

Updating Your Family Information on ParentsWeb



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 "2022-23 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](#)

[Grandparents](#)

[Grandparent Form](#)

[Student Media Permission](#)

[Student Media Permission](#)

[AUTHORIZATION: Information Updated](#)

[ParentsWeb Student/Family Update](#)

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.

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 share photos and videos of Westerly students in promotional materials, on our website, and on our social media platforms.

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.

Update your information by September 2, 2022

Contact us for assistance:
INFO@WESTERLYSCHOOL.ORG