



Dear Parents,

The Diocese of Arlington's Office of Catholic Schools is dedicated to sustaining a strong partnership with parents in our effort to provide the very best education for students. PowerSchool is an essential tool to assist us in that endeavor. Parents now have the ability to review and update emergency information for their student. In the event of an emergency, schools will be able to contact you or your designees immediately.

The connection of parent, student, and school can be one of the most influential dynamics to a student's success. We are very excited about how the Parent Portal assists parents to stay informed about student progress and can strengthen the bond between parents and our school communities. We urge you to ensure your student's information is updated.

Thank you for your attention to this very important matter. We ask God to bless you and your family.

Sincerely in Christ,

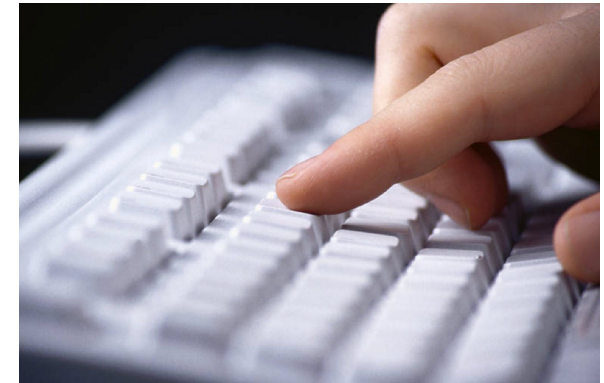
A handwritten signature in black ink, reading "Sr. Bernadette McManigal".

Sr. Bernadette McManigal  
Superintendent

<https://Arlingtondiocese-powerschool.com/public>



## Updating Your Student's Emergency Care information through the Parent Portal



**PowerSchool**  
Parent Portal

The Office of Catholic Schools is now making it easier for families to update important student emergency information.

Your student's emergency care data is now available on line through the Parent Portal to:

- ✓ Review
  - ✓ Update
  - ✓ Enter
- student and family demographic information including home and work:
- phone numbers
  - email addresses
  - mailing addresses
  - medical information
  - emergency contacts

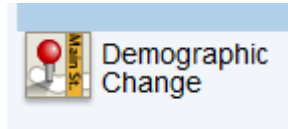
## Step 1 Log In

[www.arlingtondiocese.powerschool.com/public](http://www.arlingtondiocese.powerschool.com/public)

Using school provided access information create your unique user name and password.

(Forgot Password? reset by clicking Need Help on the PowerSchool login page.)

## Step 2 Click Icon



## Step 3 Review the Data

To update, simply click in the box provided to the right and type in the new information. Continue down the screen until all of your additions/corrections have been made.

On file with the school Please make your updates

Brown, Sally

0/0/0

123 New Street  
Arlington, VA 12364

703-555-7823

### Returning Student

Review for accuracy and completeness and enter any information that is missing.

### New Student

Complete all missing information.

## Step 4 Click Submit

Submit

## Frequently Asked Questions

**Who can update?** Demographic update capabilities **will only be given** to the student's legal guardian. All custody issues will be addressed at the school level.

**I have more than one child, do I have to complete the form for each?** The PowerSchool database stores information by student, therefore, you will have to complete demographic information for each student in your family. If you have associated your students in the Parent Portal, their names will appear as tabs along the top of the left-hand side of the page.

**Who should I list as my Emergency Contacts?** Two emergency contacts are required for each student—if you have multiple students, the contacts may be the same for each student. The individuals listed must live in close proximity to the school and be willing to respond.

**When do changes take effect?** Parent/Guardian changes become official when reviewed and accepted by the school. You may be contacted if there is a question about the information submitted.

**Can I resubmit data?** If you made a mistake, you can resubmit the information.

**More questions?** Call the School Office.