

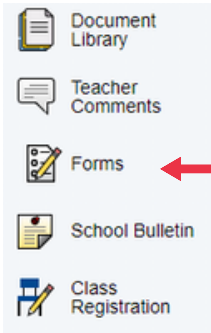


Adding Authorized Contacts & School Pickups

Parents can now update authorized emergency contacts and school pickups via PowerSchool. The steps for updating contacts are outlined below.

1. Log in to PowerSchool.

2. Click on the Forms icon located on the left Navigation bar.



3. Click on Student Contacts Update

4. The current list of Authorized Contacts will display. Click the pencil icon to edit any existing contact information. Click the Add button to add a new contact. Enter the new contact's information and click the blue Add button. Scroll to the bottom and click Submit to save any changes.

Student Contacts Update
Please use this form to add additional emergency contacts or authorized pickups for your child. You can also update information (phone numbers, etc...) for existing contacts.

NOTE:
In shared custody situations, both custodial parents will be able to set emergency contacts and authorized pickups and will not be able to remove the contacts added by the other parent unless a court order is submitted to the school indicating otherwise. In cases where custody is not shared, the custodial parent has the final say on emergency contacts and authorized pickups unless a court order is submitted to the school indicating otherwise.

IMPORTANT:
Contacts in our database are interconnected. Please do NOT change or overwrite existing contact names. If you need to change a name, please remove the contact completely from the list of your student contacts and add a new contact with the corrected name.

Add ←

Mother (Mother)

(Daytime)
@gmail.com

Father (Father)

(Daytime)
n@gmail.com

Add Contact

First Name *

Middle Name

Last Name *

Gender *

Relationship *

Employer

Contact Type

Address No Addresses

Phone * No Phone Numbers

Email No Email Addresses

Permissions

←

Submit this form to save changes.

←

5. After submitting, the school office will be notified to review your updates for approval.

