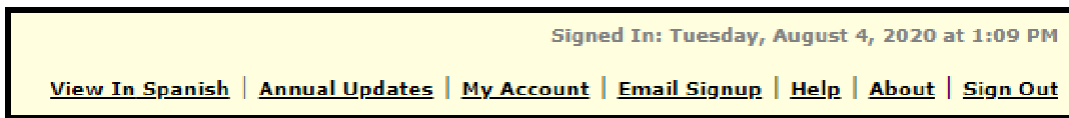


## Accessing the Required Annual Updates

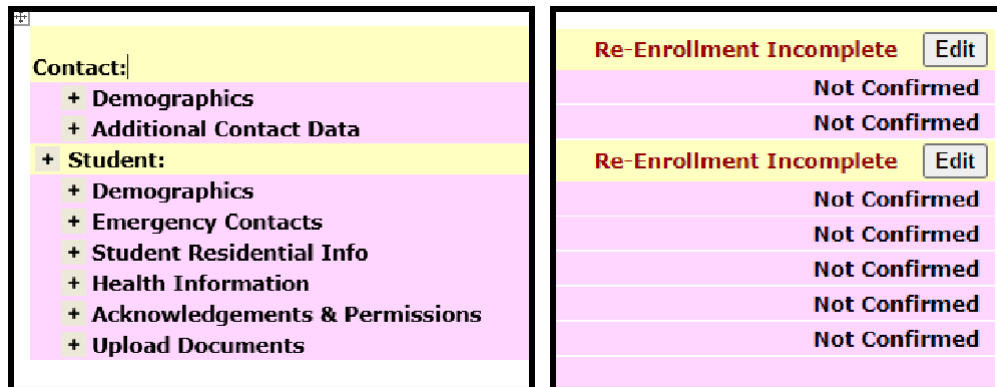
1. Once signed in, click on the **Annual Updates** link located in the top right-hand corner of the screen:



\*If Spanish translation is needed, please click on **View In Spanish**, and then Actualizaciones Anuales

## 2. Information Review

- a. Will show one module per Contact (parent/guardian) in the same household, and one module per Student
- b. Click the **Edit** button to the right of each module and edit/complete each section as indicated
- c. There are **five sections** to be completed for each Student (Demographics, Emergency Contacts, Student Residential Info, Health Information, Acknowledgments & Permissions)
- d. Each section for Contact and Student will need to be reviewed to complete the Annual Updates process



3. As each section is reviewed, and changes made where appropriate, check the Parent/Guardian review box and click **Submit** at the top of the page for each section.

As the Parent/Guardian, I have reviewed the data and made changes where appropriate.

Once you have entered the information and confirmed your data, click "Submit" at the top left to save the information.

4. The Upload Documents section may only be utilized for the following:
  - a. Uploading residency verification (e.g. current utility bill) if a new address was provided in the Student Residential Info section
  - b. Uploading immunization records, if not previously provided to the school site
  - c. Uploading the Health Examination for School Entry, required on or before the 90th day in first grade
5. Once you have completed the process for Contact and Students, your changes will show as "**Changes Pending**" until they are received and approved by school office staff.