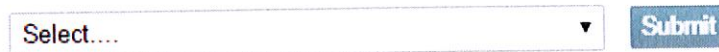


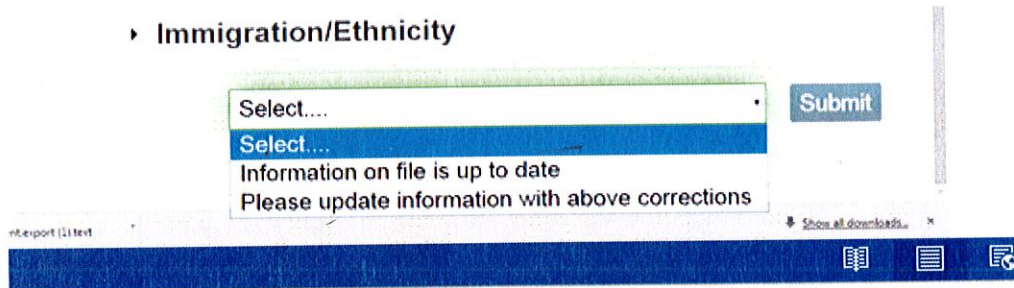
Parent Information for Updating Demographics:

1. Once your ParentPortal Account has been set up – go down the left-side menu and CLICK on **Demographic Updates**
2. On the open Demographic Update page, go through each section and make any changes that are necessary in the boxes to the right of the current data that is in PowerSchool.
3. When finished going through the information – at the bottom of the page is a Select drop down menu



A screenshot of a web form. On the left is a dropdown menu with the text "Select..." and a small downward-pointing arrow. To the right of the dropdown is a blue button with the word "Submit" in white text.

4. Click on the arrow and select the option that is applicable.



A screenshot of a web page titled "Immigration/Ethnicity". Below the title is a dropdown menu that is open, showing three options: "Select...", "Select...", and "Information on file is up to date Please update information with above corrections". To the right of the dropdown is a blue "Submit" button. At the bottom of the page, there is a blue navigation bar with several icons.

5. Once selected – the SUBMIT button will light up – click on it and the information is submitted.

NOTE:

If no changes are made, it is still required to select 'Information on file is up to date' and Submit.

Updating Demographic Data – the Parents’ Perspective

1. Once you have logged in to PowerParent – the first page that opens is the Grades and Attendance page. On the left-side menu – click on the **Demographic Change** icon.

Grades and Attendance:

Click on the mark to see the Assignments for each Overall Grade.

Exp	Last Week					This Week					Course	S1	Q1	Q2	S2	Y1	Absences	Tardies
	M	T	W	H	F	M	T	W	H	F								
1(A-F)											Health Education 9 Lade, Jeannie - Rm: P03	4 95	-	-	-	-	0	0
1(A-F)											Physical Education 9 Reis, Jesse - Rm: Gym 3	-	-	-	-	-	0	0
2(A,C,E)											French 9 Schnecker, Jennifer - Rm: B72	4 99	-	-	-	-	1	0
2(A,C,E)											Computer Applications 9 Wiebe, Dale - Rm: B55	-	-	-	-	-	0	0
2(B,D,F)											Arts Education 9 Fishley, Terri - Rm: B45	-	-	-	-	-	0	0
2(B,D,F)											Home Economics 9 Sadovay, Jennifer - Rm: B20	-	-	-	-	-	0	0
3(A-F)											Mathematics 9 Herfelman, Kelley - Rm: B49	4 97	-	-	-	4 97	1	0
4(A-F)											English Language Arts 9 Hall, Courtney - Rm: P01	3 82	-	-	-	3 82	1	0
5(A-F)											Social Studies 9 Fishley, Terri - Rm: B45	4 95	-	-	-	-	0	1
5(A-F)											Science 9 Neufekil, Andrew - Rm: A13	-	-	-	-	-	0	0
Attendance Totals																3	1	

Legend
Attendance Codes: Blank=Present | A=Absent | U=Unverified or Unexcused | I=Illness or Medical | FAN=Parent Excused Absence | L=Late | PL=Parent Excused Late | SE=School Excused Absence | ADG=Bus Weather/Wareman | HS=In-School Suspension | OS=Out of School Suspension | FAV=Parent Excused Absence - Vacation

2. The next page that opens has all of the information that is **currently in PowerSchool** – beside that are empty boxes where you can input the **new demographic information!**

Demographic Update

Click on the section heading to expand the section you wish to edit.

General Student Information

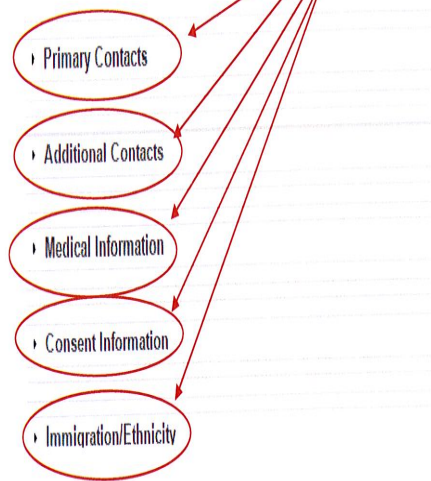
On file with the school
Josie Smith
 Female
 January 5, 2001

306-123-4526
 Waman, SK S0K 4S1
 Waman, SK S0K 4S1

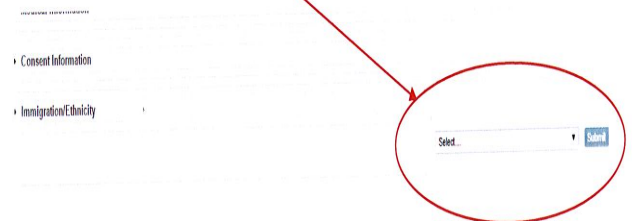
Please make your updates
 Contact school if name is incorrect. Legal documentation may be required.
 Contact school if gender is incorrect. Legal documentation may be required.
 Contact school if birthdate is incorrect. Legal documentation may be required.

Select... **Submit**

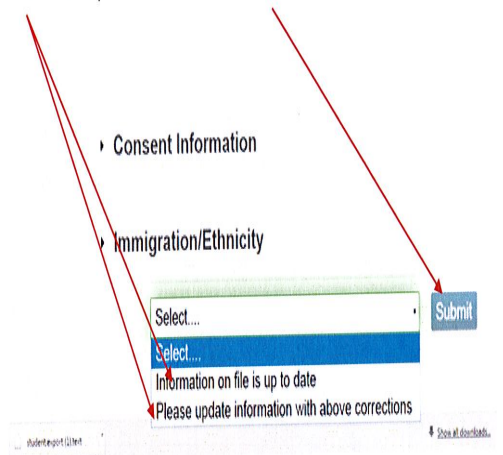
3. There are several sections that need to be completed – click on each section to open it and check that the data is accurate.



4. Once you have completed entering all of the necessary information, at the bottom of the demographics page is a drop down menu



5. Select the choice that fits your situation and the submit button will become active.



6. Once you have submitted your information, your updates are complete.

NOTE:

1. Even if there are no changes to the demographics – parents must submit the form – that is necessary to keep our consent forms current.
2. Updates to the demographics pages can be made continuously throughout the school year as changes happen – this keeps the school informed of the latest information.