

OnCourse Connect is your parents' way of keeping track of their children's grades, attendance, and other school activity. As parental and student contact information changes, guardians can submit these changes to their school. This guide walks parents through the steps to submit a Contact Change Request.

- To start a change request, log into *OnCourse Connect*.
- Select the *Dashboard* tab
- Click on the *View/Edit Student and Guardian Info* button
- Scroll through the student and parent information and click on the *Update* link associated with the user for which you would like to change information.
- Make all changes. When you are finished, click the *Submit Change Request* button.
- When your request has been submitted, you will see a message on the top of the screen that your changes have been submitted.
- Once a request is submitted you will see the notification button change from *Update* to *Pending Approval*.