

## **Process For Parents to Update Family Information On-line during the school year:**

1. Log into the PowerSchool Parent Portal.
2. Once in the portal, choose the appropriate student (changes will need to be done for each child listed in the account).
3. Select InfoSnap Year Round Update on the left side under navigation. (This will take a couple seconds to populate the information that is currently in PowerSchool.)
4. Once the student information is populated, you may change the information such as primary mailing name, contact #, address, mother/father/guardian information, and emergency contact information.