Parent Portal – Contact Verification
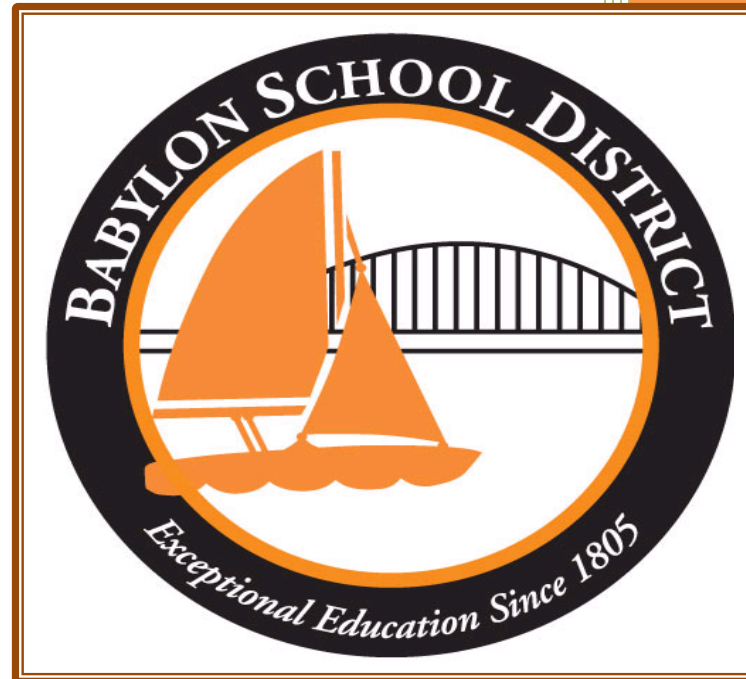
As the Babylon UFSD continues its effort to "Go Green", we'd like to be sure that all student records are up to date. In order to do this, we are asking that all parents log into the Parent Portal and verify that the personal and contact information regarding their student(s) is accurate.

Parents/guardians who live in the household will be able to update: student information, household information (except household address), guardian information (primary guardian and guardian 2, when they both live in the household), emergency contact information, physician information, employer information, additional information, and student information.

Parents/guardians who do not live in the household will be able to update: student information, their personal information, and the employer information sections. No other section can be completed by a guardian who lives outside of the household.

Contact Verification:

In order to verify your account records please make sure you have the most up to date information:

- ❖ Student's full name
- ❖ Household phone number(s)
- ❖ Household or valid email address
- ❖ Parent/Guardian full name
- ❖ Student Phone Number (when applicable)
- ❖ Emergency Contact Information
- ❖ Physician Information
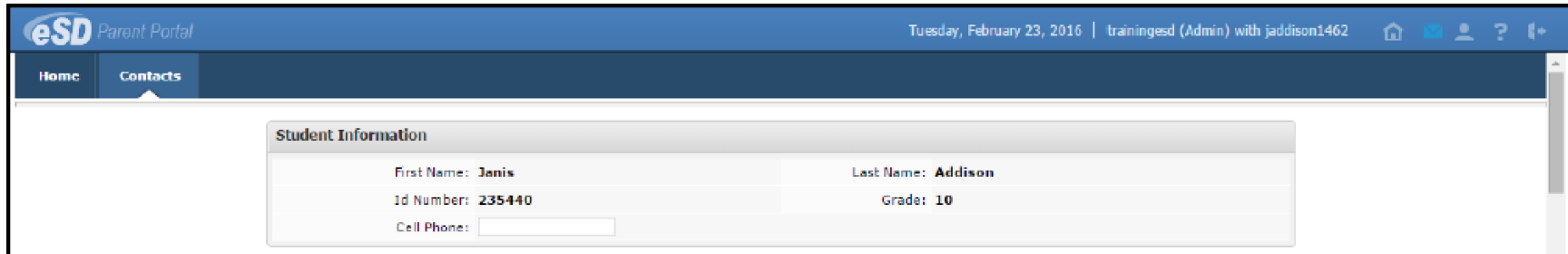- ❖ Employer Information

Step 1: **Go to the following URL**

https://parent.ioeducation.com

Log into your account using your username and password.

Step 2: Navigating to the Contact Verification Page

In order to get to the verification page, you must first navigate to Profile from the navigation menu. Under your student's picture and name, you will see a contact verification button. Left-click this button one time and it will take you to the contact verification page.

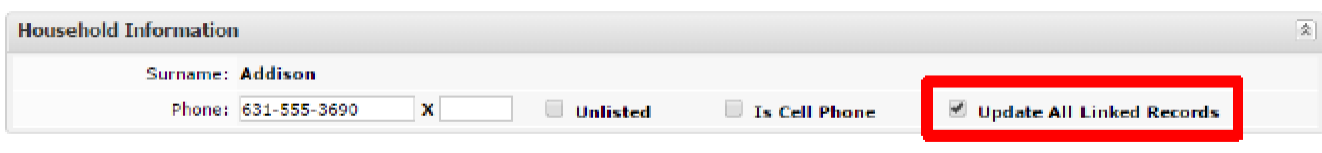**Step 3:** Contact Verification Page – Student Information

The contact verification page is broken down into several sections. The first section is student information. Here you will be able to add your student's phone number. This phone number will be utilized by the district for emergency notifications from our School Messanger System.

*It is up to the parent whether they want to include this information as it is not a mandatory item. Students will receive text messages and phone call notifications from the school district where charges could apply. The district is not responsible for any bill associated with your student's phone.

Step 4: Contact Verification Page – Household Information

The second section of the contact verification page is household information. Here you will be able to update the main contact phone number for the household. Please check, "Unlisted", if it is an unlisted number. Please check, "Is cell phone", if the main household number is now a cell phone. Please check, "Update all linked records", to update the main contact phone number for all students associated with your household.

*You may not update an address for a household. You must come to the Babylon UFSD with the appropriate documentation to change the address. Please contact the district registration office at 631 893-7921 for further information.

Step 5: **Contact Verification Page – Guardian Information**

Under guardian information you will be able to change several items. The first is the contact priority. This will allow you to change the priority of who the district will call in case of an emergency.

*Note: This can include the emergency contact list and physician.

You can also update your phones listed. When adding a phone, click add phone and enter the entire phone number including the area code. Check the box if it is unlisted, add the phone priority (of the numbers associated with the guardian). You can also have the daily attendance calls sent to one or all of your listed phone numbers.

*Note: You may not edit the main household number here.

You can perform the same steps for guardian 2 as guardian 1 above.

You can also update your email addresses. When adding an email address, click add email. Enter the email address and the email type.

*Note: The emails will be utilized when sending information home to you in regards to your student. Please verify that you have correctly entered this information or you might miss critical data regarding your student throughout the year.

Step 6: Contact Verification Page – Emergency Contact Information
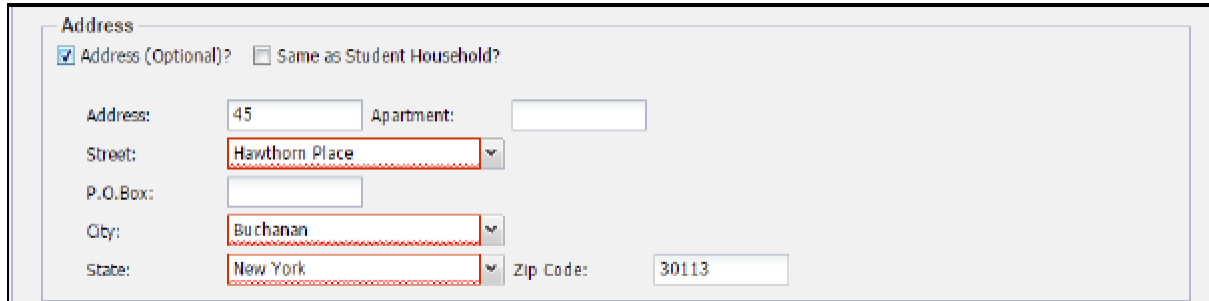
Here you will be able to add/edit/delete the emergency contact information outside of the main guardians of your student(s). To add a new emergency contact, click contact and fill out all the fields: First Name, Last Name, Gender, Relationship, Contact Priority, Address (Optional), Phone, and email information.

*When adding the optional address, you can choose same as student household and the information will be populated for you. If it is not, you will need to manually enter the address into the system. If you are unable to please contact the technology department at 631-893-7983 for assistance.

If you wish to delete an emergency contact you can do so from here as well. ***Please remember if you delete this information, you will need to re-enter it all, in order to add that emergency contact back. Please only delete the information if the individual is no longer a viable emergency contact for your student.

Step 7: Contact Verification Page – Physician Information
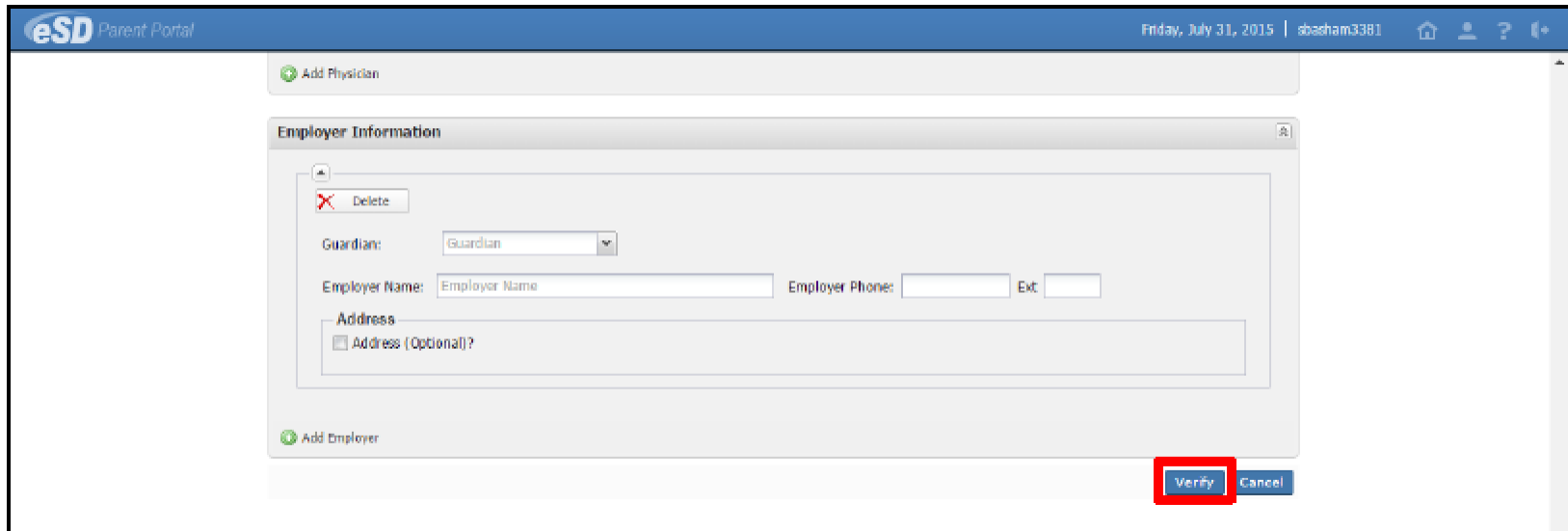
Here you will be able to add/edit/delete the physician contact information of your student(s). To add a new physician, click contact and fill out all the fields: First Name, Last Name, Gender, Contact Priority, Address (Optional), Phone, and email information.

If you wish to delete a physician you can do so from here as well. ***Please remember if you delete this information, you will need to re-enter it all, in order to add that emergency contact back. Please only delete the information if the individual is no longer an viable emergency contact for your student.

* If you are unable to please contact the Technology Department at 631-893-7983 for assistance.

Step 8: **Contact Verification Page – Employer Information**

Under the employer information section you will be able to add/edit/delete your current employment.

Step 9: **Verification**

Once you have reviewed all the information and have made any necessary changes, please choose the verify button. *If you choose cancel, or leave this page before choosing the verify button, the verification process will not be complete.

If for any reason during this process you need assistance, please contact the Technology Department at 631-893-7983