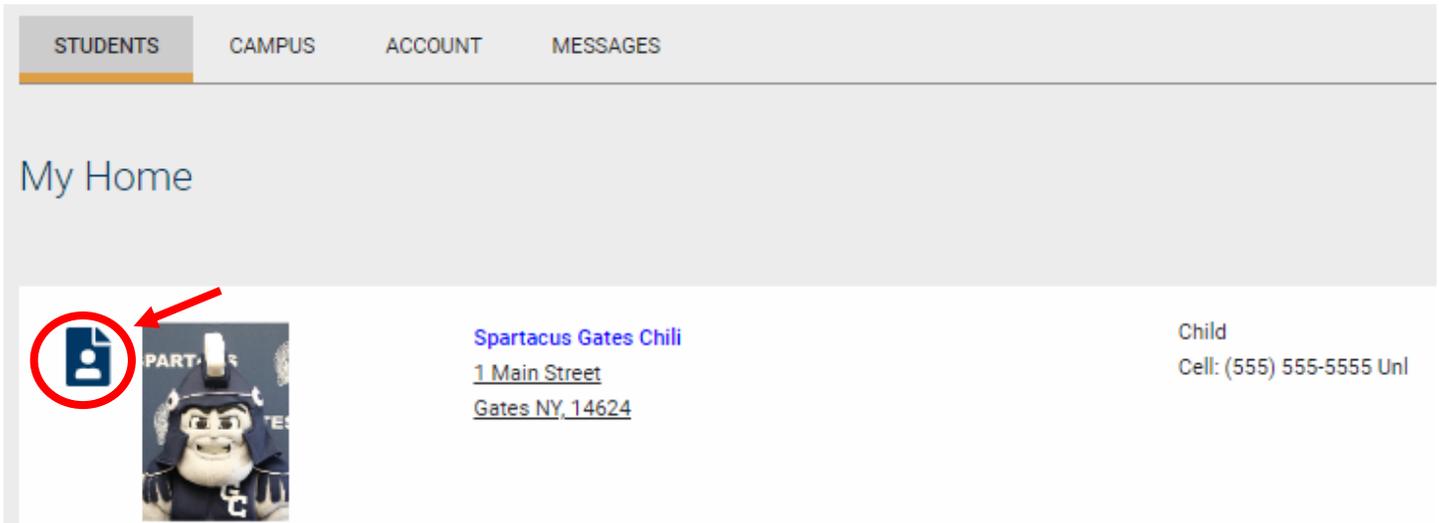


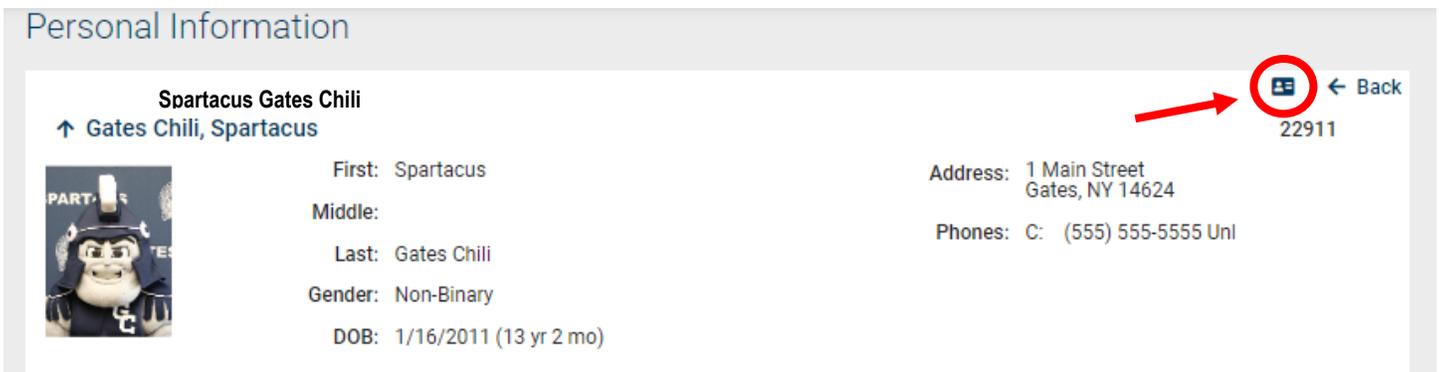
## Updating Parent/Guardian Contact Information in SchoolTool

Login to the SchoolTool Parent Portal and click on the blue icon beside your child's name.



The screenshot shows the 'My Home' page of the SchoolTool Parent Portal. At the top, there are navigation tabs: STUDENTS (highlighted), CAMPUS, ACCOUNT, and MESSAGES. Below the tabs, the page title 'My Home' is displayed. A red circle highlights a blue icon (a person with a document) in the top left corner of the main content area, with a red arrow pointing to it. To the right of this icon is a card for 'Spartacus Gates Chili' with the address '1 Main Street, Gates NY, 14624'. Further right, the text 'Child' and 'Cell: (555) 555-5555 Unl' is visible.

Once viewing your child's student record, click on the blue icon in the top right corner of the screen to request contact changes.



The screenshot shows the 'Personal Information' page for 'Spartacus Gates Chili'. The page title is 'Personal Information'. Below it, the name 'Spartacus Gates Chili' is displayed with a blue arrow pointing to 'Gates Chili, Spartacus'. A red circle highlights a blue icon (a person with a document) in the top right corner of the main content area, with a red arrow pointing to it. To the right of this icon is the text '← Back' and '22911'. Below the name, there is a small image of the mascot. To the right of the image, the following information is displayed: First: Spartacus, Middle: , Last: Gates Chili, Gender: Non-Binary, and DOB: 1/16/2011 (13 yr 2 mo). To the right of this information, the address 'Address: 1 Main Street, Gates, NY 14624' and the phone number 'Phones: C: (555) 555-5555 Unl' are displayed.

**Make any necessary changes to phone number(s) and/or email address(es). Use the green plus sign to add additional phone numbers. Then click "Submit." The screen will refresh to show your submitted changes pending approval.**

## Change Request Form

Contact: Brassler, Florence (Mother)

PHONES 

    Is Listed Rank: 1 

EMAIL

Email:  

This change will modify Florence Brassler's contact information but will not automatically change current login credentials.

CONTACT RIGHTS

-  Pickup: Contact can pick up student
-  Parent Portal: Contact can access this student's information in parent portal
-  Receives Mail: Contact can receive report cards, discipline letters, and other mailings about this student

  **SUBMIT** **CANCEL**

**Important note: parents/guardians do not need to submit changes for multiple children. Changes submitted for one child will be applied to all children listed in your portal.**

## Change Request Form

Change request has been submitted and is pending approval.

Changes for Spartacus Gates Chili (22911)  
Requested by Florence Brassler on 4/15/2024 at 10:07 AM

Contact: Brassler, Florence (Mother)

PHONES

From			→	To		
Phone Type	Phone Number	Rank		Phone Type	Phone Number	Rank
Cell	(555) 555-5555 Unl	1		Cell	(555) 555-5544 Unl	1

**CLOSE**

Please contact [support@gateschili.org](mailto:support@gateschili.org) for any questions regarding your account.