

# Updating Your Family Information on ParentsWeb

## A STEP-BY-STEP GUIDE



Westerly families must review and update their information on a yearly basis.



To get started...

- Log in to your [ParentsWeb](#) account and choose "Web Forms" from the drop-down menu on the left-hand side.
- Click "2020-21 Family Information Update"

# 1

## UPDATE STUDENT/MEDICAL INFO

Review the basic information for your student(s) within the [Student Demographic Form](#) and update as necessary. Then complete all parts of the [Student Medical Form](#).

### [Enrolled Students](#)

[Student Demographic Form](#)

### [Students Medical](#)

[Student Medical Form](#)

### [Custodial Parents](#)

[Custodial Parent Form](#)

### [Emergency Contacts](#)

[Emergency Contact Form](#)

### [Student Pick-up Form](#)

[Authorized Student Pick-up Form](#)

# 2

## UPDATE PARENT/GUARDIAN INFO

Ensure the [Custodial Parent](#) form(s) are complete and up-to-date. Then review and update the [Emergency Contacts](#) and [Student Pick-up Form\(s\)](#) accordingly.

### [Grandparents](#)

[Grandparent Form](#)

# 3

## GRANDPARENT INFO (OPTIONAL)

We reach out to grandparents twice a year, inviting them to participate in our Annual Fund and Grandparent's & Special Friends Day.

# 4

## STUDENT MEDIA PERMISSION

We use photos and videos of Westerly students for promotional materials, our website and social media platforms.

### [Student Media Permission](#)

[Student Media Permission](#)

# 5

## CONFIRM AND SUBMIT CHANGES

**IMPORTANT:** you must confirm that you have reviewed and updated the information for each individual Westerly student in your family via the **AUTHORIZATION: Information Updated** section.

### **[AUTHORIZATION: Information Updated](#)**

[ParentsWeb Student/Family Update](#)

**Update your information by August 3, 2020**

**Contact us for assistance:**  
[INFO@WESTERLYSCHOOL.ORG](mailto:INFO@WESTERLYSCHOOL.ORG)