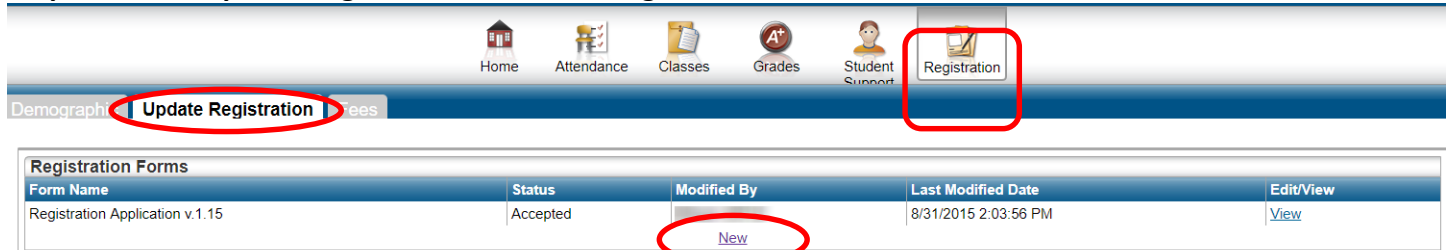


It is extremely important that student Guardians and Emergency Contacts have the most current contact information (email, **primary** phone number, etc...) updated via Home Access. This information is used for all communications to parents from Hilliard City Schools. In particular, make sure the PRIMARY phone # is included and accurate as this is the number that will be used to contact the guardian in case of an emergency.

Step 1: Login to HCSD Home Access - <http://homeaccess.hboe.org>

Step 2: Select 'Update Registration' from the Registration Screen



Step 3: Create a New form for making updates

By default, you will see any previous form(s) you have submitted. To make additional updates, click on 'New'.

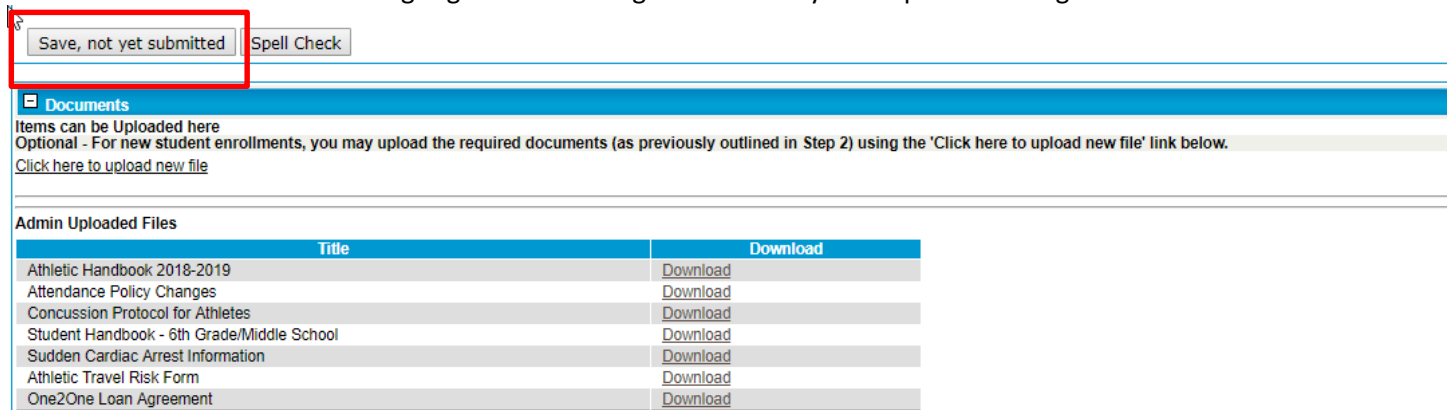
Step 4: Review and Update Student Emergency/Contact Information

It is extremely important that all contact information is accurate and up to date, including parent email address and the PRIMARY Phone # field. **Scroll to the Guardian/Emergency Contact Information section to edit/view the information** currently in our system. All students should have at least one Guardian contact record and one Emergency Contact record. District staff/teachers use email as a primary means of communication.

Please be sure that your email address and primary phone number are correct.

Step 5: Scroll Down to bottom of Form and: 1. Click 'Save, not yet submitted', 2. Check 'I Agree to Terms', 3. Click Save & Submit

This step will submit any changes you made to your child's School. Even if you do NOT make any changes, you need to complete this step in order to indicate you have verified your student's emergency contact related information. You will receive an email from the building registrar indicating the status of your requested changes.



To complete this form, click 'Save', check the 'I Agree' box and press 'Submit.' I pledge that I am the legal parent/guardian of the child indicated on this document and true and correct to the best of my knowledge.

