

# Back To School Portal

Starting July 15!

Annual Updates

**Important student information and school policies must be reviewed, annually for students in grades 1-12 that are returning to SWL for the 2021-22 school year.**

## The quick and easy way to update in just minutes!

**01.** Visit the website and log in with your student's ID number.

**02.** Follow the prompts on each page, clicking "Save and Next" at the bottom of each page.

**03.** Complete all pages until you see the prompt, "Your online work is done." and the status shows as Pending. It will finalize overnight.

## Unable to locate your student's ID number?

You can log in to Progressbook and find the ID number on grade cards or statements. Your child may also know their school computer login that includes the numbers for their ID (4-6 digits long).

## Annual Updates for Existing Students

The Back To School Portal must be completed by the legal parent/guardian before schedule pick up/teacher assignments. Students will not receive schedules/assignments until your portal response has Finalized. While some of the information you entered last year will already be populated for your review, the portal also allows you to verify/update information such as address, phone numbers, and emergency contacts. This is also where you will acknowledge various school policies, agreements, and handbooks on an annual basis. Kindergarten or new student parents DO NOT complete the Back To School portal as the information from spring enrollment applies for their first year's information and policies.

Once the portal is completed, there is nothing further you need to do unless you have a residence address or custody change that requires documentation to be submitted immediately. For assistance in using the Back To School portal, please contact our registrar Kaylyn Mann via email at [KMANN@LACA.ORG](mailto:KMANN@LACA.ORG) or call District Office at 740-927-3941.

## Update Tips

Emergency Contacts can be kept or edited, replaced, or deleted for the new school year as you complete your portal responses. If you want to keep the same person and change nothing- or if you want to keep the same person and edit their phone number, select *Keep/Edit*. If you want to add a completely different person or to change any part of the name fields for a contact, select *Replace* and scroll to the bottom of page to type in the new name. If you want to delete a person and not replace them with another contact, select *Delete*.

## Ready to Complete?

A legal guardian can visit [HTTPS://UPDATE-SW.LACA.ORG](https://update-sw.laca.org) beginning **July 15, 2021** and sign in using a **student's ID number as BOTH the username AND password**. Once logged in, **click Edit**, and complete each page. Once you have finished all pages, a message will appear stating "Your online work is done." The status will show as Pending until it processes overnight, where it will then change to Finalized the next day. If you have a residence address or custody change for a student, you will need to submit documents immediately to District Office for changes to be completed to receive any class information.