

Annual Updates Online in Home Access Center (HAC)



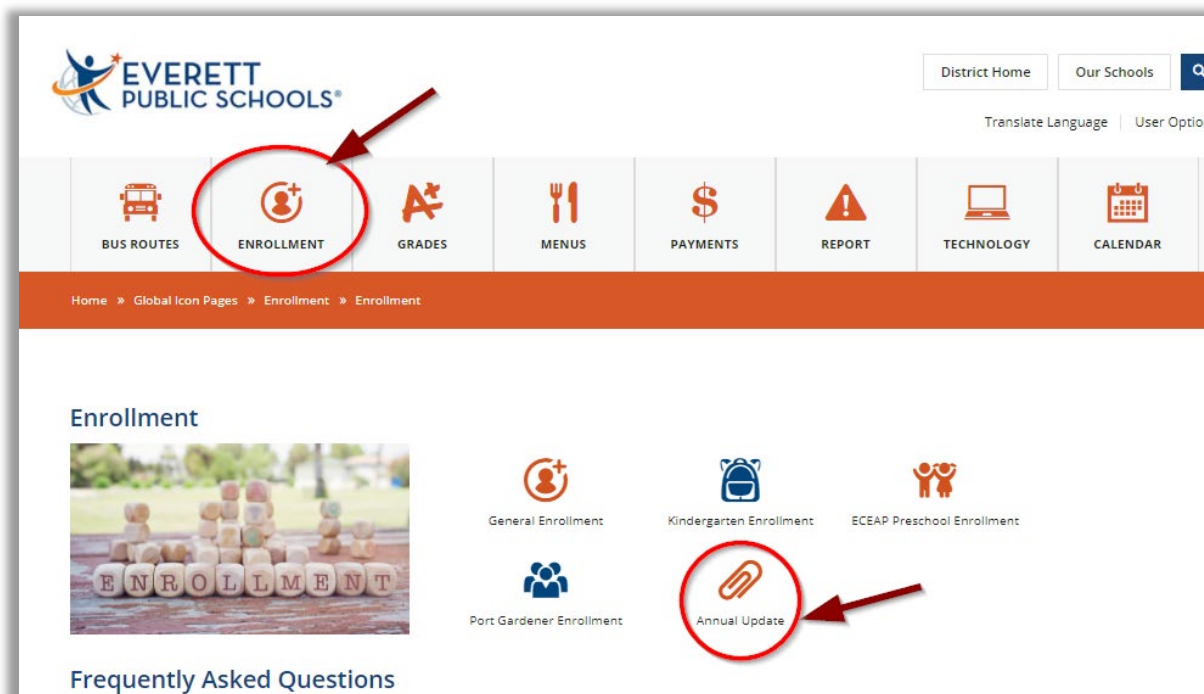
Each year there will be a window of time where families are asked to complete an annual update to their children's information. The window will typically be in the first two months of school.

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.

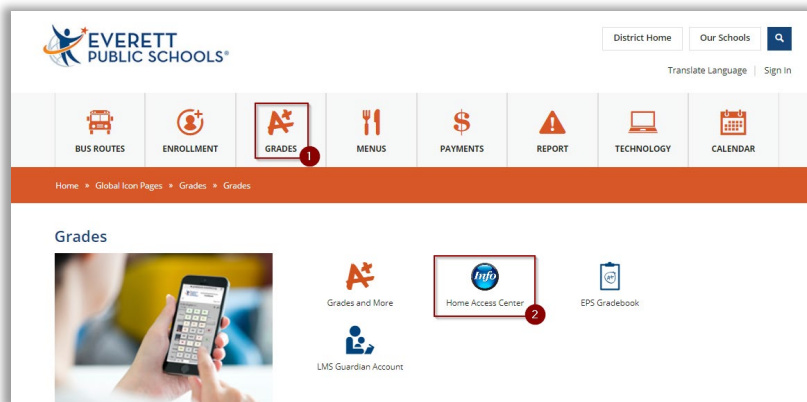
While each household has a guardian, who receives the email – qualifying guardians can log in to the Home Access Center (HAC) to complete the updates. The updates can only be submitted by one guardian.

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



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*:

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](#)

*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

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

Form Name	Start
2020-2021 Annual Student Update Form	Start

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.

The screenshot shows the 'Introduction' page of the 'Online Annual Student Update Form 2020-2021'. On the left is a sidebar menu with options: Annual Student Update Form, Introduction (selected), Form, Student, Ethnicity and Race, Family, Emergency, Priority, Health, Transportation, Agreements, Document Upload, Signature, and Summary. The main content area has a heading 'Introduction' and 'Online Annual Student Update Form 2020-2021'. Below this is a welcome message and three numbered instructions: 1. Click 'Next' on this page, and enter the information requested by the online forms. 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. A note mentions that required fields are marked as 'Required' and that data is entered exactly as provided. A red warning message states: '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.' At the bottom, there is a section titled 'Updating Additional Students' and two buttons: 'Previous' and 'Next'.

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.

The screenshot shows the 'Update Enrollment' screen. At the top, there are tabs for 'Demographic' and 'Update Enrollment'. Below this is a section titled 'Available Forms' with the message 'No forms are available at this time.' Below that is a section titled 'In Progress/SubMITTED Forms' containing a table with the following data:

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 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>