

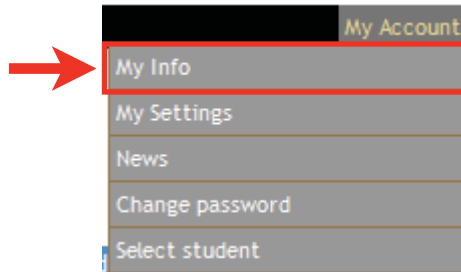
Updating Parent Email and Telephone Information

Having the most up to date parent communication information is critical for effective communication. Here are some easy instructions for updating that information

Option 1: Self Service Updating via School View

It is easy for a parent to update their contact information via the School View Parent Portal. Here are the steps

1. Log into School View: <http://asp.ties.k12.mn.us/schoolview/?dst=273>
2. Click on the **My Account** and select "My Info:



3. Under Household, update Phones and E-mail address information.

Household Head #1

Name: First: Middle: Last: Suffix: Gender: F

E-mail Address: janeedina@comcast.net
(Multiple e-mail addresses must be separated by a semicolon (;) with no spaces)

Phones:	Type:	Number:	Ext:	Cellular provider:
	Work <input type="checkbox"/> Day	651 555237		(Numbers only)
	Work <input type="checkbox"/> Day	651 5551304		(Numbers only)
	Cell <input type="checkbox"/> Day	651 5553750		(Numbers only)

4. Press **Update**

Option 2: Contact your building

Your child's building clerk can help make these changes as well. Here is how

1. Call your Child's school. (You only have to call one school because the information will be updated for all schools.) A list of school phone numbers can be found here: <http://www.edina.k12.mn.us/district/contactus.html>
2. Tell them you want to update your telephone and email information in the Student Information System and they will take your information and make the changes.