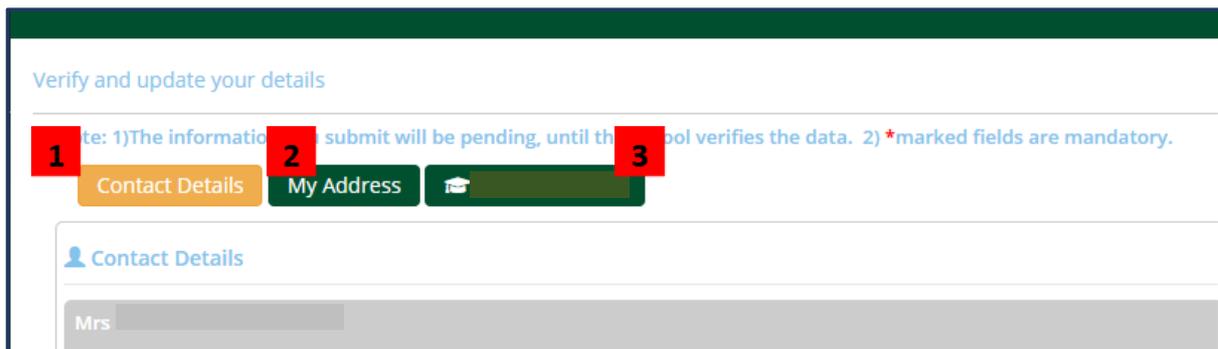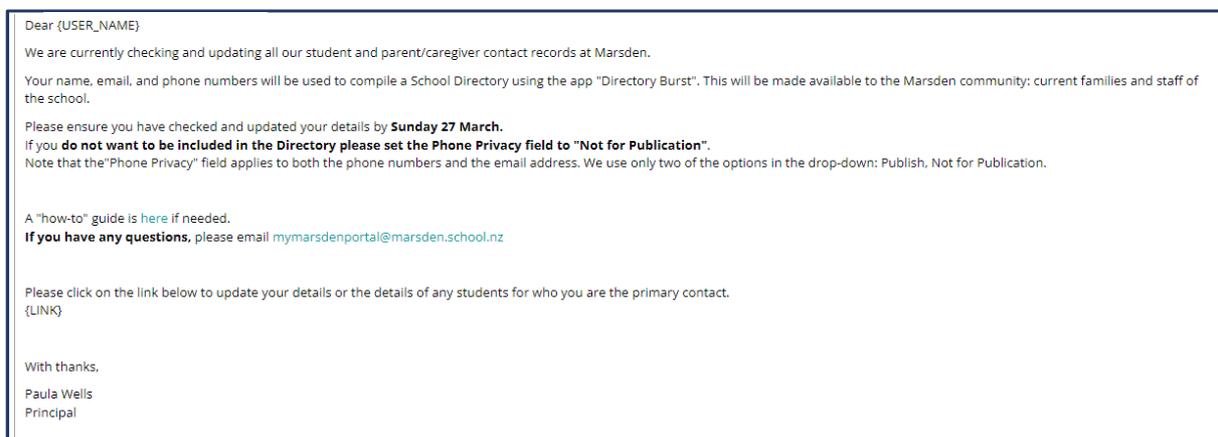# Update to parent/caregiver & student details

The information in this guide explains how to review and update student and parent/caregiver information.

You will have received an email similar to the screen shot below. Click the link in the email to open the *Update Profile* screen.

Dear {USER_NAME}

We are currently checking and updating all our student and parent/caregiver contact records at Marsden.

Your name, email, and phone numbers will be used to compile a School Directory using the app "Directory Burst". This will be made available to the Marsden community: current families and staff of the school.

Please ensure you have checked and updated your details by **Sunday 27 March.**
If you **do not want to be included in the Directory** please set the Phone Privacy field to **"Not for Publication".**
Note that the "Phone Privacy" field applies to both the phone numbers and the email address. We use only two of the options in the drop-down: Publish, Not for Publication.

A "how-to" guide is here if needed.
If you have any questions, please email mymarsdenportal@marsden.school.nz

Please click on the link below to update your details or the details of any students for who you are the primary contact.
{LINK}

With thanks,

Paula Wells
Principal

Verify and update your details

te: 1)The informatio   submit will be pending, until th   ool verifies the data. 2) *marked fields are mandatory.

1 **2** **3**

Contact Details   My Address
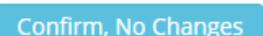
👤 Contact Details

Mrs

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1. **Contact details** for the Primary (meaning main) parents/caregivers, including the phone/email privacy setting.
2. **Address details** of the Primary caregivers
3. **Student details**. There is a tab for each student.

- If a caregiver is flagged as an "Alternate" caregiver, they will only receive their own personal information to update, not the student information.
- If a field is greyed out, the information is read-only.
- There is a **Save** button on each tab if information has been updated.

Save Contacts

- Check each tab and if all information is correct, press the "Confirm, No Changes button" (top right) to confirm that the records are correct.
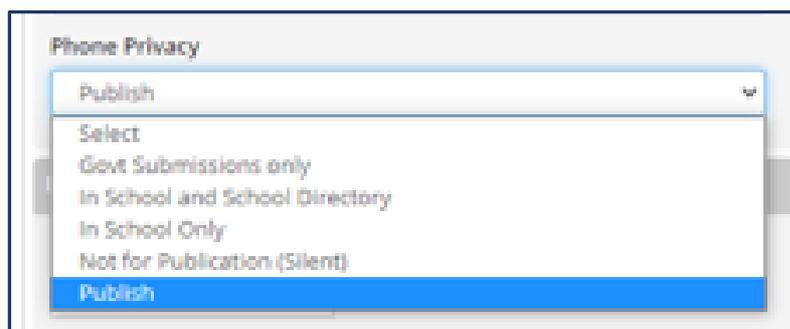
If NO changes, please click: Confirm, No Changes

Explanations:

Phone Privacy (on the Contacts tab)
This applies to all phone numbers and your email address. If you **do not want to appear** in the digital School Directory (yet to be published), **choose "Not for Publication"**.
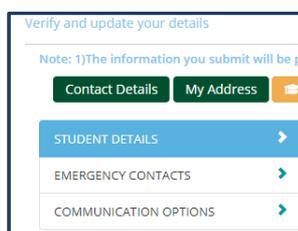Note, we only use two of the drop-down options: Not for Publication, Publish

Student Details Tab
There are three tabs to check:

1. Student Details
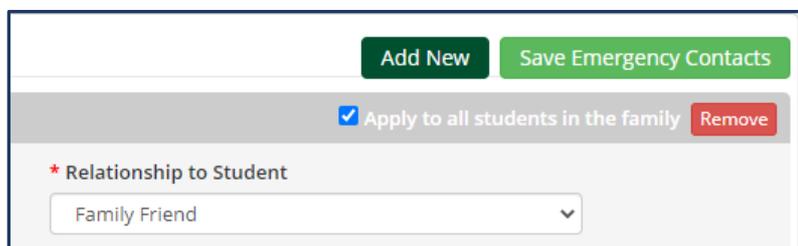2. Emergency Contacts
3. Communication Options

1. **Student Details**
   All fields are self-explanatory and the editable fields are not mandatory

2. **Emergency Contacts**
   This is **someone other than the parents/caregivers** that can be contacted in the case of an emergency, such as evacuation, medical incident.
   On this screen, you can "Add New" or "Remove" an Emergency Contact. The "Relationship to Student" field is mandatory.
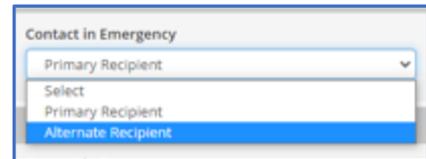

3. **Communication Options**
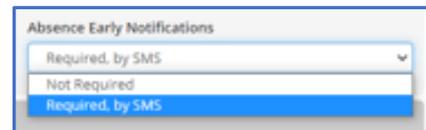
Contact in Emergency

Who to call in an Emergency. The options are Primary, Alternate or Select (meaning do
not contact). If a parent/caregiver cannot be reached, any
Emergency Contact (listed on the Emergency Contacts tab)
will be contacted.

Absence Early Notification

At present, if the school has not been notified of a student's absence, we contact the parents by
phone. Soon to be introduced is a system where the initial
notification of an unreported absence will be via text
message (SMS). This field indicates whom that text
message will be sent to. It can be multiple
parent/caregivers.

REMEMBER TO SAVE ANY CHANGES