

Annual Student Information Update Instructions

1. Login to your parent portal account. Student logins will not work. If you do not have a portal account, you can request a [Forgot Username/Password](#). If you have forgotten your username/password, click on [Forgot Username/Password](#).
2. Click on the 3 dashes in the upper left-hand corner, click on "more," then click on Annual Student Information Update.



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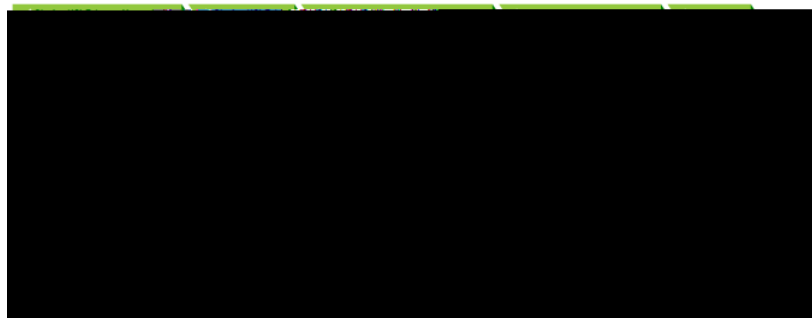
3. Choose



4. Now you are ready to review/update any information. Please be sure to complete for each child listed.



5. You must click on the **Submit** to complete your updates. Please note all tabs are green. Go back into any red tabs. You will receive a confirmation email once submitted.



If you are experiencing any problems or have any questions, please call or email Lori Rebstock 267-893-5714 or lrebstock@cbsd.org