

## HCS D Home Access – Updating Student Emergency/Contact Information

(6/5/20)

It is extremely important that student Guardians and Emergency Contacts have the most current contact information (email, phone number, etc...) updated via Home Access. This information is used for all communications to parents from Hilliard City Schools. In particular, in accordance with Ohio House Bill 66, this contact information is used to notify parents of a student absence within 2 hours of the start of school.

To view and update student/contact related information, login to [Home Access Center](#), click on the 'Registration' Button, and then click the 'Update Enrollment' tab. Next, click the link that says 'Start'. Please contact your child's school re: any questions related to Home Access.

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

**Step 2: Select 'Registration', then 'Update Enrollment' from the Registration Screen, then click 'Start'**

HILLIARD CITY SCHOOLS  
Ready For Tomorrow

Home Attendance Classes Grades Student Support Registration

Demographic **Update Enrollment** Fees

Available Forms

Form Name	
Information Update Form	<b>Start</b>

**Step 3: Scroll down to complete the Update Form and ensure all values are accurate.**

Note that some fields are 'read-only'. If any of these values need updated, please contact your child's school.

**Step 4: As you Scroll down the form, be SURE to 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. **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 Main Phone and eMail as a primary means of communication. **Please be sure that your MAIN Phone # and EMAIL address is correct.**

**Step 5: To **Submit** the Form, Scroll Down to bottom of Form and: 1. Click 'Agree', 2. Type your name as the Signature, and select date, 3. Click Submit**

<h3>Certification</h3> <p>I certify that I am the legal parent or guardian of this student and that the information represented herein is complete and accurate.</p> <p>I Agree <small>required</small></p> <p>Yes</p>	<p>Electronic Signature <small>required</small> type name of parent/guardian</p> <p>John Smith</p> <p>Date <small>required</small> mm/dd/yyyy</p> <p>06/10/2020</p> <p><b>Submit</b> Cancel</p>
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