



## **Action Required:**

### **Emergency Contacts Update with Field Trip, Technology, and Media/Directory Release Agreements**

The District has changed the process for updating your contact information and giving permission for field trips and technology usage, as well as indicating your preference for the release of directory information. We hope this change will create a more streamlined process for both of these items. It is important that we have correct contact information in the event of an emergency. We appreciate your assistance in completing this update as soon as possible. The Colonial Hills Computer Lab will be open during our Meet the Teacher Open House on Thursday, August 14<sup>th</sup> from 4-6 to provide an opportunity for you to complete this important back to school step.

#### **Instructions:**

- Go to the Worthington Schools website  
[www.worthington.k12.oh.us](http://www.worthington.k12.oh.us)
- Click Login icon in upper right corner
- Enter parent user name and password  
(If unknown or forgotten, please click Parent Account Recovery or email a request to [support@worthington.k12.oh.us](mailto:support@worthington.k12.oh.us) with parent and student name)
- Click My Account in dark bar across the top of the page
- Click Emergency Data Review Icon
- Proceed through screens to review/update data
- When complete, click submit

#### **Please note:**

Address changes will be processed through the Worthington Family Resource Center. Please call 614-450-6112 to schedule an appointment to present your new proofs of residency and complete change of address paperwork. Changes in custody will be handled by each building.