## 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

	Grades	and Attendance:													
tes and ndance															
e History	Grades and	d Attendance													
dance		-		Attendance By	Class										_
l cation	Exp	Last Week	This Week M T W H F	Course	M1	E1	т1	M2	E2	T2	МЗ	E3	тз	Absences	Tard
her	1(A)			HS Spanish 2 A	-	-	1	- 24	( <b>1</b> 7)	-	350	-	-	0	0
l Bulletin	1(A)			Introduction to English B Email Seyferth, Toni - Rm: 108		-	-	-	-	-	-	-	-	0	0
tration	2(A)			HS Physical Ed. Email Cooke, Jeff - Rm: HS GYM	~	0770	- 7		17	:77	27.2	17	- 2	0	0
thedule	3(A)			US History A Email Slocum, John - Rm: 103	**			-			-	(m)		0	0
ol nation	3(A)			US History B Email Slocum, John - Rm: 103	2	222	~~		-	12	-	-	-	0	0
unt rences	4(A)			Biology A  Email Schroeder, Phoebe - Rm: LIFESC	-		-	-	-		-	-		0	0
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ent Profile	5(A)			Health MMC Email Claussen, Heather - Rm: 100		-	-		-	-	-	-	-72	0	0
graphic	5(A)			HS Spanish 2 B Email Billock, Bernadette - Rm: 105	-	-	-	-	-	-	-	-	-	0	0
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t Code CH	6(A)			Geometry B Geometry B Geomet	-	-	-	-	~			-	-	0	0
oad on the	6(A)			Statistics & Probability-Spring B Email Peterson, Laurel A - Rm: 100	-		-	-	-	**	-	-		0	0

Click on Demographic Update

5	PowerS	cho	loc						
Navi	gation		Demogra	ahic Undato					
E	Grades and Attendance		Demogra	onic opuate					
5	Grade History		Student Informa	ation Update Instructions					
	,	<ul> <li>Image: A start of the start of</li></ul>	Read these instruction	ons very carefully before proc	ceeding!				)
Ō	History		The Student Address is	the student's home address, w	here the student resid	es.			
Â	Email Notification		Parent/Guardian Contac not a parent, step-parer Emergency Contacts se	cts sections are the students pa nt, or foster-parent, please sele- ections are those persons to co	arents, step-parents, fo ct legal guardian. ntact if any of the Pare	nt/Guardian Contac	al guardians. If the student lives with yo ts can not be reached in case of an em	ergency.	
	Teacher Comments	•	All phone numbers show Do not use commas wh	uld be entered using the followi en entering data. Commas will	ng format: <u>231-555-12</u> be stripped from the fi	<u>34</u> . Always include teles during the valid	he area code. lation process.		
	School Bulletin		You can navigate betwee All changes will be revie	een sections by clicking the "Ne ewed and approved by district s	ext" and "Previous butto taff prior to updating th	ons, or by clicking o ne permanent record	n the section bar. 1. <b>Once you submit your changes, y</b> o	ou will be	
$\mathbb{R}$	Class Registration		Be sure to click the "S will lose all of your ch	Submit" button on the bottom anges if you do not click the	right of the page. Ch "Submit" button.	anges will only be s	ubmitted for change when this button is	s clicked. You	
	My Schedule								
	School	·	Step 1: Student Ad	ddress	7	City			
ñ	Account		State	MI	]	Zip			
10	Preferences		Home Phone						Make changes if
÷	High School Report Card		Mailing Address	M		Mailing City Mailing Zin			needed, then click
ê	Student Profile		maning state	TAIL					on next.
<i>~~</i> ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Demographic				1 / 1	0		Next	
2	Update		Step 2: Parent/Gua	ardian Contact 1					
			Step 4: Parent/Gua	ardian Contact 2					
	District Code TTCH		Step 5: Parent/Gu	ardian Contact 4					
	Download on the		Step 6: Emergency	y Contact 1					
	App Store		Step 7: Emergency	y Contact 2					
https://	ps-nm.muskegonisd.org/g	guardian/l	Emergence	y Contact 3					

There are 10 steps that you will need to update.

Step I 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 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	stutent mornauon opuate motifuctions	
Orade History	Read these instructions very carefully before proceeding!	
Attendance	The Student Address is the student's home address, where the student resides	
	<ul> <li>Parent/Guardian Contacts sections are the students parents, step-parents, foster parents, or legal guardians. If the student lives with you and you are</li> </ul>	
Email Notification	not a parent, step-parent, or foster-parent, please select legal guardian.	
Taashar	Emergency Contacts sections are those persons to contact if any of the Parent/Guardian Contacts can not 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	
Comments	<ul> <li>An prove numbers should be entered using the following format. <u>2010;001;204</u>. Aways include the area code.</li> <li>Do not use commas when entering data. Commas will be stripped from the fields during the validation process.</li> </ul>	
•	You can navigate between sections by clicking the "Next" and "Previous buttons, or by clicking on the section bar.	
School Bulletin	<ul> <li>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 our burbanes.</li> </ul>	
Class	<ul> <li>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</li> </ul>	
Registration	will lose all of your changes if you do not click the "Submit" button.	
My Schedule		
-	Step 1: Student Address	
后 School	Step 2: Parent/Guardian Contact 1	
™o Account	Step 3: Parent/Guardian Contact 2	
Preferences	Step 4: Parent/Guardian Contact 3	
High School	Step 5: Parent/Guardian Contact 4	
Report Card	Step 6: Emergency Contact 1	
<sup>6</sup>	Step 7: Emergency Contact 2	
Student Profile	Step 8: Emergency Contact 3	
	Step 9: Medical Information	
Update	Doctor Name Doctor Phone	
	Dentist Name Dentist Phone	
District Code	Preferred Hospital	
TTCH	Insurance Carrier Insurance Group Number	Make changes if
Download on the	Insurance Contract Number	nooded then
W Appstore		needed, then
Soogle play	Previous 9 / 10 Next	click on next.
	Step 10: School Forms	
	Submit	
	NO CHANGES	

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	Grade History	Read these in	structions very caref	ully before proceeding!			
0	Attendance History	The Student Ac	Idress is the student's h	home address, where the studer	t resides.		
<u>,</u>	Email Notification	<ul> <li>Parent/Guardia</li> <li>not a parent, st</li> <li>Emergency Col</li> </ul>	in Contacts sections are ep-parent, or foster-par ntacts sections are thos	e the students parents, step-pare rent, please select legal guardiar se persons to contact if any of th	ents, foster parents, or legal guardians. If h. e Parent/Guardian Contacts can not be re	the student lives with y	you and you are
P	Teacher Comments	All phone numb     Do not use com	pers should be entered hmas when entering da	using the following format: 231-4 ta. Commas will be stripped from	555-1234. Always include the area code. In the fields during the validation process.		
	School Bulletin	You can naviga     All changes will	ate between sections by be reviewed and appro-	v clicking the "Next" and "Previou oved by district staff prior to update over a start of the	is buttons, or by clicking on the section ba ating the permanent record. <b>Once you su</b>	ar. Ibmit your changes, j	you will be
1	Class Registration	Be sure to clic will lose all of	the "Submit" buttor your changes if you o	». n on the bottom right of the pa do not click the "Submit" butto	ge. Changes will only be submitted for ch n.	ange when this button	is clicked. You
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ĵQ,	Account	• Step 3: Par	ent/Guardian Conta	act 2			
	Pieleiences	• Step 4: Par	ent/Guardian Conta	act 3			
çõ,	High School	Step 5: Par	ent/Guardian Conta	act 4			
	Report Card	- Step 6: Em	ergency Contact 1				
õ	Student Drofile	Emergency Cont	tact 1 Name		Relationship to Student	Aunt	$\sim$
0	Student Fionie	Phone 1			Phone 1 Type	Cell 🗸	
6	Demographic	Phone 2			Phone 2 Type	Home $\checkmark$	
	District Code TTCH	Previous         • Step 7: Emm         • Step 8: Emm         • Step 9: Medicine	ergency Contact 2 ergency Contact 3 dical Information		6 / 10		Next
	My Schedule	NO CHANGES	dent Address				Submit
		Step 2: Par	ent/Guardian Conta	act 2			
ŧÞ	) Preferences	Step 4: Par	ent/Guardian Conta	act 3			
		▶ Step 5: Par	ent/Guardian Conta	act 4			
12	) Report Card	▶ Step 6: Em	ergency Contact 1				
		▶ Step 7: Em	ergency Contact 2				
ŧÔ.	Student Profile	• Step 8: Em	ergency Contact 3				
		► Step 9: Mee	dical Information				
ŧÔ.	Demographic Update	- Step 10: Sc	hool Forms				
_		Student Parent	By checking this boy I	acknowledge that I have reviewed	with my student, and accent the North Musker	on Student/Darent	
_		Handbook	Handbook	acknowledge that I have reviewed,	with my student, and accept the worth wuskey	on sudentratent	
	District Code TTCH	Field Trip	By checking this box I	give my child permission to go on f	ield trips with North Muskegon Public Schools	during the 2016–2017	
	App Store	Technology Device Insurance	By choosing I Accept I Schools regarding you	acknowledge that I have reviewed a ir student's assigned device. Furthe	nd agree to the Terms & Conditions set by No rmore, I accept that I will make a payment of \$	orth Muskegon Public 35 for this insurance.	
	Get IT ON Google play		By choosing 'I decline' school use	; I accept all damages to the school	assigned device, or am providing my student	a personal device for	
		Previous			10 / 10		
ttps://	/ps-nm.muskegonisd.org/gu	ardian/autoemailsetup.htm	nl				Submit

vigation			
Grades and Attendance			
Grade History	The changes have been recorded.		
Attendance History			
Email Notification			
Teacher Comments			