

# 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:

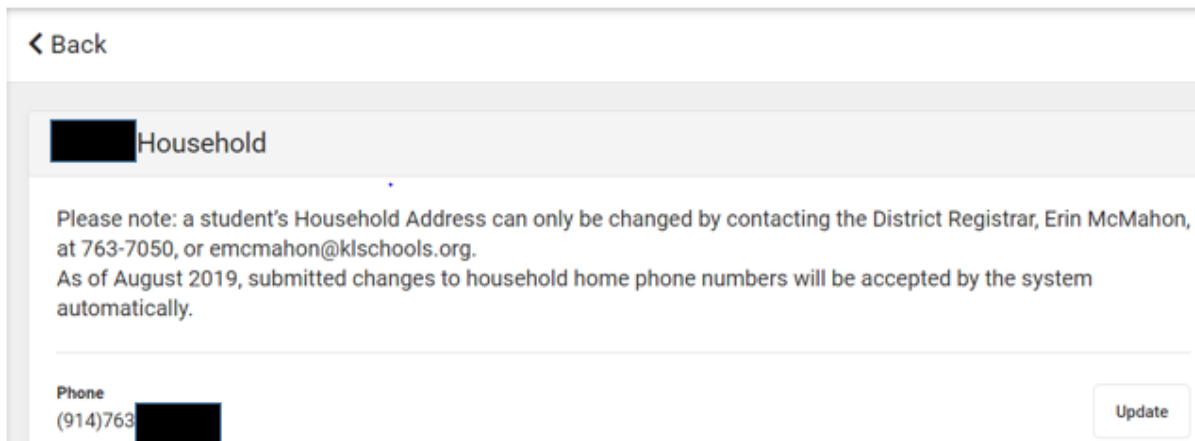
<https://icampus.klschools.org/campus/portal/parents/katonah.jsp>

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:



The screenshot shows a web interface with a navigation bar at the top containing a left-pointing arrow and the text "Back". Below this is a header section with a black redaction box followed by the word "Household". The main content area contains a note: "Please note: a student's Household Address can only be changed by contacting the District Registrar, Erin McMahon, at 763-7050, or emcmahon@klschools.org. As of August 2019, submitted changes to household home phone numbers will be accepted by the system automatically." Below the note is a form field labeled "Phone" with the value "(914)763" followed by a black redaction box. To the right of the form field is a button labeled "Update".

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](mailto: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.

| Information                       |   |         |        |
|-----------------------------------|---|---------|--------|
| <b>Joy Student</b>                |   |         |        |
| Contact Information               |   |         |        |
| Phone                             | Email                                       |         | Update |
| No data                           | No data                                     |         |        |
| Relationships                     |   |         |        |
| Relationship                      | Phone                                       | Email   | Update |
| Guard: Mother<br>Kerri (Guardian) | Cell: (612)555-2688<br>Work: (612)555-7960  | No data |        |
| Relationship                      | Phone                                       | Email   | Update |
| Guard: Father<br>Mark (Guardian)  | Work: (612)555-8083<br>Other: (612)555-9885 | No data |        |

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

|                            |
|----------------------------|
| Update Contact: [REDACTED] |
| Cell Phone                 |
| (914) [REDACTED] _____     |
| Work Phone                 |
| ( ) - - X _____            |
| Other Phone                |
| ( ) - - X _____            |
| Email Address              |
| user@example.com           |
| Secondary Email Address    |
| user@example.com           |

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:

