

UPDATING FAMILY INFORMATION

Families have the ability to change some information in Sycamore; other information can only be updated by the School Office.

» My Family

Information

Contacts

Students

Medical

Under “Information” / “General” families can update their:

- Mailing address
- Phone number (LANDLINE)
- What information - if any - to include/exclude from the Family Directory.

- **“Messenger”** - who items are sent home with for the family. The School Office automatically assigns this to the oldest student in the family. Contact Ms. Stubbe in the School Office if you would like this changed to a different student in the family.

Under “Contacts” you will see all contacts currently on file for the family.

- Emergency contacts
- Authorized pickups
- Primary contacts (reserved for parent(s)).

Click “New Contact” to add additional contacts for the family.

Click on a contact’s name to update their individual information, including what notifications that person wants to receive and how they want to be received.

Under “Students” you will see all students in the family, whether current or non-current.

Click on the student’s code to view individual student information.

- **NOTE 1** - Student information can also be accessed from your child’s profile on the homepage.
- **NOTE 2** - Information under the “Student Info” section of your student’s profile can only be updated by the School Office. Contact Ms. Stubbe if changes need to be made.

Under “Medical” you will see the medical contacts we have on file for your family (doctor, dentist, and hospital / clinic of choice).

- Information on student allergies, medications, and immunizations are all visible on the School side. Contact Ms. Stubbe in the School Office if you would like to verify that information.
- Yes / No permissions to give your child(ren) Tylenol / Ibuprofen is visible on the School side. Contact Ms. Stubbe in the School Office if you would like to verify that information.