

HOW TO UPDATE PHONE NUMBER, EMAIL OR ADD CONTACTS FOR YOUR STUDENT

Please log into your parent PowerSchool account.

On the left column, click on “FORMS”

On the “GENERAL FORMS” tab, click on “UPDATE STUDENT CONTACTS”

The screenshot shows the PowerSchool interface. At the top, there are four tabs: 'General Forms', 'Class Forms', 'Enrollment', and 'Student Support'. Below the tabs is a 'Forms' link in the left sidebar, indicated by a blue arrow pointing upwards. To the right of the 'Forms' link is a search box labeled 'Search forms...'. Below the search box is a table of forms under the 'General' category. The table has four columns: 'Status', 'Form Name', 'Form Description', and 'Category'. The 'Update Student Contacts' form is highlighted with a blue arrow pointing downwards.

Status	Form Name	Form Description	Category
Empty	COVID-19 Antigen Test Informed Consent and Waiver	Please complete this Consent and Waiver form for the COVID-19 Antigen Test for your student.	General
Submitted	District Communications	Use this form to update your phone numbers and email address for District 121 communications.	General
Empty	Service Hours Tracking	Please enter your student's community service hours.	General
Empty	Update Student Contacts	Use this form to update contact phone numbers and addresses during the school year.	General

This is to update communications from the school.

Adult information should only be used, no student information.