

Annual Updates Online in Home Access Center (HAC)



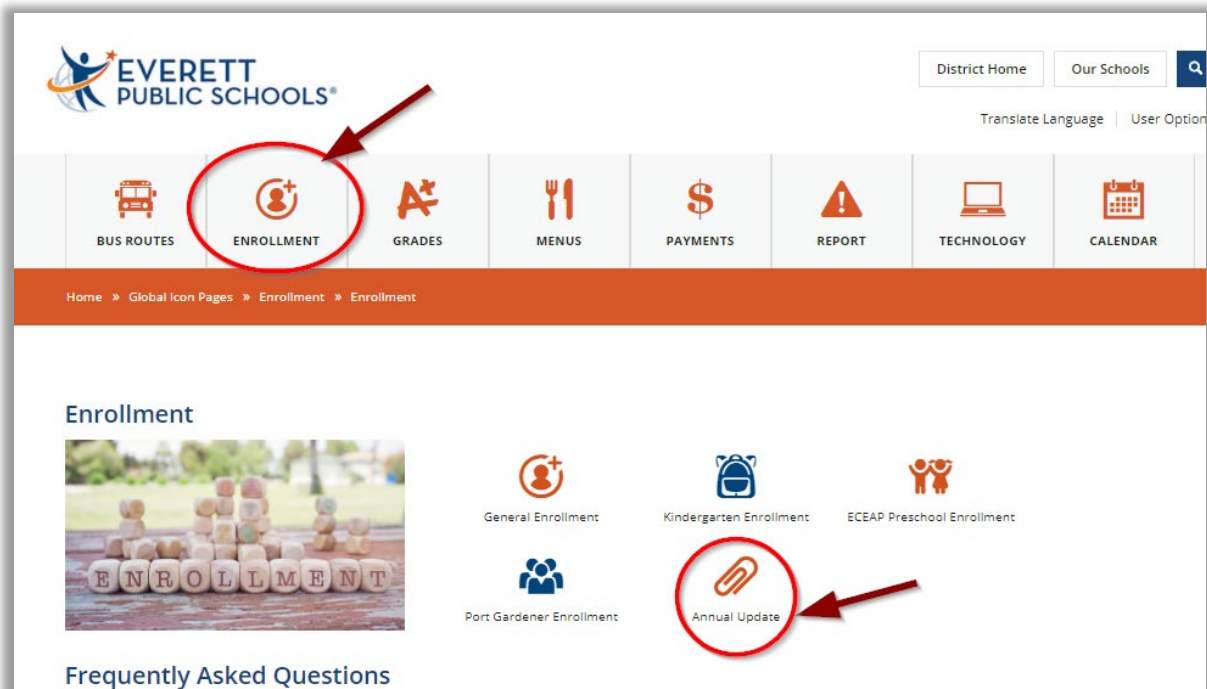
Each year there will be a window of time where families are asked to complete an annual update to their children's information. The window will typically be in the first two months of school but since the 20-21 school year is the first time this process will be offered online the window will begin December 2, 2020 and run through March 2021.

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.

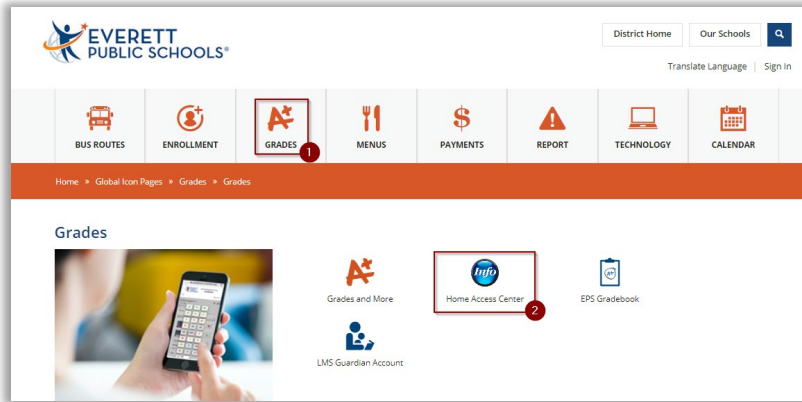
More information about the Annual Update can be found linked under Enrollment.



The screenshot shows the Everett Public Schools Home Access Center (HAC) website. At the top left is the logo for Everett Public Schools. To the right are links for "District Home" and "Our Schools", and a search icon. Below these are links for "Translate Language" and "User Options". A navigation bar contains icons for "BUS ROUTES", "ENROLLMENT", "GRADES", "MENUS", "PAYMENTS", "REPORT", "TECHNOLOGY", and "CALENDAR". The "ENROLLMENT" icon is circled in red with an arrow pointing to it. Below the navigation bar is a breadcrumb trail: "Home » Global Icon Pages » Enrollment » Enrollment". The main content area is titled "Enrollment" and features a photo of wooden blocks spelling "ENROLLMENT". Below the photo are five icons representing different enrollment categories: "General Enrollment", "Kindergarten Enrollment", "ECEAP Preschool Enrollment", "Port Gardener Enrollment", and "Annual Update". The "Annual Update" icon is circled in red with an arrow pointing to it.

The Annual Update forms are found within the Home Access Center (HAC).

To sign into HAC, go to Everett Public Schools' website: www.everettsd.org and click on the **A+ Grades** tab, then [Home Access Center](#).



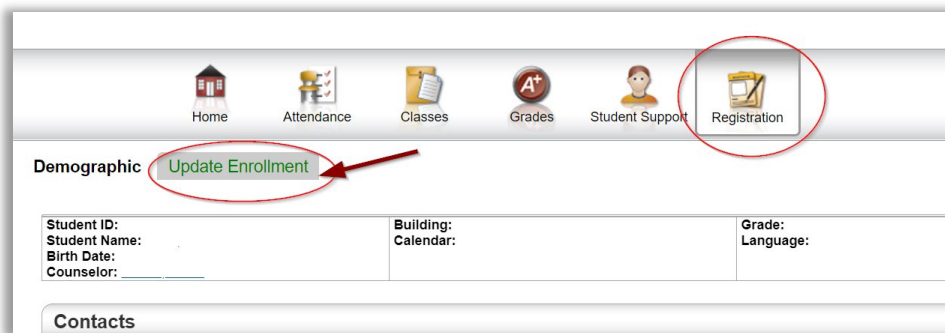
Enter your username/password*:

The screenshot shows a 'Login' form. It includes a link to the home page, instructions to enter account information, and fields for 'User Name' and 'Password'. There is a 'Forgot My Username or Password' link and a 'Login' button.

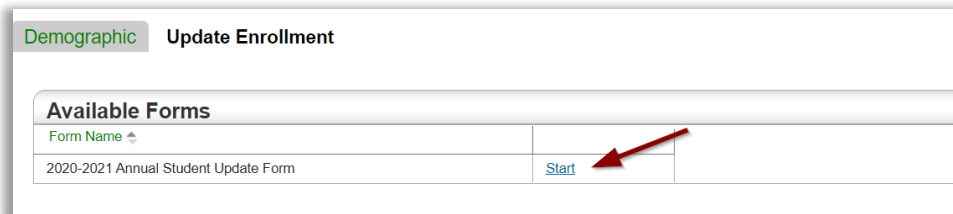
*If you do not know your username and password, please email lms@everettsd.org using your email on file at the school. Please include the name(s) of all your students, your name and relationship to the student(s). Upon receipt of the email, LMS will verify that you have web access allowed and reset your password.

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 (Starting December 2, 2020)



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



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.

Introduction

Online 2020-2021 Annual Student Update Form

Welcome to Everett Public Schools' 2020-2021 Annual Student Update Form. Please follow the steps below to continue. Please plan on 10-15 minutes to complete the update process.

- 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.
- You will have a chance to review your information on the "Summary" page.
- 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 2020-2021 Annual Student Update Form 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

The link to the 2020-2021 Annual Student Update Form is unique to each student. To update information for other students, please launch the form for that student using the link in Home Access Center for that student *after* completing the current form. **Only one form can be open at a time per Enrollment account, otherwise data may be cleared.**

If you are unable to complete this form, you will be able to save and return to complete it later through the parent portal.

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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	View	

If you have multiple children in the district you will see in the upper right corner the option to Change Students. 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.