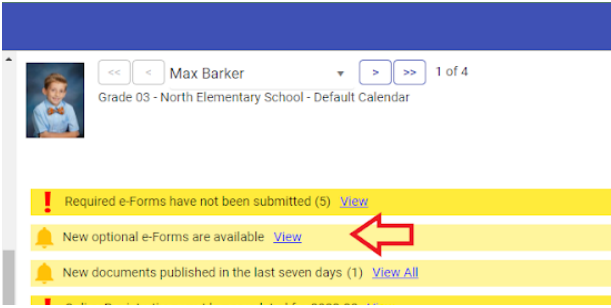


Parent Guide to Update Information in your Parent Portal on Tyler SIS360



Optional e-forms include a form to update your family address information if needed throughout the year. This will require an attachment of a Proof of Residency; it does include a list of acceptable items that may be used and you will be asked to upload a photo of the document. It can be a photo or a downloaded copy of the pdf.



Newly added is the ability to update household contact information: You will now see **Update Household Data** listed in the **Utilities Section** of your left side menu

Once you click on **Update Household Data**:

The top two items will allow you to update **Household Phone numbers**

Actions	Form
Edit	Household Parents
Edit	Household Addresses
Edit	Student Information
Edit	Emergency Contacts

Household Parent Menu allows you to add or change a Household Cell Phone Number. This is the number that will be used by the School Messenger program to send SMS Text Messages.

Household Address Menu allows you to update the Home Phone 1 and 2 numbers. These numbers are used for voice calls; they can be either landlines or cell phone numbers

If changes need to be made to information shown on this form which is not editable, please contact the school.

Household Parents

More First Name* Middle Name

^

The household current information will be listed here to be updated:

Phone - Work

Phone - Cell **Parent #1**
This number is used if you opt-in to receive SMS Text Messages from our School Messenger Program

Phone - Work

Phone - Cell **Parent #2**
This number is used if you opt-in to receive SMS Text Messages from our School Messenger Program

Household Addresses

Primary Residence

House #

Direction

Street*

Street Type

Apt/Lot

City* DE SOTO

State* MO

ZIP Code * 63020

Home Phone 1

Home Phone 2

Current household information will be listed here:

If the Primary Address is incorrect you may complete the Optional e-Form and submit the new proof of residency or Contact the building level secretary to submit a proof of residency to have them update the address for you.

The Home Phone 1 and Home Phone 2 places are used for voice calls that are sent through our School Messenger Program.

Cell Phone numbers maybe listed here or landline numbers.

