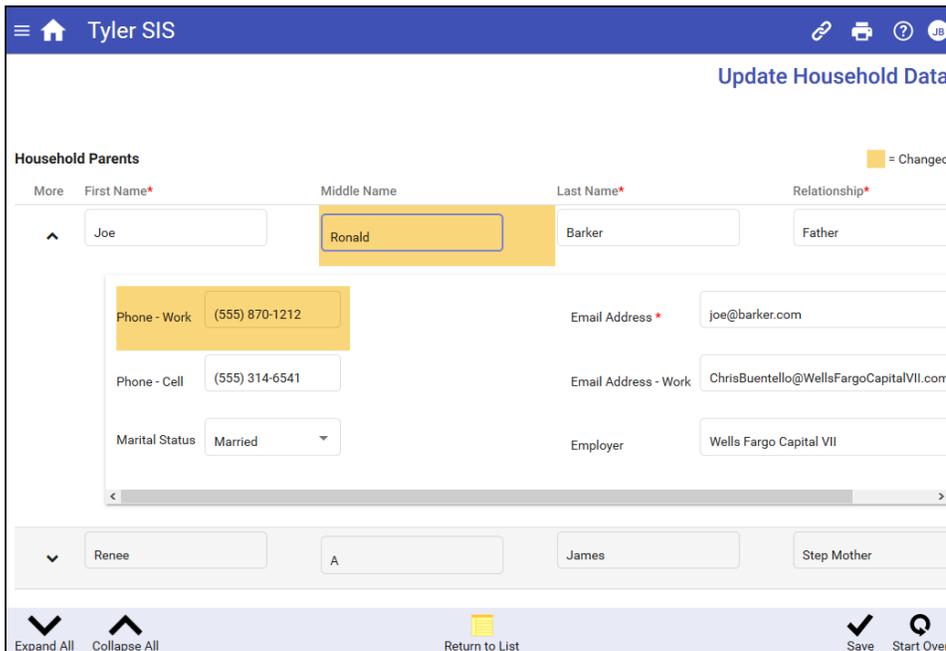
Update Household Data

Rather than call or physically go to the school to update information about your household, submit updated information via the **Update Household Data** screen. These submissions are then accepted by the district, so they may not take effect immediately.



To update information about your household, click the **Edit** link for the desired form:

- **Household Parents** – Parents who live in the household and their relationships to each student.



- **Household Addresses** – The address information for the students’ household parents.
- **Student Information** – The students’ names, birthdates, ethnicity and race information, and other student-specific data.
- **Emergency Contacts** – Add or edit emergency contacts for each student. Edit contact data including phone number, calling order (priority), and relationship.

NOTE: Emergency Contacts are associated with each student and may differ for students in the same household.

[Update Household Data](#)

Emergency Contacts = Changed

More	First Name*	Middle Name	Last Name*	Calling Order	Actions
^	Lisa	T	Barker	1	⋮

Associated Students

Student	Student May Leave with This Person	Relationship of Contact
Barker, Max	Y	Aunt
Barker, Jeanne	Y	Aunt
Barker, Michelle	Y	Aunt
Barker, Debbie	Y	Aunt

^	Allen	S	Samuels	2	⋮
---	-------	---	---------	---	---

Expand All Collapse All Add Contact Return to List Save Start Over

As you work, the data that is changed is highlighted in orange. Click **Save** on the Tool Bar to save your changes. To revert from the changes that you’ve made on a form, click **Start Over**. Click **Return to List** to go back to the list of editable forms.

Some forms have required fields, which are indicated by an asterisk (*) next to each one. If you mark a form complete but did not complete a required field, an error appears in the right-hand side of the Tool Bar; click to see what field(s) need to be addressed. Supply the information and click **Save** (or Start Over).

Household Addresses = Changed

Primary Residence

House #

Direction

Street*

Required field

Preferred Mailing Address

Same as Primary Residence

Address Line 1

Address Line 2

Address Line 3

Errors were found. Please see details below.

[Street: Required field.](#)

Return to List 1 Errors Save Start Over

When each form is Saved it is submitted. The Updated Household Data screen displays a message that the updated data has been submitted and on what date; it indicates that the changes must be approved.

The Update Household Data tile on the Home page turns green and shows Submitted. Once your submission has been processed, the Submitted text changes to Accepted. If for some reason your forms require revision, the school will contact you and the icon will turn red. Simply update the data and re-submit.