

Parent Portal Student Demographic Profile Update

- The Student Address is the student's home address, where the student resides.
- Parent/Guardian Contacts sections are the students' parents, step-parents, foster parents, or legal guardians. If the student lives with you and you are not a parent, step-parent, or foster-parent, please select legal guardian.
- Emergency Contacts sections are those persons to contact if any of the Parent/Guardian Contacts cannot be reached in case of an emergency.
- All phone numbers should be entered using the following format: 231-555-1234. Always include the area code.
- Do not use commas when entering data. Commas will be stripped from the fields during the validation process.
- You can navigate between sections by clicking the "Next" and "Previous buttons, or by clicking on the section bar.
- All changes will be reviewed and approved by district staff prior to updating the permanent record. ***Once you submit your changes, you will be unable to make any further changes.***
- **Be sure to click the "Submit" button on the bottom right of the page.** Changes will only be submitted for change when this button is clicked. ***You will lose all of your changes if you do not click the "Submit" button.***

Log into the Parent Portal

The screenshot shows the PowerSchool Parent Portal interface. The top navigation bar includes the PowerSchool logo, a user welcome message 'Welcome, Lameka Sima', and links for 'Help' and 'Sign Out'. The main content area is titled 'Grades and Attendance' and features a table with columns for 'Exp', 'Last Week', 'This Week', 'Course', 'M1', 'E1', 'T1', 'M2', 'E2', 'T2', 'M3', 'E3', 'T3', 'Absences', and 'Tardies'. The table lists various courses such as 'HS Spanish 2 A', 'Introduction to English B', 'HS Physical Ed.', 'US History A', 'US History B', 'Biology A', 'Biology B', 'Health MMC', 'HS Spanish 2 B', and 'Geometry A'. The 'Demographic Update' link in the left navigation menu is highlighted with a black arrow.

Click on Demographic Update

Navigation

- Grades and Attendance
- Grade History
- Attendance History
- Email Notification
- Teacher Comments
- School Bulletin
- Class Registration
- My Schedule
- School Information
- Account Preferences
- High School Report Card
- Student Profile
- Demographic Update

Demographic Update

Student Information Update Instructions

- ✓ **Read these instructions very carefully before proceeding!**
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▼ Step 1: Student Address

Address	<input type="text"/>	City	<input type="text"/>
State	<input type="text" value="MI"/>	Zip	<input type="text"/>
Home Phone	<input type="text"/>		
Mailing Address	<input type="text"/>	Mailing City	<input type="text"/>
Mailing State	<input type="text" value="MI"/>	Mailing Zip	<input type="text"/>

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- ▶ Step 2: Parent/Guardian Contact 1
- ▶ Step 3: Parent/Guardian Contact 2
- ▶ Step 4: Parent/Guardian Contact 3
- ▶ Step 5: Parent/Guardian Contact 4
- ▶ Step 6: Emergency Contact 1
- ▶ Step 7: Emergency Contact 2
- ▶ Step 8: Emergency Contact 3

Make changes if needed, then click on next.

There are 10 steps that you will need to update.

Step 1 is student address info

Step 2-4 is Parent or Guardian info.

Please list the emergency contact in the order in which you would prefer us to call in case we are not able to get a hold of you. You will need to add at least one contact that we can get a hold of in case of an emergency

Be sure to view all forms first as this enables the agreement boxes for most forms. Please be aware some forms are required for the demographic update to be submitted.

-  Grade History
 -  Attendance History
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 -  Student Profile
 -  Demographic Update
- District Code**
TTCH

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▶ Step 1: Student Address		
▶ Step 2: Parent/Guardian Contact 1		
▶ Step 3: Parent/Guardian Contact 2		
▶ Step 4: Parent/Guardian Contact 3		
▶ Step 5: Parent/Guardian Contact 4		
▶ Step 6: Emergency Contact 1		
▶ Step 7: Emergency Contact 2		
▶ Step 8: Emergency Contact 3		
▼ Step 9: Medical Information		
Doctor Name <input style="width: 150px;" type="text"/>	Doctor Phone <input style="width: 150px;" type="text"/>	
Dentist Name <input style="width: 150px;" type="text"/>	Dentist Phone <input style="width: 150px;" type="text"/>	
Preferred Hospital <input style="width: 150px;" type="text"/>		
Insurance Carrier <input style="width: 150px;" type="text"/>	Insurance Group Number <input style="width: 150px;" type="text"/>	
Insurance Contract Number <input style="width: 150px;" type="text"/>		
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▶ Step 10: School Forms		

[Submit](#)

[NO CHANGES](#)

Make changes if needed, then click on next.

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 ▶ Step 4: Parent/Guardian Contact 3
 ▶ Step 5: Parent/Guardian Contact 4
 ▼ Step 6: Emergency Contact 1

Emergency Contact 1 Name	<input type="text"/>	Relationship to Student	Aunt <input type="text"/>
Phone 1	<input type="text"/>	Phone 1 Type	Cell <input type="text"/>
Phone 2	<input type="text"/>	Phone 2 Type	Home <input type="text"/>

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▶ Step 7: Emergency Contact 2
 ▶ Step 8: Emergency Contact 3
 ▶ Step 9: Medical Information
 ▶ Step 10: School Forms

Submit

NO CHANGES

▶ Step 1: Student Address
 ▶ Step 2: Parent/Guardian Contact 1
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 ▼ Step 10: School Forms

Student Parent Handbook	By checking this box I acknowledge that I have reviewed, with my student, and accept the North Muskegon Student/Parent Handbook	<input type="checkbox"/>
Field Trip Permission Form	By checking this box I give my child permission to go on field trips with North Muskegon Public Schools during the 2016-2017 school year	<input type="checkbox"/>
Technology Device Insurance	By choosing I Accept I acknowledge that I have reviewed and agree to the Terms & Conditions set by North Muskegon Public Schools regarding your student's assigned device. Furthermore, I accept that I will make a payment of \$35 for this insurance. This can be made at www.sendmoneytoschool.com .	<input type="text"/>
	By choosing 'I decline', I accept all damages to the school assigned device, or am providing my student a personal device for school use	

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Submit

Navigation

 Grades and Attendance

 Grade History

 Attendance History

 Email Notification

 Teacher Comments

Changes Recorded

The changes have been recorded.