Updating Demographics

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

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!

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. Once you have reviewed the information and made the changes, if any are required, click the submit button.

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.