

## Annual Updates Online in Home Access Center (HAC)

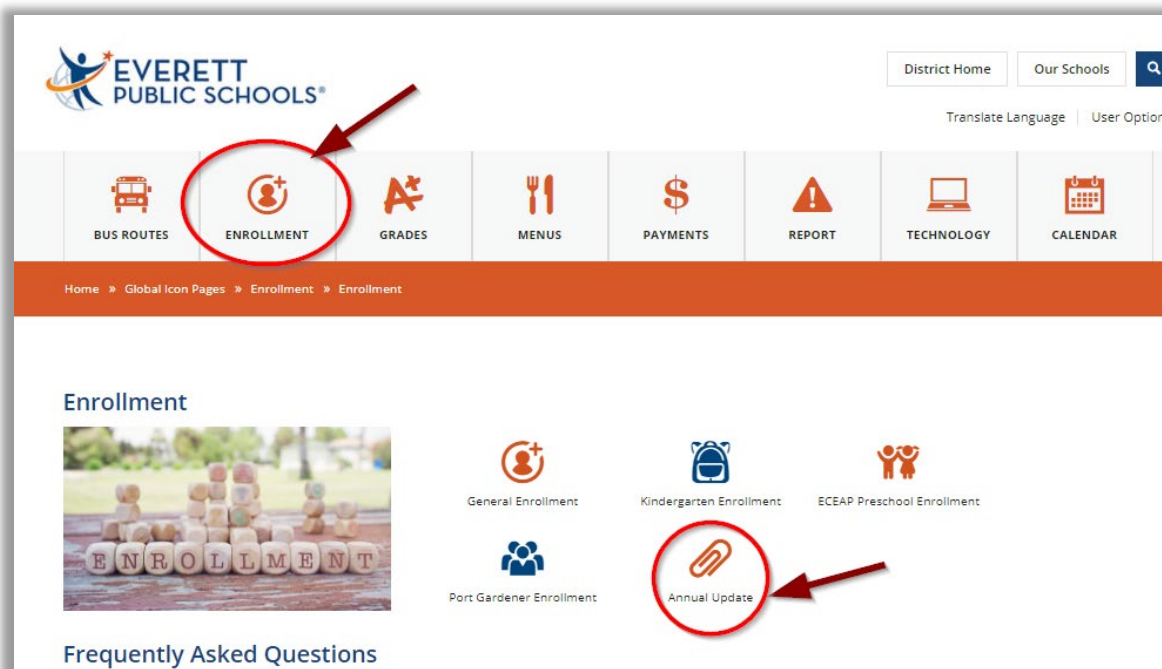
Each year there will be a window of time where families are asked to complete an annual update to their children's information. The window will typically be in the first two months of school.

Each family will receive an email letting them know that the Annual Update window has launched and asking one guardian to complete the annual update of information for each of their children. The information requested varies depending on each child's grade level including:

- Contact information for student, guardians and emergency contacts
- Priority setting of contacts
- Health and transportation updates
- Agreements, document updates, etc.

While each household has a guardian, who receives the email – qualifying guardians can log in to the Home Access Center (HAC) to complete the updates. The updates can only be submitted by one guardian.

More information about the Annual Update can be found linked under [Enrollment](#).

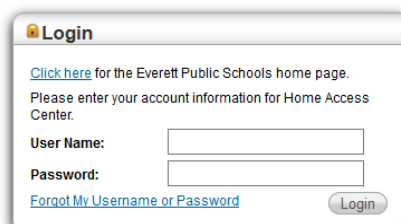


Click on the [INFO](#) icon to sign into HAC.



The Annual Update forms are found within the [Home Access Center \(HAC\)](#).

Enter your username/password\*:



**Login**

[Click here](#) for the Everett Public Schools home page.

Please enter your account information for Home Access Center.

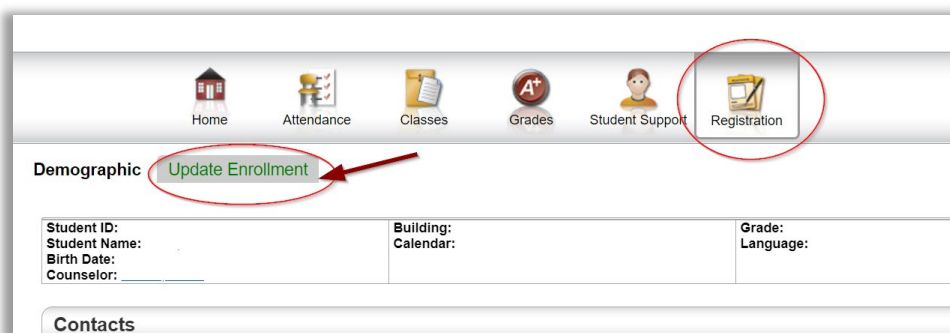
User Name:

Password:

[Forgot My Username or Password](#)

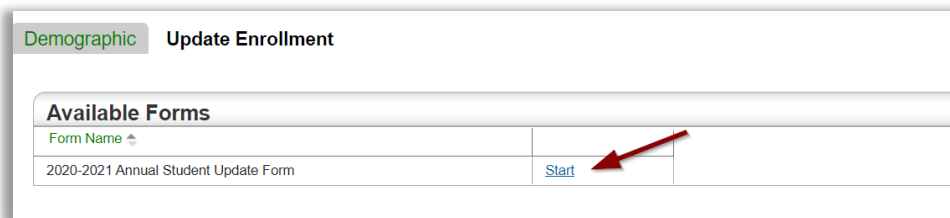
\* Parents will log in using the same credentials for Gradebook and Canvas Parent websites. Parent/guardian username is traditionally your first initial, period, last name such as J.Doe for John Doe. If you do not know your parent/guardian username and password, please see this [link for further instructions](#).

Once signed into [HAC](#), you will see there are multiple tabs of information. **Registration** tab is where you will find the link for the Annual Update



The screenshot shows the HAC dashboard with a navigation bar containing icons for Home, Attendance, Classes, Grades, Student Support, and Registration. The Registration icon is circled in red. Below the navigation bar, the 'Demographic' section is active, showing a green 'Update Enrollment' button with a red arrow pointing to it. Below this button are fields for Student ID, Student Name, Birth Date, Counselor, Building, Calendar, Grade, and Language. A 'Contacts' section is visible at the bottom.

Selecting Update Enrollment leads to the link where the Annual Update starts.



The screenshot shows the 'Update Enrollment' page with a 'Demographic' tab. Under the 'Available Forms' section, there is a table with the following content:

Form Name	
2020-2021 Annual Student Update Form	<a href="#">Start</a>

A red arrow points to the 'Start' link in the table.

The form has several parts – and may look slightly different for each child and information needed at that child's school level. Information for each segment can be saved and revisited at different times prior to final submission.

Please note: each child needs at least one emergency contact who is not a listed guardian. Up to five total emergency contacts are allowed per child.

The Summary screen will highlight any required updates on any segment that was missed in the process.

Annual Student Update Form

Introduction

## Online Annual Student Update Form 2020-2021

Welcome to Everett Public Schools' Annual Student Update Form . Please follow the steps below to continue. Please plan on 10-15 minutes to complete the update process.

1. Click "Next" on this page, and enter the information requested by the online forms.  
Note: Required fields are marked as "Required", and Everett Public Schools will receive the data exactly as it is entered. Please be careful of spelling, capitalization, and punctuation.
2. You will have a chance to review your information on the "Summary" page.
3. Click "Submit" to send your enrollment information to the school.  
On the submission confirmation page you will have the opportunity to print out a copy of your Annual Student Update Form 2020-2021 to keep for your records. Note: Once the form is electronically submitted, you will receive an e-mail confirmation.

Some changes, like changes of address or changes to guardianship, require supporting documentation. Supporting documents include proof of address, updated custody or parenting plans, or other legal documents, and any healthcare documents or authorizations you may need for the current school year.

If you request updates to your student record that require supporting documentation, and are not able to upload it, then school staff will contact you to follow up.

## Updating Additional Students

Previous Next

When the form is successfully submitted – the Update Enrollment screen will show the status as submitted and allow guardians to View.

Demographic Update Enrollment

**Available Forms**  
No forms are available at this time.

**In Progress/Submitted Forms**

Form Name	Status	Started Date	Submitted Date	Edit/View
2020-2021 Annual Student Update Form	Submitted	11/22/2020 12:50 PM	11/22/2020 1:14 PM	<a href="#">View</a>

If you have multiple children in the district, you will see in the upper right corner the option to change student name. That will allow you to find each child's form. If you do not see all the students you expect to see, please contact your children's school and ask them to link your children.

Translated versions of this document is available in <https://www.everettsd.org/Page/26203>

If you have questions, please check out our [Annual Student Information Updates Online Frequently Asked Questions document](#).