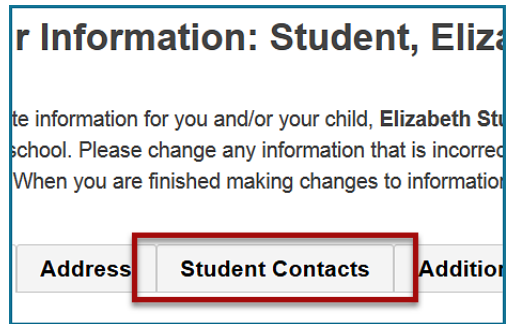


## Student Contacts

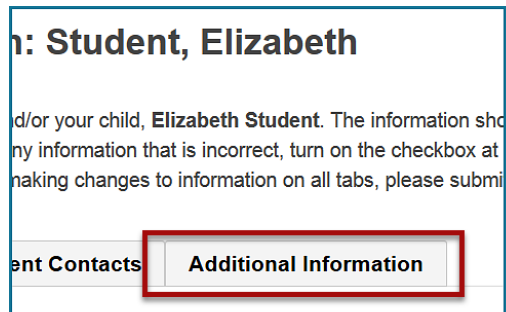
This tab is used to view and/or update contact **Name**, contact's **Relationship to Student**, contact **Phone Numbers**, and **Additional Information**.

Click the Contact name to view or update the information for the selected contact.



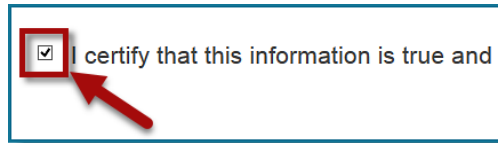
## Additional Information

This tab is used to update **additional information** on record for your student.



## Saving and Submitting Your Updates

Before you submit changes, you must **Check the box** to certify your information is true and accurate.



If updates have been made select **Save changes**.

If all information is correct, select **I don't have any changes**.

A confirmation message will prompt you to choose one of the following options:

**Continue reviewing** – Select this option if you want to continue making updates.

**Submit to school for review** – Select this option when you are finished with updating your student's information.

**Confirm there are no changes** – Select this option if all information is correct and there are no changes.

You will be notified via email when your information has been reviewed by the school.

**NOTE:** You are required to provide documentation to your school when submitting updates to your student's name or address.



# PARENT PORTAL UPDATE

*A convenient way to update your student's information in the PowerSchool Parent Portal*

# PowerSchool Parent Portal Update

## What is it?

This new, convenient feature allows you to update select information for your student online, or confirm that all information is correct and no changes are needed.

Changes are made electronically and placed in a queue for review and approval by the school. Once approved, any changes are applied to your student's information in PowerSchool.

It's convenient.

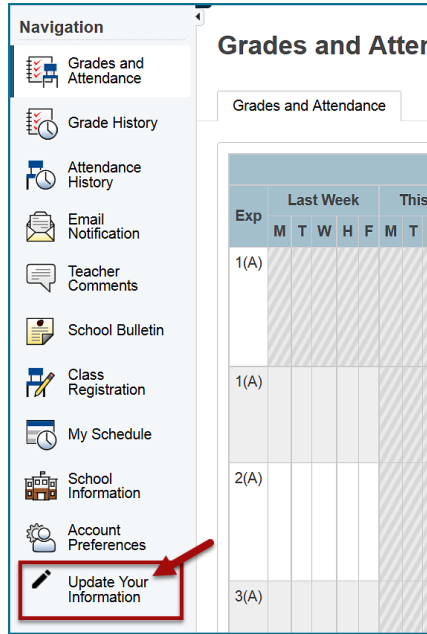
It's easy.



## Getting Started

Log in to **PowerSchool Parent Portal**:  
<https://powerschool.sandi.net/>

From the Navigation menu on the left, select **Update Your Information**



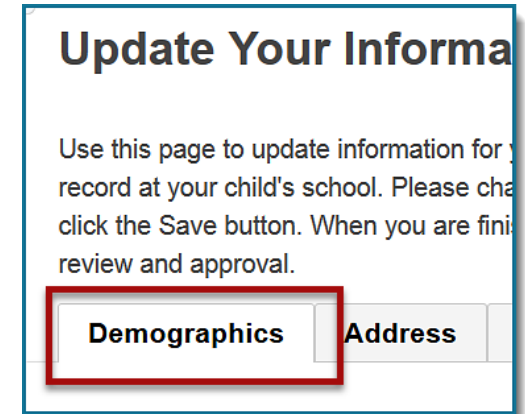
## Updating Student Information

Use this page to update information for your student. Each tab displays information that is currently on file for your student.

Some information on these tabs require legal documentation in order for the school to approve the update.

## Demographics

This tab is used to view and/or update **Student Name, Birth Date, Gender, and Student Email Address.**



## Address

This tab is used to view and/or update **Household and Mailing Address, Home Phone, Current Caregiver** and, if appropriate, **Current Living Situations.**

