KATONAH-LEWISBORO SCHOOL DISTRICT CAMPUS PARENT
(formerly Parent Portal)

UPDATING DEMOGRAPHIC & FAMILY MEMBER INFORMATION

Katonah-Lewisboro parents may now submit electronic updates to certain demographic, household and family member information via Campus Parent, at:

[https://icampus.klschools.org/campus/portal/parents/katonah.jsp](https://icampus.klschools.org/campus/portal/parents/katonah.jsp)

After logging in to the Campus Parent, you will see a list of hyperlinks on the left hand side of the screen, one of options will be labeled MORE. When you click MORE you will notice additional menu items become available. To switch between the modules that are found within MORE, please select the Back option first.

The information displayed in the DEMOGRAPHICS tab is for informational purposes only. To change information about your child or his/her non-household contacts, please contact your child’s school. **(Please note: any changes to a student’s name or date of birth will also require the presentation of appropriate documentation at the child’s school.)**

You can update your household phone number on Campus Parent by selecting the ADDRESS INFORMATION tab:

![Address Information](image)

Please click Update and enter the new phone number. The student’s household address can only be changed by contacting the District Registrar, Erin McMahon, at 763-7050, or emcmahon@klschools.org.
To update contact information for a parent/guardian, you will need to click on **MORE** and then navigate to the **FAMILY INFORMATION** tab. The screen below will display, and it is here where you can update an email address or phone number.

![Image of contact information screen]

When you click on update you will obtain a new screen that looks like the following:

![Image of update contact screen]

Enter the updated information in the fields that you wish to change, and click on **Update**.

As of August 2019 **ALL** submitted phone number and email address changes are automatically accepted by our Student Information System. You will receive the following notification when you have submitted a change:

![Success notification image]