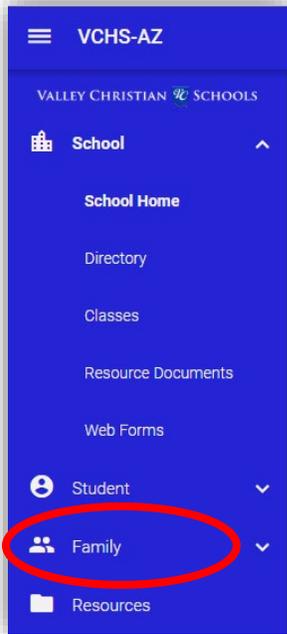


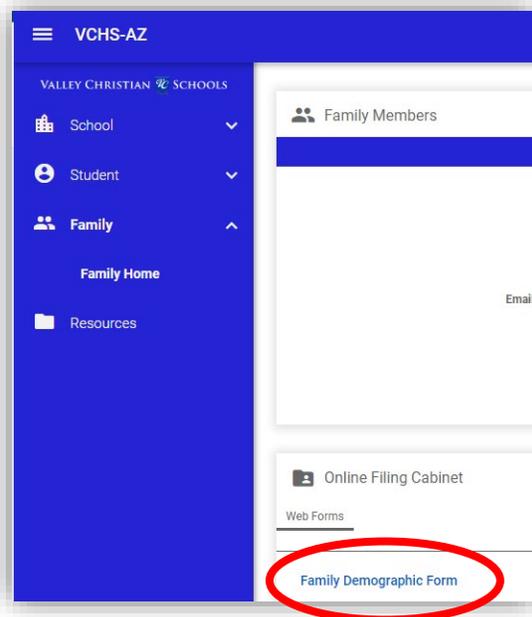


How to Update Family Information & RenWeb Preferences

1. Log into RenWeb and click “Family”.



2. In the “Web Forms” section select “Family Demographic Form”.



3. Select a form to change or update information.

- Choose Student Demographic Form to update a student's name, address, contact info, or automobile information.
- Choose Student Medical Form to update a student's doctor information, medication preferences, medical conditions, or allergies
- Choose Custodial Parent Form to update a parent's contact information, gradebook notification settings, and school directory preferences.
 - For Gradebook Notifications, change the settings to
 - Daily or Weekly would give you an overall snapshot of your student's grades.
 - Once you have signed up for gradebook notifications, you will then also receive automatic emails when a student has missing assignments or a "0" entered in the gradebook.

Enrolled Students
[Redacted] Student Demographic Form

Student Medical
[Redacted] Student Medical Form

Custodial Parents
[Redacted] Custodial Parent Form
[Redacted] Custodial Parent Form

Emergency Contacts:
[Redacted] Emergency Contacts
[Redacted] Emergency Contacts

Transportation
[Redacted] Transportation Form

Grandparents
Add Person Add Grandparents

Auto Email Gradebook Progress Report: 0

Send updates on Offers and Services: Never No

Directory: Block Name: Daily No

Directory: Block Address: Weekly No

Directory: Block Email: Yes No

- Choose Emergency Contacts to add/change emergency contacts in case you are unable to be reached in an emergency.
- Choose Transportation to update information for approved transportation contacts.

4. At the bottom of each form there is a Save button. You must click the Save button for the system to keep your changes. Your changes will be lost if you click another menu item or the "back" button in your browser before you click the Save button.

Preferences

Auto Email Gradebook Progress Report WEEKLY

Auto Email Gbk Zero Warning Yes No

Block Name from School Directory Yes No

Block Address from School Directory Yes No

Block Phone from School Directory Yes No

Block Email Address from School Directory Yes No

Save

All changes must go to an administrator for approval so you will not see the updates immediately.