



December 19, 2017

Dear Parents and Guardians,

This is an important message regarding what you can do to receive official news and emergency notifications from principals and other administrators. Gatesville ISD strives to keep you informed.

We urge you to do the following to ensure you receive important notices and information from your child's school. Please verify your telephone and email contact information via your Parent Portal account by following these easy steps:

- Log into your Parent Portal account
- From the **Summary** page, click on the blue **View/Edit Data** button under your child's name
- Click on the link - [To Update Student Demographic or Contacts](#)
- Here you see 2 red boxes. Click on **Select** beside **Update Contact Information**
- Now you see your child's current contact information
- Click on the **Edit** buttons to make any changes
- FINALLY, click on **Submit Data with Electronic Signature** to send us your updated information.

You can always contact your school office to update your information. Please keep your contact information updated throughout the year. Read or listen to messages sent from your campus and district.

If you have not created your Parent Portal account, we encourage you to do so. Your campus office will be glad to give you easy-to-follow instructions. This portal is a secure, web-based application that allows you to easily view your child's grades, attendance, complete beginning of the year registration forms and update your child's demographic and contact information all year long. We encourage you to gain access to this valuable tool by creating your account today.