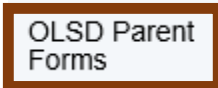


Updating your contact information in PowerSchool

Updating your contact information in PowerSchool is necessary to ensure you do not miss any messages or notifications from the district or your child's building.

Even if your contact information is accurate, please **Save & Submit to District**

- 1.) Login to PowerSchool with your parent username and password
- 2.) Once logged in, On the left hand side, Click on the **OLSD Parent Forms Button**.

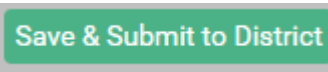


- 3.) The Enrolled Student Dashboard will open, Click Student Contact Form in the lower left hand corner

Form Name/Title

Student Contact Form

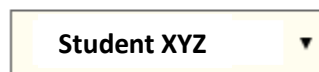
- 4.) Review and update any incorrect phone numbers, email addresses, or emergency contacts information, then Click Save & Submit to District



Even if all your information is accurate, it's important to click the Save & Submit to District

- 5.) If you have multiple children in the district, you can switch between by using the name dropdown on the right side of the Enrolled Student Dashboard screen

MY STUDENT ACCOUNTS



- 6.) Once your information has been submitted it will be reviewed, then sent to PowerSchool within 24 hours

Please note that all information viewed or submitted is encrypted/secured at all times.