

## Setting Priority Contact

Log into Parent Portal

Select More > Family Information

Select the relationship (Mother/Father/Guardian) you would like to update

Contact Information			
Phone	Email		Update

  

Relationships			
Relationship	Phone	Email	Update
Mother/Son			
Parent A			
Relationship	Phone	Email	Update
Father/Son			

Parent A

**Relationship Type \***  
Relationship between  
Mother/Son

**Legal Guardian Relationship**  
This indicates whether the person is a guardian of this student.  
Yes

**Emergency Priority**  
This indicates the order in which a person should be called for this student in an emergency situation (eg. a value of 1 would be Emergency Priority 1).  
1

Select 1 for the parent that will be 1st priority

**Comments**

Then Select Update at the bottom of the screen.

If you would like to designate someone else as 2<sup>nd</sup> or 3<sup>rd</sup> priority, you would repeat this process for that person.