

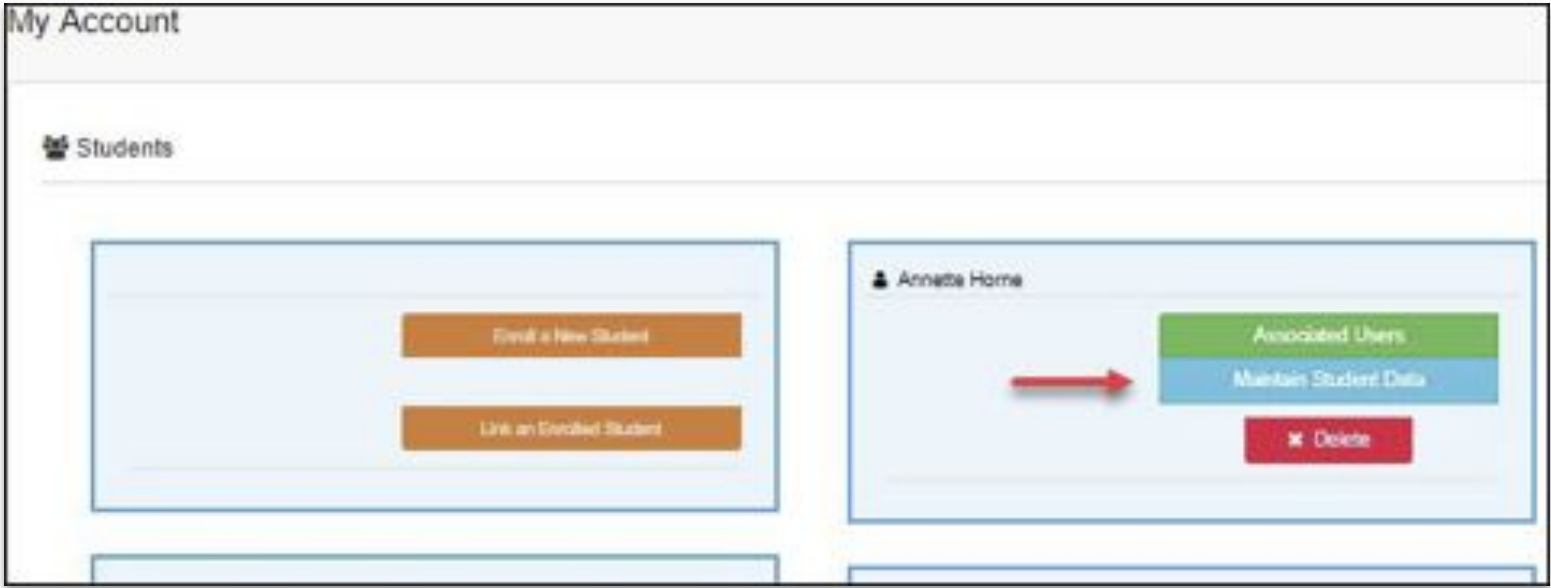
5. MAINTAIN STUDENT DATA THROUGHOUT THE SCHOOL YEAR

If allowed by the district, you can submit a request to update your student's current year records at any time, such as an address or phone number change.

Update current year data as needed.

ASCENDER ParentPortal > My Account

- ❑ From the My Account page, click **Maintain Student Data**.



The Student Data Maintenance page opens.

- In the left-side navigation bar, click **Existing Year Student Maintenance** to expand and view the forms that can be updated.
- Click the form name, and the form opens on the right.
- Type over existing text with new information.