



## Instructions for Updating Your Family's Information Via the Worthington Website

**PLEASE COMPLETE BY AUGUST 14, 2019**

Every year Worthington School District parents must update their child's emergency data in order to provide the school with accurate contact information and to permit participation in field trips, internet usage and the release of directory information. To review and update your child's information, go to the District website at [www.worthington.k12.oh.us](http://www.worthington.k12.oh.us).

- Click on "**PORTAL LOGIN**" under Find It Fast in the middle of the home page.
- Enter your username and password. If you do not know your User ID and Password click on "Parent Account Recovery". The Parent Password Recovery link will return your User ID and password if there is a match on the email address. You can also email a request to [support@wscloud.org](mailto:support@wscloud.org). (Please include your name and your child's name in your request).
- Click "Emergency Data Review".
- Click each link to View/Verify/Change data. **This is where you will update phone numbers, email addresses, etc.**
- When complete, click submit.

### Important Information to Review:

- **Household Information** – Home Phone and Home Address **Note: you cannot change your address in the system.** You will be given a link to the Change of Address form and asked to contact the Welcome Center at 614-450-6112. **Nor can you change custody information.** For a change in custody you will need to complete the Custody Affidavit found under the Welcome Center tab on the Worthington District website.
- **Parent Information** – Cell and work phone; email address; and notification preferences (note that both the school and District use email as a primary notification to parents on a regular basis so there should be at least one email used for emergencies, high priority and general basis)
- **Student Information**
- **Health Services Information** - It is important that we have working telephone numbers for two Emergency Contact persons as well as parent(s). We will use the Emergency Contacts if we are unable to reach a parent when a student is missing from class or has an emergency while at school. We also appreciate the name and phone number of your child's Primary Care Provider; Preferred Dentist; M.D. Specialist (if applicable); Preferred Hospital and if you consent or are refusing to consent to medical treatment for your child in an emergency. All Medical or Mental Health Conditions should be listed as well as any medications (both prescription and over the counter) taken by your child on a regular or emergency basis.
- **Release Agreements** - Two of the three Release Agreement statements should be completed with either a "yes" or "no" indicator. The Permission for Release of Directory Information has been expanded to give parents more options. Please review the Permission Release of Directory Information carefully. If you indicate the last option to deny requests for student information, you must also submit your request in writing to the school within two weeks from choosing this option.