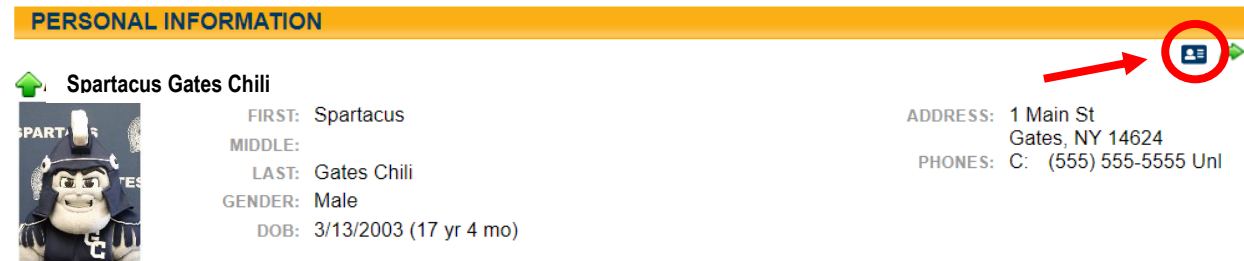


Updating Parent/Guardian Contact Information in SchoolTool

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



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



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."

Change Request Form

Contact: Brassier, Florence (Mother)

Home: (555) 555-5555 Rank: 1

Cell: 5555555555 Rank: 2

EMAIL
Email: Florence.brassery@yahoo.com
This change will modify Florence Brassier'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

**The screen will refresh to show your submitted changes pending approval.
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

Requested by Florence Brassier on 7/24/2020 at 2:01 PM

Contact: Brassier, Florence (Mother)

EMAIL

From

Florence.brassery@yahoo.com



To

Florence.brasser@yahoo.com

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

Close

Please contact support@gateschili.org for any questions regarding your account.

