

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.

DewerSchool S	IS			
Student and Parent Sign In				
Username				
Password				
	Forgot Usernam	e or Password?		
			Sign In	

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



3. Click on Student Contacts Update

School Form Listing for

Your preferences ha	aven't been configured.
To configure if and I	how you'll receive notifications for forms, please use the button below to set your preferences.
General Forms	Class Forms Student Support
Compliance	
Sacramental Deta Capture date and paris	ails ish of baptism and confirmation
Contacts	
Student Contacts	s Update
Please use this form to	to add additional emergency contacts or authorized pickups for your child. You can also update information (phone numbers, etc) for existing contacts.

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.

custody situations, both custodial parents will be able to set emergency contact tody is not shared, the custodial parent has the final say on emergency contact NT: n our database are interconnected. Please do NOT change or overwrite existin	and authorized pickups and will not be able to remove the contacts added by the other parent unless a court order is s and authorized pickups unless a court order is submitted to the school indicating otherwise.	ubmitted to the school indicating othe
dd		
Mother (Mother)	Father (Father)	
(Daytime) }gmail.com	Daytime) n@gmail.com	
Add Contact		
First Name *		
Middle Name		
Last Name *		
Gender *		
Relationship *		
Employer		
Contact Type		
Address Add		
No Addresses Phone Add		
No Phone Numbers	Submit this form to save changes.	
No Email Ardrosses		

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

	Thank You!
T St COT	Thank you for updating the contact information for your tudent. This information will be reviewed and you will be ntacted if there are any questions or if we need additional information.
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