



WEST GENESEE

CENTRAL SCHOOL DISTRICT

Schooltool Parent Portal Update Email/Phone

You can update your phone number(s) or email address from your child's profile screen. Select the Request Contact Changes icon from the top right of screen.

The screenshot shows the 'PERSONAL INFORMATION' section of a user's profile. The user is identified as William Smith. The page includes a navigation menu on the left with options like 'HOME', 'LOGOUT', 'MY HOME', 'MY REPORTS', and 'PREFERENCES'. The profile details include: FIRST: William, MIDDLE: (blank), LAST: Smith, GENDER: Male, ADDRESS: 111 M..., Camillus, NY 13031, GRADE: 11, and BUILDING: West Genesee High School/High. A 'Request Contact Changes' icon is circled in red in the top right corner.

The phone number must be entered with 10 digits to receive communications properly.

The screenshot shows the 'Change Request Form' for updating contact information for Mike Smith (Father). The form is titled 'Contact: Smith, Mike (Father)'. It has three main sections: 'PHONES', 'EMAIL', and 'CONTACT RIGHTS'.
- The 'PHONES' section contains two entries: a Cell phone (3154447777) and a Work phone (3158889999). Each entry has a dropdown menu, a text input field, and a 'Rank' field.
- The 'EMAIL' section has a text input field for the email address (M1Smith@sure.kom) and a red warning message: 'This change will modify Mike Smith's contact information but will not automatically change current login credentials.'
- The 'CONTACT RIGHTS' section has three checkboxes, all of which are checked: 'Pickup: Contact can pick up student', 'Parent Portal: Contact can access this student's information in parent portal', and 'Receives Mail: Contact can receive report cards, discipline letters, and other mailings about this student'.
At the bottom of the form are 'Submit' and 'Cancel' buttons.

When finished select "Submit" and the district will be notified of your contact information change.

If you have any concerns or questions, please email centralregistrar@westgenesee.org