

August 15, 2016



Dear Parents/Guardians:

The Lower Moreland Township School District is pleased to continue with a paperless verification process which includes the acceptance of student forms and policy agreements. This means most of the forms required to update and verify information for students will be available online, and the paper forms will no longer be sent home with students on the first day of school. Our district uses **UPDATING STUDENT INFORMATION ONLINE** in order to have the most up-to-date information possible on students – especially **address and telephone number changes, as well as emergency contact information**. There are also two other areas of particular importance in the process which relate to **Health and Insurance Information** for your student(s). All of this information updated and verified by you each school year is critical in the event that we must contact you in an emergency situation, or if your child becomes ill or injured while at school.

Updating Student Information Online is not an option, it is a **requirement**. In fact, this year you will not be able to gain access to your student's schedule information in Home Access Center until you update for Student Information online. You will be able to complete the update process for the 2016-17 school year beginning on the evening of August 31, 2016. This process can be completed at home using your parent Home Access Center user account. If you don't have time to complete the process at home, school computer labs will be set up during Back to School nights to assist with the process. **The expectation is that this process be completed by October 3rd , one week after all of the Back to School nights have been completed.**

Please see the back of this letter for a guide explaining how to access your account to perform the Student Information Update **requirement** for your student(s). Your parent login and password information remains the same – if you have a question about your login credentials, please contact your building office.

Thank you in advance for keeping your child's information up-to-date. It really does help us communicate better as we partner with you in helping your child achieve their greatest potential.

Sincerely

Dr. MaryKay Feeley
Superintendent of Schools

Remember to go into your Home Access Account after August 31, 2016 to update your student information online for the 2016-2017 school year. Complete this process before October 3rd . Thank you!

Enclosure

*Don't have access to a computer? Contact your child's school, or plan to Update your Student Information Online **requirement** at one of the Back to School nights held at our schools in September. Our Local library also has computers that can be used.*