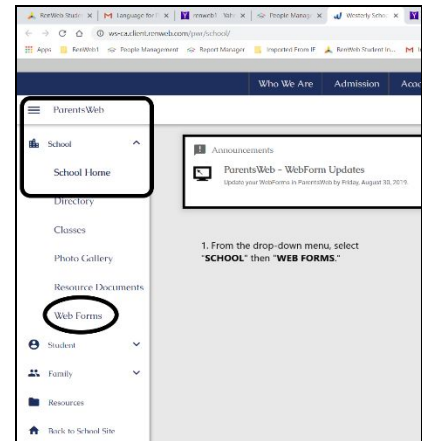


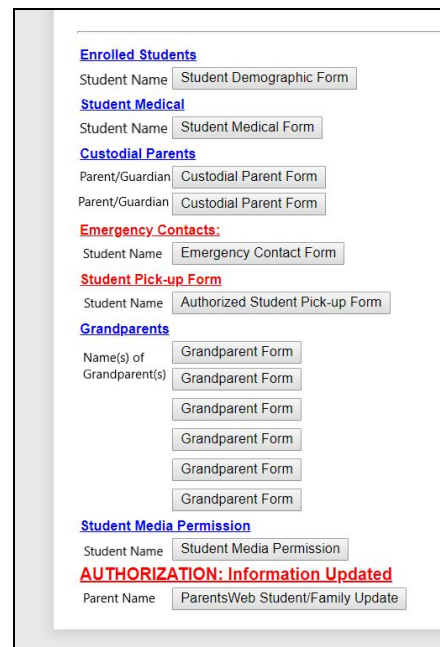
Information on ParentsWeb is used throughout the school year and referred to in an emergency. We require parents/guardians to log into ParentsWeb to review and update information to ensure that it is complete and current. Below you will find detailed instructions on how to update Web Forms in ParentsWeb.

1. Log into your ParentsWeb. From the drop-down menu under ParentsWeb select "School," then "Web Forms."
2. Select "Family Demographic Form 19-20"



3. Begin selecting the various forms to be updated:

- **Enrolled Students**
  - Student Demographic Form – basic student information (Click "Save," located at the bottom of each form before you move on.)
- **Student Medical**
  - Physician & Insurance – complete all
  - Medications – List any medications your child takes on a regular basis both at home and school if needed
  - Medical Conditions – complete if applicable
  - Allergies – List any allergies your child may have as well as the type and severity of a reaction
- **Custodial Parent Form**
  - Parent/Guardian information
  - Employment Information – if applicable
  - Parent Preferences



- **Emergency Contacts**
  - List Emergency Contacts in the order in which they should be contacted. The first contacts listed should be the parent(s) or guardian(s) of the student.
  
- **Student Pick-up Information**
  - **Authorized Student Pick-up Form:** List anyone who has permission to pick up your child from school. Please note that we will not release your child to someone who is NOT on this list. This is separate from the Emergency Contact Form.
  
- **Grandparent Form**
  - We contact grandparents twice during the year: during our Annual Fund in the fall and for Westerly's Grandparents' and Special Friends' Day held in the spring.
  
- **Student Media Permission**
  - There may be times when photos or videos of Westerly students participating in various activities are needed. Photos and videos may be used for, but not limited to, publications updates, promotional material, newsletter articles, and social media platforms. Please be assured that the names of students in photographs will not be included.
  
- **Authorization: Information Updated**
  - Before checking the box please make sure you have reviewed all of the information and made updates as needed. If you have more than one student, please make sure you review each child's individual information. It is the responsibility of the Parent/Guardian to ensure sure that the information is accurate and up-to-date.

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Student Name

Before checking the box below please make sure you have reviewed the Family and Student Information and made updates as needed. If you have more than 1 student, please make sure you review each child's individual information. It is the Parent/Guardian responsibility to make sure the information is accurate and up to date.

I have reviewed the Family and Student Information and made updates as needed. \*

Save