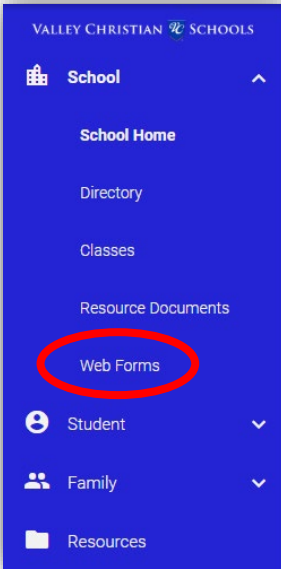# Updating Information for a Student, Parent, or Family via FACTS Family Portal & RenWeb Preferences

1. Login to RenWeb
   - RenWeb link: https://familyportal.renweb.com
   - District Code: VCHS-AZ
   - Press Next
   - Enter username and password
   - Press Log In
2. Click "Web Forms".

3. In the "Web Forms" section select the appropriate level school "Family Demographic Form". For example, for a parent of a high school student choose High School Family Demographic Form.
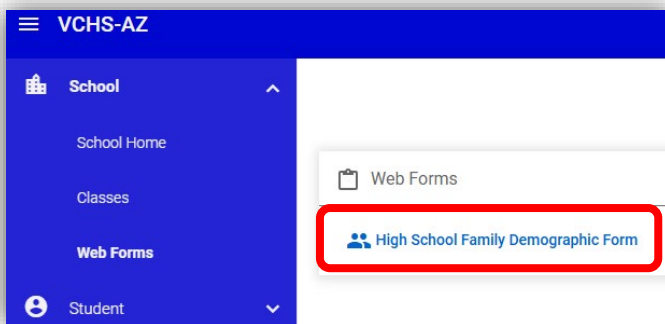
4. On the "Family Demographic Form" page you may modify or update information for each specific form --- Student Demographics, Student Medical, Custodial Parent, Emergency Contacts, Transportation, and Grandparents. More details about each of these sections are given below.

5. After updates are made, please make sure to scroll to bottom of form and press SAVE button.

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

Updates/Forms Available Under Family Demographic Form

As the need arises throughout the school year, parents can update and make changes to important information related to their child/children and family via FACTS Family Portal using the web form called Family Demographic Form. Parents can change demographic information for students, parents, and families. Parents can also update student medical information, emergency contact information, transportation for student rides information, and grandparent's information.

Family Demographic Form Information Categories

- ✓ Enrolled Students
- ✓ Emergency Contacts
- ✓ Student Medical
- ✓ Transportation
- ✓ Custodial Parents
- ✓ Grandparents

Enrolled Students – Student Demographic Form

The **Student Demographic Form** has 3 sections. If you have more than one child in attendance at VCS, there is a separate form for each child, and each must be updated separately. The **Student Demographic Form** includes:

- Demographic Details (Name, Preferred Name, Birthdate, Gender, & Ethnicity)
- Contact Information (Family Phone Numbers, Student Email, and Address). Please do not change the student email that is assigned by the school.
- Religious Affiliation (Denomination and Church Information).

If your family moves or changes churches during the school year, you can update and make those changes for your child on the **Student Demographic Form.**

Student Medical – Student Medical Form

The **Student Medical Form** has 5 sections. If you have more than one child in attendance at VCS, there is a separate form for each child, and each must be updated separately. The **Student Medical Form** includes:

- Demographic Details (Name Information)
- Physician and Insurance (Student's Doctor Information)
- Student's Dentist Information
- Preferred Hospital Information
- Permission to Treat Information
- Insurance Information
- Medication Information
- Medical Condition Information
- Allergy Information

If your child changes doctors, your family changes insurance, or your child has changes in medicine, medical condition, or allergy information during the school year, you can update and make those changes for your child using the **Student Medical Form.**

Custodial Parents – Custodial Parent Form

The **Custodial Parent Form** has 5 sections. There is a separate form for each parent. The **Custodial Parent Form** includes:

- Demographic Details (Name Information, Birthdate, Marital Status, & Gender)
- Contact Information (Phone Numbers, Email, and Address)
- Religious Affiliation (Denomination and Church Information)
- Employment Information (Company, Occupation, Phone, & Address)
- Parent Preferences (Directory Preferences & Parent Alert Preferences).

If your family moves, change churches, your home or cell phone number changes, or your employment information changes during the school year, you can update and make those changes for yourself or your spouse in the **Custodial Parent Form**.

IMPORTANT INFORMATION ABOUT PARENT PREFERENCES SECTION OF CUSTODIAL PARENT FORM:

Auto Email Gradebook Progress Report

The Gradebook Progress Report you can receive is a detailed progress report listing all assignments and grades received for each class your child is enrolled in. You can choose to receive this progress report by changing the frequency of report from Never to Daily or Weekly (**red arrow**). The default is Never.

Send updates on Offers and Services

You can also choose whether you want to receive updates on offers and services from FACTS/RenWeb. These are offers and services from RenWeb not Valley, like the mobile app (**pink arrow**).

Family Directory

The options for blocking information in the Online Family Directory will be set to YES (**orange bracket**). Your personal information is important and should be protected. For security reasons, VCS will not publish your name, address, email, or phone numbers in the Online Family Directory.

Parent Alerts

Parent Alert will send you a text message in the event we have a crisis situation at one of our school campuses. You **may not** opt out of receiving Parent Alert notices. All Parent Alert messages are sent via text message so you most likely will only select Yes for Cell Phone and select No for Home and Work phone (**blue arrows**). You do not have the option to block Parent Alert messages. This must always be set to No (**green arrow**).

Please note, since you will receive **PARENT ALERT TEXT MESSAGES** on your cell phone, you **MUST** have your cell phone number listed in the Cell Phone Field in the Contact Information section of the Custodial Parent Form. FACTS pulls phone numbers for Parent Alert Text Messages from the Cell Phone field of Contact Information, so it must be in this field and not the Home Phone field.

Emergency Contacts – Emergency Contacts Form

The **Emergency Contacts Form** allows parents to enter names of individuals who are approved as Emergency Contacts and their contact information. If you have more than one child in attendance at VCS, there is a separate form for each child. You may update and change your child/children's Emergency Contacts as needed in the **Emergency Contacts Form** throughout the year.

Transportation – Transportation Form

The **Transportation Form** allows parents to enter names of individuals who are approved as Transportation Contacts to drop-off and pick-up your child/children from school. This form includes each approved person's contact information and their relationship to child. If you have more than one child in attendance at VCS, there is a separate form for each child. You may update and change your child/children's Transportation Contacts as needed in the **Transportation Form** throughout the year.

Grandparents – Grandparents Form

The **Grandparents Form** has 2 sections: Demographic Details (Name Information, Birthdate, & Gender) and Contact Information (Phone Numbers, Email, and Address). If your child/children's grandparents move during the school year, change phone numbers, or email addresses, you can update and make those changes in information for a grandparent in the **Grandparents Form.**

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