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:

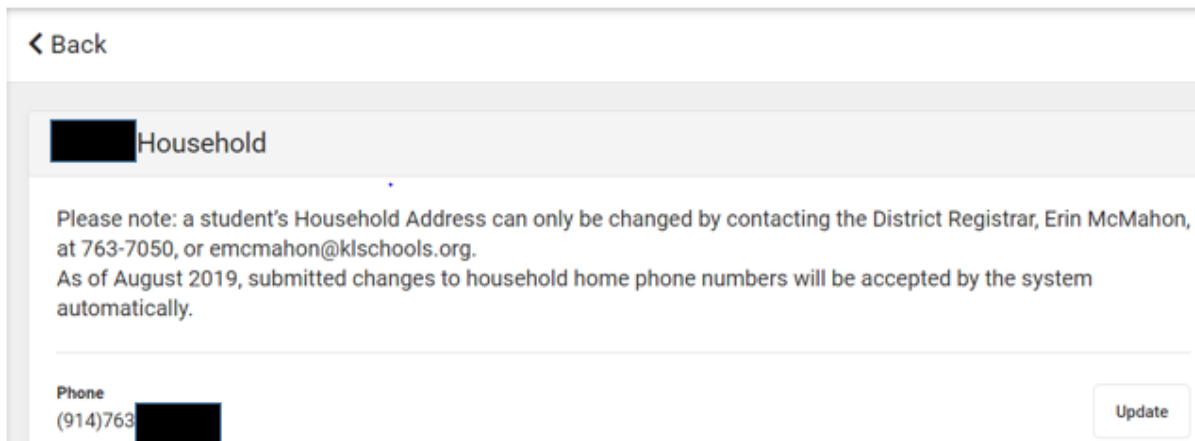https://icampus.klschools.org/campus/portal/parents/katonah.jsp

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:

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.

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

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: