



IMPORTANT

Update Your Contact Information

Why?

Keeping your contact information current with your child's school is extremely important. It's how we ensure clear and consistent communication with families through email, text messages, and phone calls.

In addition to crucial emergency notifications and important school-wide announcements, your correct contact information is necessary to receive communications from our "Rooms" communication tool. This includes email and text messages sent through the platform that allow you to connect directly with teachers for classroom updates, assignments, and secure two-way messaging.

By keeping your information current, you ensure you don't miss any vital information about your child's education and well-being.

Questions

Call your child's school or the Student Registration Office at 518-881-3771.



How to Update Your Contact Information

Parent Portal

The fastest and easiest way to update your information is through the Parent Portal. You can submit changes to your phone number and email address directly from your computer or phone at any time. To submit a change, log in to Infinite Campus/Parent Portal and click on "More" at the bottom of the menu.



At Your Child's School

If you prefer to update in person, you can visit the school's main office during business hours. A staff member can help you submit updates to your email and phone number on-site.

Student Registration Office

For changes to your home address, please contact the Student Registration Office. This office is responsible for updating all address, email, and phone number changes for student records.