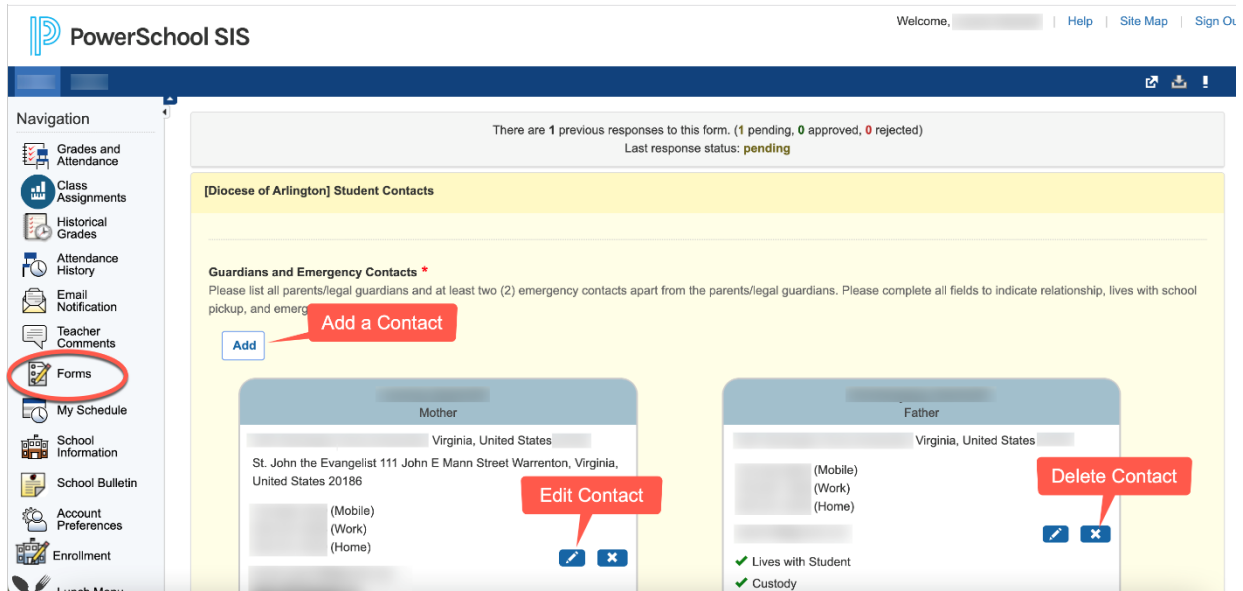


### PowerSchool SIS: Contact Update Form

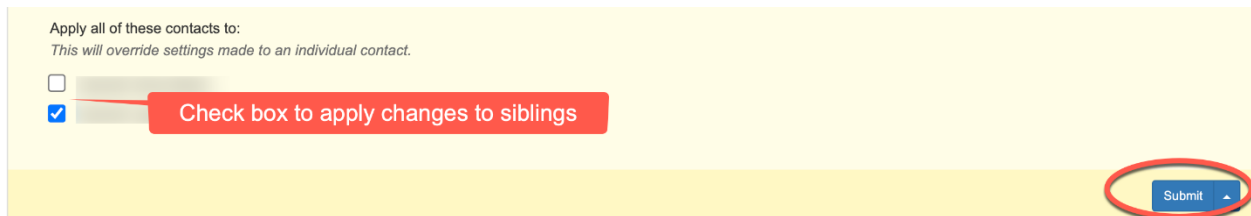
It is essential to ensure that your child’s school has your most current phone number(s), address, email address, and accurate emergency contact information. To help ensure data is correct, Parents/legal guardians can update their contact details and emergency contacts from the PowerSchool parent portal. Once logged in, go to the **Forms** page, and click on the **[Diocese of Arlington] Student Contacts** link.

Add, edit, and delete contacts as needed. There should be at least two emergency contacts in addition to parents/legal guardians.



Check the box next to each child’s name to apply changes to siblings.

Click **Submit** to send your changes.



Changes will be shown pending until a school administrator reviews and approves the changes.