

## Updating Parent Contact Information in PowerSchool:

Through our partnership with School Messenger, parents will have the ability to customize the contact they receive from the District and to update their contact information throughout the school year. Please follow the steps below to update your information. Please note that if you have a change of address, you must contact the main office in your child's building to update that information.

1. Log into your parent **PowerSchool** account.
2. Select **School Messenger** from the options on the left side of the page.
3. Select the **Contacts** Tab (in the blue bar under the School Messenger name)
4. Click **Edit** under Action next to the child's name.
5. Update phone, email and SMS (texting) contacts.
6. You may also select what types of messages you would like to receive for each contact (general, emergencies, etc.)
7. Note that by checking the box at the bottom that says "**Save to all contacts**" you will update the information for each child included in your account.
8. Click the **Save** button to submit your information.

**PLEASE ALSO NOTE:** Parent email settings are also saved under the "Account Preferences" tab in PowerSchool. This field generates the automated grade and attendance information. Please be sure to check and update this page as well to ensure that your information is up to date.

If you do not have a parent PowerSchool account, please contact your child's counselor for the necessary passwords for creating an account.