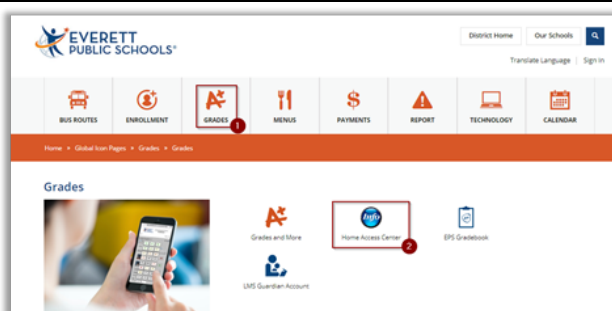


## Student Update Short Form in Home Access Center (HAC)

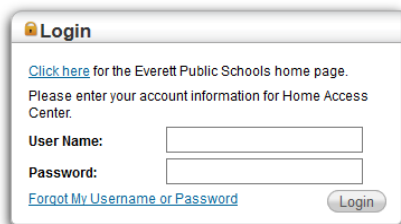
The Student Update Short Form is the compressed version of the Annual Student Information Update Form that occurs from August to October. The Student Update Short Form is available in HAC and will be open to guardians/parents from November to June with limited functionalities such as:

- Sign the annual agreement forms
- Update Guaranteed Admissions Release to colleges/universities
- Update release to ASB/Athletics
- Update contact priority order
- Remove emergency contacts

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



**Step Two:** Enter your username/password\*:



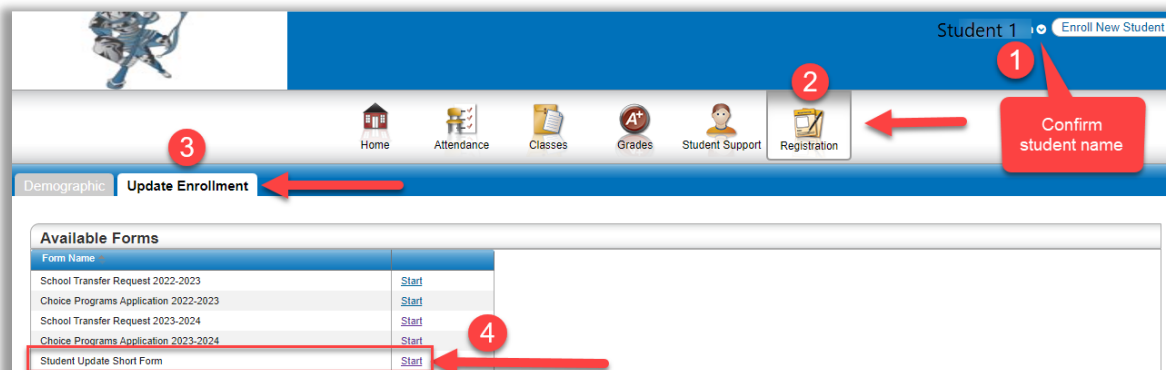
Parents will log in using the same credentials for Gradebook and Canvas Parent websites.

Parent/guardian username is traditionally your first initial, period, last name (example J.Doe for John Doe). \*If you do not know your parent/guardian username and password, please go to <https://www.everettsd.org/grades> for further instructions.

**Step Three:** Once signed into [HAC](#), you will be in the **Registration** tab. Confirm the student's name on the top-right. If you have multiple students, you can click on the drop-down to change the student's name.

Click on the **"Update Enrollment"** tab. Look for the Student Update Form and click on the **"Start"** button to access the Short Form.

A new window will open to begin the Student Update Short Form. Click Submit when done.



The screenshot shows the Home Access Center interface. At the top right, there is a dropdown menu for 'Student 1' with an 'Enroll New Student' button. Below this is a navigation bar with icons for Home, Attendance, Classes, Grades, Student Support, and Registration. The 'Registration' tab is selected. Below the navigation bar, there is a 'Demographic' tab and an 'Update Enrollment' button. The 'Update Enrollment' button is highlighted with a red arrow and the number 3. Below this is a table titled 'Available Forms' with columns for 'Form Name' and 'Start'. The table lists several forms, including 'School Transfer Request 2022-2023', 'Choice Programs Application 2022-2023', 'School Transfer Request 2023-2024', 'Choice Programs Application 2023-2024', and 'Student Update Short Form'. The 'Student Update Short Form' row is highlighted with a red box and the number 4. A red arrow points to the 'Start' button in the 'Start' column for the 'Student Update Short Form' row. A red callout box with the number 1 and the text 'Confirm student name' points to the 'Student 1' dropdown menu. A red callout box with the number 2 points to the 'Registration' tab in the navigation bar.