



July 5, 2017

Add/Update Your Student's Emergency Contact Information in the ParentPortal

Please visit the ParentPortal by August 7, 2017 to add/update emergency contacts to allow for the 2017-18 year emergency cards to be pre-filled with up to date information. This is a one-time window to allow us to collect this data prior to printing emergency cards.

After August 7th, you may continue to use the ParentPortal to update this information at any time throughout the year. The office staff will be automatically notified when a change occurs so a new card can be generated. This ability for parents to more easily update emergency contact information will help administrators and staff have the most up to date information.

Parents and guardians can update emergency contact information, by following these steps:

- Log in to the [MISTAR ParentPortal](#).
- Click on the "My Information" link at the top right of the page.
- Click on "EDIT box" next to your student's name.
- Click on "Emergency Contact" under your student's name.
- Update the Name, Phone Number, Type and Relationship fields.
- Click the "COPY and REPLACE emergency contacts for other available students" if you would like your other student's emergency contacts to also be updated with this same information.
- Click the "Submit" button on the top left of the page.

Changes made after August 7th, will be flagged as pending until approved by school personnel. Please allow up to five days for these changes to be approved.