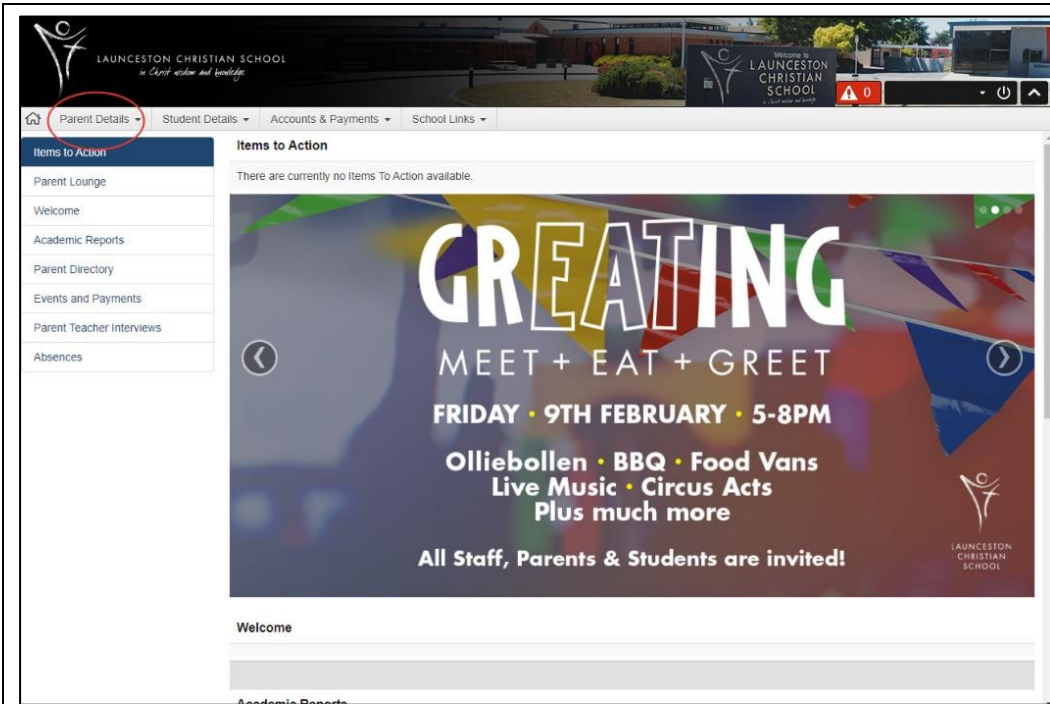


To update parents' details and emergency contact information for a student:



A student's emergency contact information is updated through the Parent Details tab rather than the Student Details tab.

From Parent Lounge, click on **Parent Details**.



From the drop-down box, select **Parent Details**.



Use the **Update** button to update any details. There will be some set fields here that you will not be able to edit.



Once complete, go back to the **Parent Details** tab and select **Address Details**.




Use the **Update Address** or **Update Contact** details to edit needed fields here.

You can also scroll down to add more emergency contacts if needed.


Alt emergency 1


 Add Address

 Add Contact Details

No Details Found


Alt emergency 2


 Add Address

 Add Contact Details

No Details Found


P/CG1 Residential


 Add Address

 Add Contact Details

No Details Found

P/CG2 Residential

 Add Address

 Add Contact Details

No Details Found