

Your Guide to Updating Student Information Online



The Lower Moreland Township School District uses Updating Student Information online to have the most up-to-date information possible for all enrolled students--especially telephone number changes, health and insurance information, as well as emergency contact information. All of this information which is updated and verified by parents/guardians each school year is critical in the event that we need to contact someone in an emergency situation, or if a child becomes ill or injured while at school. 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. Online Verification 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's information online. You will be able to complete Online Verification for the 2016-17 school year beginning on the evening of August 31, 2016. **The expectation is that this process be completed by October 3rd.**

UPDATING STUDENT INFORMATION ONLINE DIRECTIONS

NOTE: You will need to have Adobe Reader installed on your machine in order to view the forms you download. Be sure to disable your pop-up blockers.

1. Log into Home Access Center using the Home Access Center icon on the district website at www.lmtsd.org (If you have forgotten your username and password, please follow the directions on the "Help Page" on the Home Access Center webpage. New families to the district and families of Kindergartners should have received their logon information during registration. Please contact the school office if you did not receive one.
2. Once in Home Access Center, select your student's name, click the Update Student Information link and New. To update your child's enrollment information, open up each section by clicking on Show all Sections.
3. Carefully examine the information listed in each of the sections (Student Information, Address and Phone, Contact Information, Medical Information, Additional Information, and Documents). If any of the information is incorrect, please enter the correct information.

For any yes/no questions, please select your response. Be sure to select Save after completing each section.

4. After completing all of the sections, click Save to enable the submit button. Click "I Agree" and then click SUBMIT which will authorize the submitted application with your digital signature. You will receive an acknowledgement email confirming that your application was successfully submitted.

5. If you have additional children, you will need to update each child's information individually. ***Please note, you must update information and provide parent consent for each student you have attending the Lower Moreland Township School District.

Your updated registration information will be submitted to the school registrar and it will be reviewed. You will receive an email regarding the status of your child's update information. If the registrar changes the form's status to Pending, Denied, or Accepted, you will receive an email notification of the change. If a form is denied, the parent can log into Update Student Information online, correct the form, and re-submit the form.

Frequently Asked Questions

Q. What is Home Access Center?

Home Access Center is a web-based system that has been used as a way to provide parents with online access to their child's academic progress. Now, it will serve a dual purpose in that it will also allow parents to update their student's information online.

Q. What is online verification?

Updating Student Information Online is the process through which the district updates the information that is provided upon a child's registration or enrollment in the district. This information includes phone numbers, email addresses and home addresses, as well as emergency contacts. We ask that parents update this information annually so that we can ensure our information is up-to-date.

Q. I have more than one child attending LM schools. Do I need to go through this process for each child I have?

Yes. Similar to when we sent paper forms home to families, we had a form for each child. We need updated information completed for each child as well.

If you need more assistance, visit www.lmtsd.org/backtoschool for a tutorial.

