

## Setting Priority Contact

Log into Parent Portal

Select More > Family Information

Select the relationship (Mother/Father/Guardian) you would like to update

Contact Information			
Phone	Email		<input type="button" value="Update"/>

  

Relationships			
Relationship Mother/Son	Phone	Email	<input type="button" value="Update"/>
<b>Parent A</b>			
Relationship Father/Son	Phone	Email	<input type="button" value="Update"/>

**Parent A**

**Relationship Type \***  
Relationship between

**Legal Guardian Relationship**  
This indicates whether the person is a guardian of this student.

**Emergency Priority**  
This indicates the order in which a person should be called for this student in an emergency situation (eg. a value of 1 would be Emergency Priority 1).  
 **Select 1 for the parent that will be 1st priority**

**Comments**

Then Select Update at the bottom of the screen.

If you would like to designate someone else as 2<sup>nd</sup> or 3<sup>rd</sup> priority, you would repeat this process for that person.