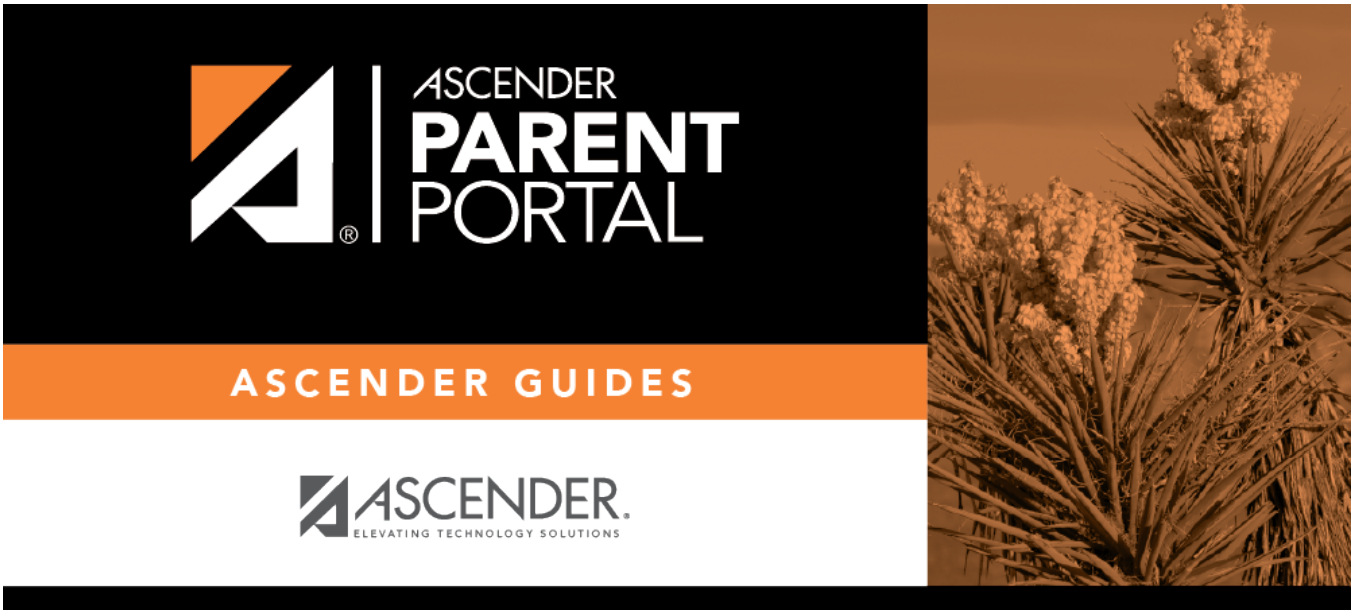


Parent: Maintain Student Data

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ParentPortal Admin: Enrollment, Registration, and Data Updates

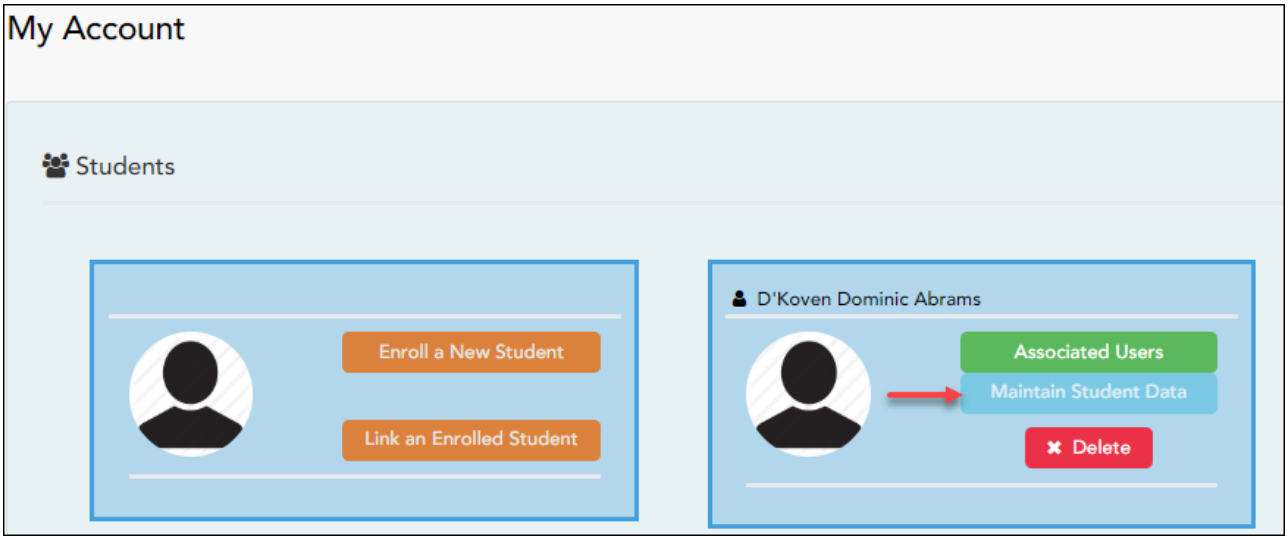
Parent: Maintain Student Data

If the district has enabled online student data maintenance, you can submit a request to update your student's current year records at any time, such as an address or phone number change.

1. Update current year data as needed.

   ASCENDER ParentPortal > My Account

   ❑ From the My Account page, click **Maintain Student Data**.

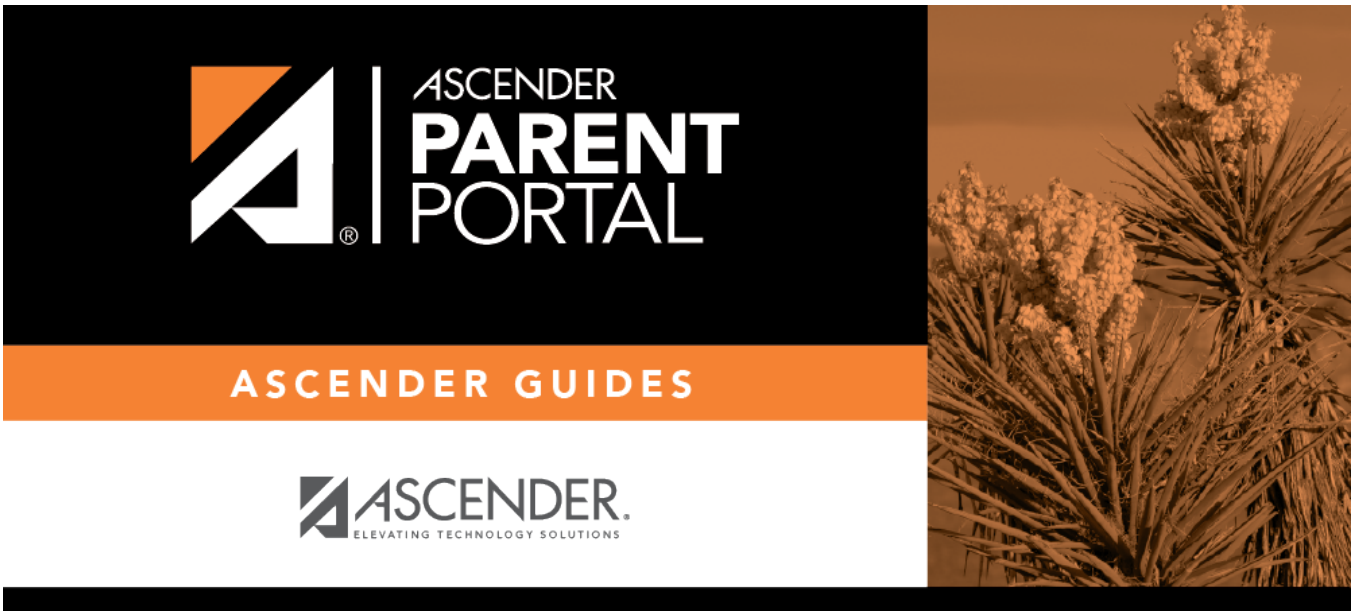


   The Student Data Maintenance page opens.

   ❑ In the left-side navigation bar, click **Student Data Editing** to expand and view the forms that can be updated.

   ❑ Click the form name, and the form opens on the right.

   ❑ Type over existing text with new information.


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