Quick Reference Guide

Audience: Families.

Purpose: Learn how to set up and maintain your **child's profile** and how to view your **child's school profiles.**
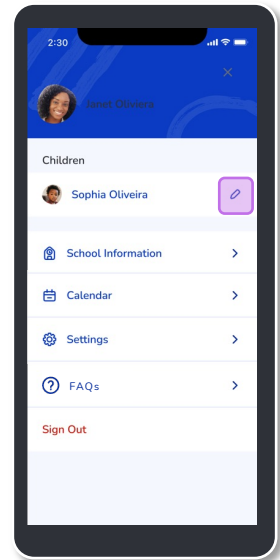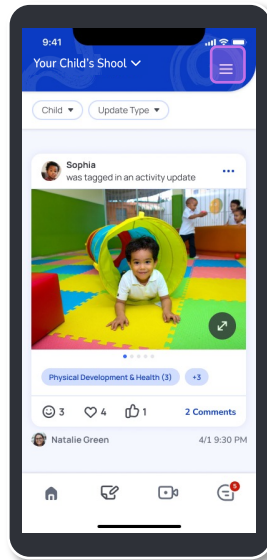
Child Profile

1 Tap the **Menu** button on the top right corner. Tap the **pencil icon** next to your child's name to edit their profile.

**Quick Note:** Only legal guardians for a child are allowed to edit a child's profile.

2 Update information for your child such as:
- **A. Preferred Name**
- **B. About Your Child**
- **C. Who They Live With**
- **D. Languages Spoken in the Home**
- **E. Holidays Observed**
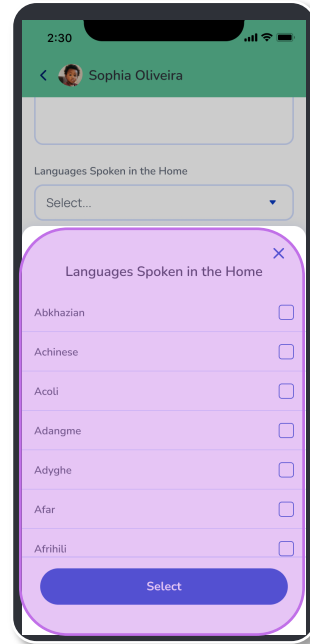- **F. Legal Guardian's Relationship to the Child**

Quick Note: The padlock icon 🔒 means that the information cannot be edited within the app. If you need to make changes to these fields, contact school leadership.
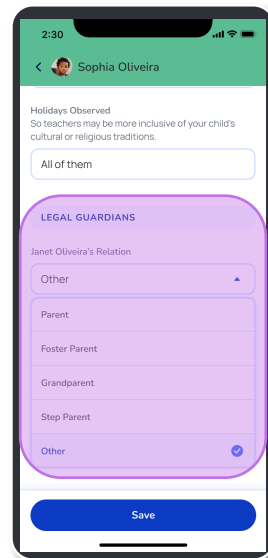
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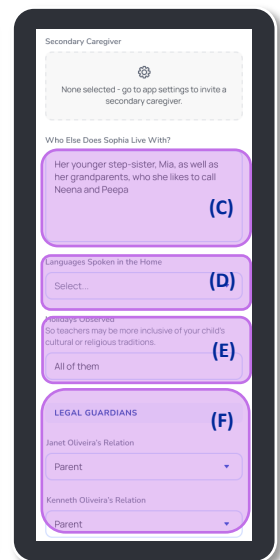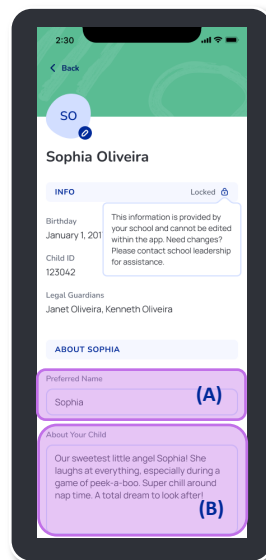
3 Select any **Languages Spoken in the Home** with your child by selecting the corresponding drop-down.

Quick Note: You can select multiple languages, if applicable.

4 Select the relationship **Legal Guardians** have with this child. Choose one from the drop-down.
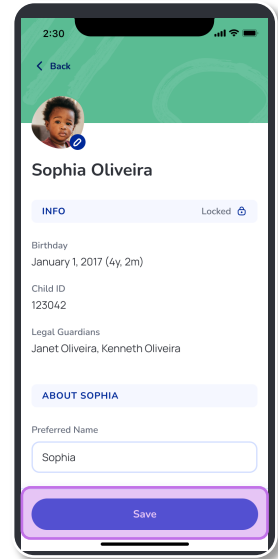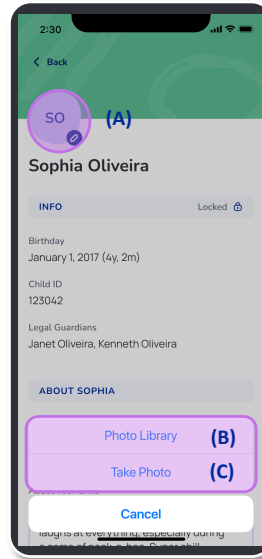

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5

Tap the **avatar or the pencil icon next to the avatar (A)** to add a photo.

Upload a picture from your **Photo Library (B)** or **Take a Photo (C)**.

Tap the **Save** button once your photo has been uploaded.

2:30

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SO **(A)**

Sophia Oliveira

INFO   Locked 🔒

Birthday
January 1, 2017 (4y, 2m)

Child ID
123042

Legal Guardians
Janet Oliveira, Kenneth Oliveira

ABOUT SOPHIA

Photo Library   **(B)**

Take Photo   **(C)**

Cancel

2:30

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Sophia Oliveira

INFO   Locked 🔒

Birthday
January 1, 2017 (4y, 2m)

Child ID
123042

Legal Guardians
Janet Oliveira, Kenneth Oliveira

ABOUT SOPHIA

Preferred Name

Sophia

Save

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School Profile

1 Tap the **Menu** button on top left corner. Tap the **School Information** button to find detailed school information for your child's school.
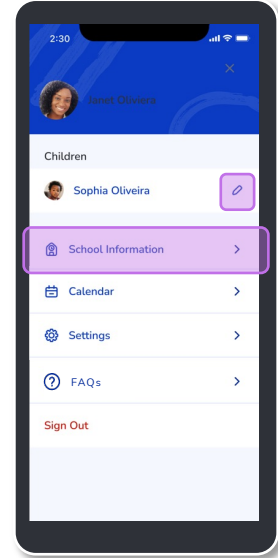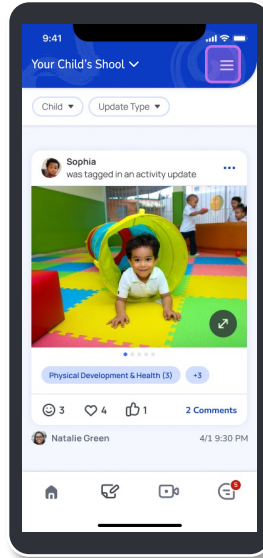
2 Find school information such as **phone number, email, address, school leadership**, and more.

Quick Note: Tap the **Message** button to message with school leadership in the app or tap the **Call** button to call the school directly!

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