

Instructions for Parents on Updating Census Information on Parent Portal

Login to the Parent Portal

(For help logging in, please refer to the [Parent Portal Information Page](#))

Household Information

To update your household phone number or address, select the option **Household Information**.

Please note address changes can be submitted through the portal, but will not be processed until supporting documentation is provided to the district

The screenshot displays the 'Campus Portal' interface. At the top, there is a logo on the left and a 'SELECT A STUDENT' dropdown menu on the right. A navigation sidebar on the left lists various options: Family, Messages (with a red notification icon), Household Information, Family Members, Calendar, To Do List, User Account, Account Management, Contact Preferences, and Access Log. The 'Household Information' section is active, showing details for 'Household: Household, Mike & Carol'. It includes a 'Household Phone Number' field with the value '(612)555-1212' and an 'Update' button. Below that is a 'Household Address' section with the 'Primary Address' field containing '4321 109th Ave NE, Blaine, MN 55449' and 'Mailing: Yes', also with an 'Update' button. The bottom of the sidebar shows '001 Senior High'.

Demographics

The following option will allow you to update your child's personal information and emergency contacts (add/modify/remove). To update this option for your child, select the option **Select A Student** and then **Demographics**.

Please note the changes need to be made for each child attending the district for your family

The screenshot shows a web interface for a student named Catherine. At the top, there is a header with the name 'Catherine' and a dropdown menu labeled 'SELECT A STUDENT'. Below the header, there is a logo and student information: '11-12 Elementary', 'Student Number: 231', and 'Grade: 01'. On the left side, there is a navigation menu with options: 'Lianna', 'Calendar', 'Attendance', 'Behavior', 'Assessment', 'Reports', 'Demographics', 'Family', 'Messages', 'Household Information', 'Family Members', and 'Calendar'. The 'Demographics' section is active and displays the following information:

Catherine Student

Personal Information

Legal Name: Catherine Student	Date of Birth:
Gender: F	Hispanic/Latino:
Social Security:	Race(s):

[Update](#)

Non-Household Contacts

Dr. Joseph

Work Phone : (123)456-7890	Relationship with Catherine:
Cell Phone :	Guardian:
Other Phone :	Contact Order:
Email :	

[Update](#) [Remove](#)

Donna

All changes will go through a review process and will be either approved or denied. These changes could take several days to process. Your changes will not be visible on the portal until processed.