# Updating Contact Data via the Sapphire Community Web Portal
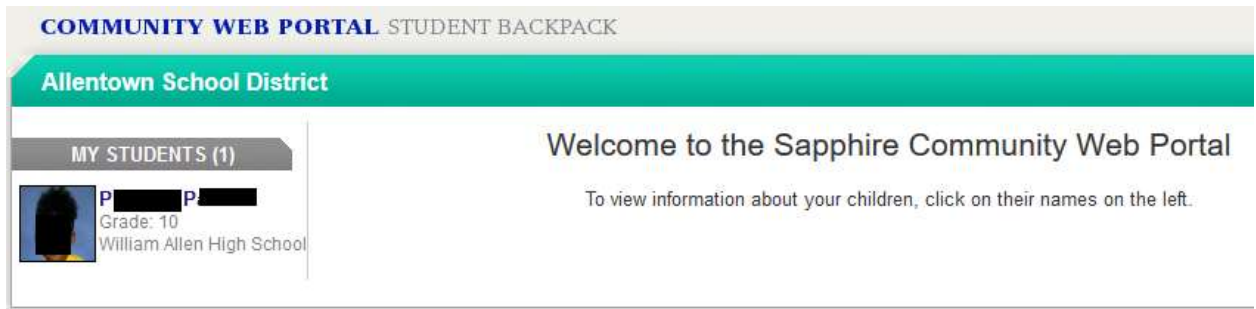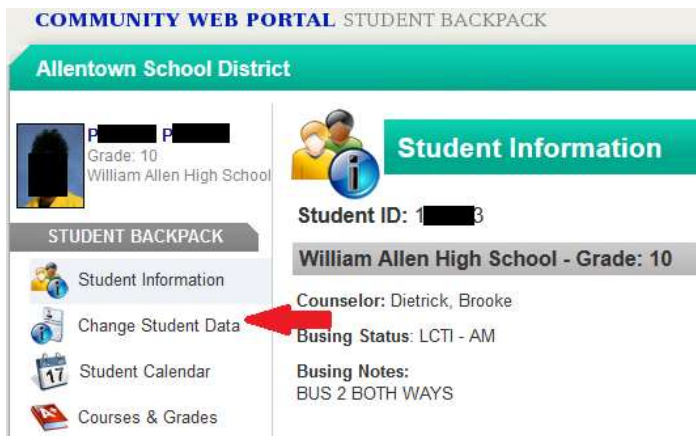
1) While signed on to your Sapphire Community Web Portal *parent* account, select the student who's contact information you wish to update.



2) On the left side, click the Change Student Data Link.



3) The existing contact data will be displayed. Click the area to the right of the label to add/remove/change a value. Scroll down to see additional contacts attached to this student. Click Save Changes when finished.
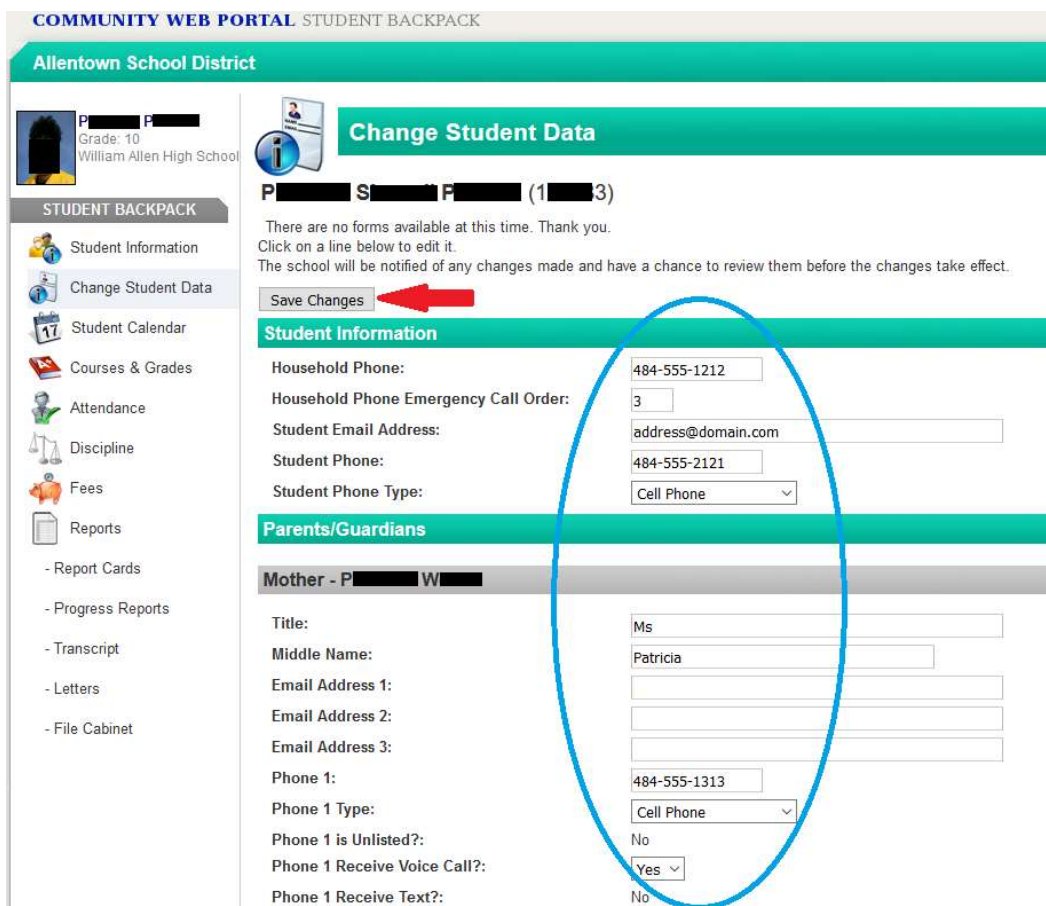


4) Your changes are not immediate. District staff will review your update request and make the changes. You must update the information for each student in your family accordingly.
5) Note. Contact the building office to change your address, to add/remove a contact, or to change a contact name. These changes require additional verification and can not be made via the Sapphire Community Web Portal.
6) Please contact the school office for any assistance needed with these directions.