

Dear Parents & Guardians,

Welcome to the 2016-17 school year! To prepare for the school year, it's important that we ensure that we have correct information on your child's contact and consents.

Please log in to the Aspen Parent Portal to review your child's information and initiate the Contact Verification process (instructions for this are below). **Please complete this no later than Friday, September 23rd.**

There are two very important things to note about this verification process:

1. This is separate from the residency verification process conducted by the Office of Student Affairs. If you have been asked to submit proof of residency, you will need to do so through their process.
2. This is separate from the Health Card that you will receive from your child's school. Any updates you make to the health card will not be carried over to Aspen. *It is very important that you complete this online verification even if you have already sent back an updated health card.*

If you completed the online verification for your child last school year, please note that there has been one change to the Directory Information opt-out. We have added class lists/homeroom assignment to the list of Directory Information fields. You may need to update your child's consents if you want to change them based on this new inclusion.

The schools are very busy at this time of year. *If you are experiencing difficulty using this portal, please don't call the front office of your child's school.* If you have read the instructions below and have any questions or concerns that are not addressed or answered, please contact us at datateam@psbma.org. Though we try to respond to all emails immediately, it is a busy time of year; please allow up to three business days for a response.

Best wishes for a fantastic school year,
The PSB Data Team

Before you begin:

- Find your Aspen Parent Portal login information. You may have changed your password since receiving your initial account set up email. If you can't find your password, please use the "I Forgot My Password" link on the login page. You will need to enter your username and your email address. Please note that both are case-sensitive, so please try caps/lowercase before emailing the Data Team.
- If this is the first time you've done this data verification process, please use the instruction guide step by step. Some sections can be a bit tricky the first time and we want to be sure you are able to capture all of the correct information for your student.

Things to keep in mind when using the Aspen Parent Portal:

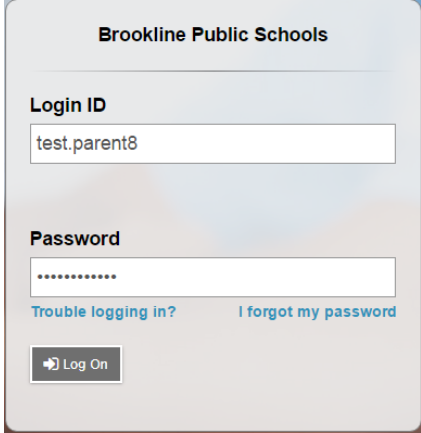

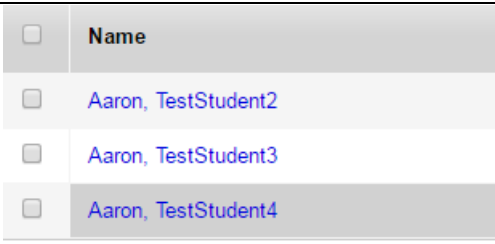
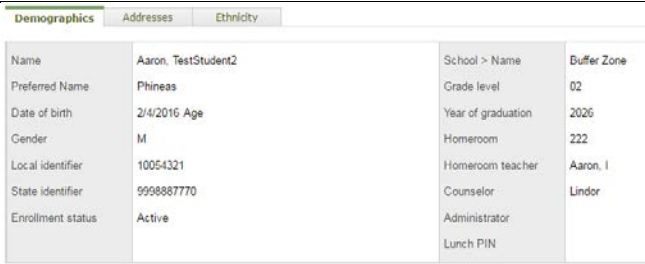
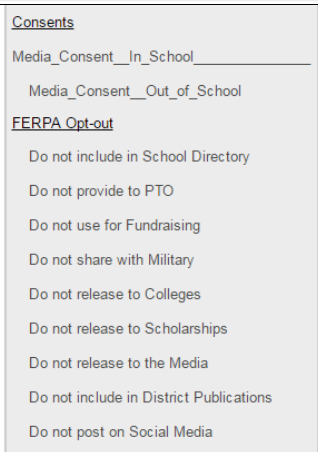
- Don't use your browser's back button! Aspen is a highly secure database system that does not allow users to use the back button for security reasons. Most of the time, use of the back button will log you out and potentially lose any updates you have made.
- The data load from Aspen is heavy on the web browser. If you are certain that you have the right log in or are in the right place but things don't seem to be working, please log out and clear your browser's cache then try again.

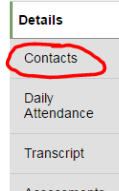
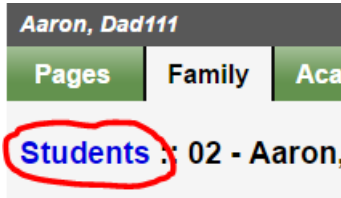
Frequently Asked Questions:

Question or Issue	Resolution
<ul style="list-style-type: none"> I already did this on the health form. I made changes on the health form but I don't see them in Aspen. 	<p>The school nurses send home a health form every year. This form is printed out of Aspen but is then completely separate. Any changes you make on the health form will not be made in Aspen. Any changes made in Aspen after the health form is printed will not be reflected on the form. Please complete both the health form and this verification.</p>
<ul style="list-style-type: none"> I need to do my residency verification. Can I do that here? 	<p>No. Residency verification is a separate process managed by the Office of Student Affairs. You cannot change your child's address through the Parent Portal. All address verification and changes must be made through the Office of Student Affairs at 617-264-6492 or studentaffairs@psbma.org. Please do not email residency verification documents to the Data Team.</p>
<ul style="list-style-type: none"> What information can I change with this? 	<p>You can update your child's contact information, contact information for all existing parents/guardians and emergency contacts, and consent information. You also add new emergency contacts.</p> <p>If you identify an error in your child's address, if you need to reprioritize emergency contacts or delete an emergency contact, or if you need to update your child's demographic information, please contact the Data Team at datateam@psbma.org.</p>
<ul style="list-style-type: none"> I don't know my user id or password. I am receiving an error message that my account has been disabled or that I do not have permission to access. 	<p>If you have already logged in once in the past, please try the "I Forgot My Password" link on the login page. Please check with the child's other parent/guardian, if applicable; sometimes one parent/guardian will change the password.</p> <p>If that doesn't work, please email us at datateam@psbma.org and we will reset your account for you. Though we will work to fix this as quickly as possible, please allow up to three business days for resolution.</p> <p>Please note that you will likely receive a red pop up box requiring you to change your password the first time you log in. This is not an error.</p>
<ul style="list-style-type: none"> My neighbor/friend who is also a PSB parent/guardian did not get this message. My spouse/partner/the child's other parent did not receive this message. 	<p>Please ask them to email us at datateam@psbma.org to ensure that we have an up to date email address for them.</p> <p>If a parent with legal, non-physical custody would like a separate login, please have them request this directly from your child's school, as there is a notification process that must be followed.</p>
<ul style="list-style-type: none"> I can't see all of my children when I log in. 	<p>Please email us at datateam@psbma.org and let us know which student(s) you can't access. We will update the student contact record. At that point you can log out and log back in and you should be able to see all of your students. Please allow up to three business days for resolution.</p>
<ul style="list-style-type: none"> Is this secure? 	<p>Yes. We use a well-respected student information system that is approved by the State of Massachusetts for mandatory data reporting. All information is stored on highly secure encrypted servers. All data maintenance and use activities adhere to federal FERPA guidelines. The Public Schools of Brookline takes great care to maintain the privacy and security of our students and families. If you would prefer to complete this verification using a paper form, however, please let us know via email and we will be happy to accommodate the request.</p>
<ul style="list-style-type: none"> What else can I do with the Parent Portal? 	<p>The Parent Portal currently allows you access to your student's current and past schedule/homeroom, attendance, and grades. You can also access important documents and forms. Report cards and progress reports will be published to the Parent Portal. You can access all final report cards from the 2015-16 school year forward.</p>

Instructions for completing student data verification online

Please allow 5-10 minutes per student in your household to complete this process. Please complete for each student only once.

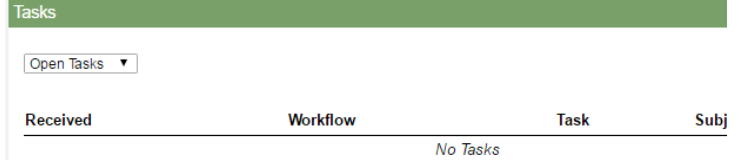
<p>Log in to the Aspen Parent Portal. Go to https://sis.brookline.k12.ma.us and enter your user name and password.</p> <p>**Usernames are typically lastnamefirstinitial (Tom Jones would be jonest). **</p> <p><i>If you do not know your user name and password, look for the email that you were sent. If you know your user name but have forgotten your password, please click on the I Forgot My Password link to reset it.</i></p> <p><i>If you are still having trouble logging in, please email us at datateam@psbma.org. Please include your full name, your child's name, and your child's school so we can more easily locate your account.</i></p>																																																	
<p>Did you complete data verification online last year? If yes, continue below. If no, please skip to page 5.</p>																																																	
<p>Your first step will be checking your student's information. Click on the tab labeled Family at the top of the screen.</p>																																																	
<p>You will see a list of all of the students in your household. Click on the name of the first student whose information you want to check.</p> <p>** If you have multiple children in the PSB and not all of them appear in this list, please let us know right away at datateam@psbma.org. We will amend your account accordingly.</p>																																																	
<p>You will see a page containing all of the student's basic information, their address, and their ethnicity. If any of this information is incorrect, please contact the student's school. Address changes should be directed to the Office of Student Affairs at 617-264-6492 or studentaffairs@psbma.org.</p>	 <table border="1"> <thead> <tr> <th>Name</th> <td>Aaron, TestStudent2</td> <th>School > Name</th> <td></td> <th>Buffer Zone</th> <td></td> </tr> </thead> <tbody> <tr> <td>Preferred Name</td> <td>Phineas</td> <td>Grade level</td> <td></td> <td>02</td> <td></td> </tr> <tr> <td>Date of birth</td> <td>2/4/2016 Age</td> <td>Year of graduation</td> <td></td> <td>2026</td> <td></td> </tr> <tr> <td>Gender</td> <td>M</td> <td>Homeroom</td> <td></td> <td>222</td> <td></td> </tr> <tr> <td>Local identifier</td> <td>10054321</td> <td>Homeroom teacher</td> <td></td> <td>Aaron, I</td> <td></td> </tr> <tr> <td>State identifier</td> <td>9998887770</td> <td>Counselor</td> <td></td> <td>Lindor</td> <td></td> </tr> <tr> <td>Enrollment status</td> <td>Active</td> <td>Administrator</td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td>Lunch PIN</td> <td></td> <td></td> <td></td> </tr> </tbody> </table>	Name	Aaron, TestStudent2	School > Name		Buffer Zone		Preferred Name	Phineas	Grade level		02		Date of birth	2/4/2016 Age	Year of graduation		2026		Gender	M	Homeroom		222		Local identifier	10054321	Homeroom teacher		Aaron, I		State identifier	9998887770	Counselor		Lindor		Enrollment status	Active	Administrator						Lunch PIN			
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<p>Next, you will review the consents we have on file for your child. Click on the tab at the top labeled Consents. This will pull up a list of FERPA and media consents and opt outs.</p> <p>Note that a "Y" next to each FERPA opt out indicates that you have chosen to opt your child out of directory information sharing for that purpose.</p> <p>If any consent information needs to be changed, follow the instructions for the Data Verification workflow, below.</p>	 <table border="1"> <thead> <tr> <th colspan="2">Consents</th> </tr> </thead> <tbody> <tr> <td>Media_Consent__In_School_____</td> <td>Yes</td> </tr> <tr> <td>Media_Consent__Out_of_School_____</td> <td>Yes</td> </tr> <tr> <th colspan="2">FERPA Opt-out</th> </tr> <tr> <td>Do not include in School Directory</td> <td>Y</td> </tr> <tr> <td>Do not provide to PTO</td> <td>Y</td> </tr> <tr> <td>Do not use for Fundraising</td> <td>Y</td> </tr> <tr> <td>Do not share with Military</td> <td>Y</td> </tr> <tr> <td>Do not release to Colleges</td> <td>Y</td> </tr> <tr> <td>Do not release to Scholarships</td> <td>Y</td> </tr> <tr> <td>Do not release to the Media</td> <td>Y</td> </tr> <tr> <td>Do not include in District Publications</td> <td>Y</td> </tr> <tr> <td>Do not post on Social Media</td> <td>Y</td> </tr> </tbody> </table>	Consents		Media_Consent__In_School_____	Yes	Media_Consent__Out_of_School_____	Yes	FERPA Opt-out		Do not include in School Directory	Y	Do not provide to PTO	Y	Do not use for Fundraising	Y	Do not share with Military	Y	Do not release to Colleges	Y	Do not release to Scholarships	Y	Do not release to the Media	Y	Do not include in District Publications	Y	Do not post on Social Media	Y																						
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<p>Next, click on the tab on the left labeled Contacts. This will open a list of all of the student's parental/guardian and emergency contacts.</p>																					
<p>Please review each contact. The main contact information is on the first page but you can see additional details by clicking on the contact's name.</p>	<table border="1"> <thead> <tr> <th><input type="checkbox"/></th> <th>Name</th> <th>Priority</th> <th>Relationship</th> </tr> </thead> <tbody> <tr> <td><input type="checkbox"/></td> <td>Aaron, Testparent333</td> <td>0</td> <td>Father</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Test, Adam2</td> <td>2</td> <td>Court app guardian</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Aaron, Dad111</td> <td>3</td> <td>Foster Parents</td> </tr> <tr> <td><input type="checkbox"/></td> <td>Chang, Charles</td> <td>3</td> <td>Foster Parents</td> </tr> </tbody> </table>	<input type="checkbox"/>	Name	Priority	Relationship	<input type="checkbox"/>	Aaron, Testparent333	0	Father	<input type="checkbox"/>	Test, Adam2	2	Court app guardian	<input type="checkbox"/>	Aaron, Dad111	3	Foster Parents	<input type="checkbox"/>	Chang, Charles	3	Foster Parents
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<p>The most important information to have correct for parental and emergency contacts is:</p> <ul style="list-style-type: none"> • Name • Relationship • Primary Phone • Email (only needed for parents/guardians) • Priority -- The priority tells us the order in which to contact people in the event of an emergency. Parents/guardians should always be the lowest numbers. Only the first three contacts in order of priority will be carried over into the nursing database system. 																					
<p>If any of the information is incorrect, please do the following:</p> <ul style="list-style-type: none"> • To change the priority order of contacts, email datateam@psbma.org with the student's name, school, the affected contacts' names, and the correct priority number for each contact. • To add a new contact or to update the information for an existing contact, follow the instructions for the Data Verification workflow, below. • To remove an emergency contact, email datateam@psbma.org with the student's name, school, and the name of the contact you would like to remove. • If you need to change the custodial status of a contact listed as a parent or guardian, please bring legal documentation of the change in status to your child's school. 																					
<p>If all of the information for your child is correct, you have finished reviewing information for this child. If this is the only student in the household, please log out of Aspen.</p> <p>If you have additional students in the household, please click on the blue Students link to return to your list of students. Click on the next name to conduct the review process again, for the next child.</p>																					

Completing the Data Verification Workflow

Use these instructions if you have never completed the Data Verification Workflow before or if you have reviewed your child's information and need to make changes

After logging in, on the main landing page (if you don't see this, click on the top tab labeled Pages), on the right-hand side of the screen, in the window labeled **Tasks**, click on the button labeled **Initiate**



A pop up box will appear. The first two boxes should say:

- **Workflow** = Contact Verification
- **Date** = today's date

Click on the magnifying glass.

A second pop up box will appear listing out all of your students. Select the button next to the student for whom you would like to verify data. Click **OK**

*** If you have multiple children in the PSB and not all of them appear in this list, please let us know right away at datateam@psbma.org. We will amend your account accordingly.*

	Name	YOG	Home
<input checked="" type="radio"/>	Aaron, TestStudent2	2026	222
<input type="radio"/>	Aaron, TestStudent3	2025	73
<input type="radio"/>	Aaron, TestStudent4	2024	2

OK Cancel

You will be brought back to the first pop up box and you will see your selected student's name in the box next to **Student**. Click on **Next**.

***If you do not want to verify the information for the student whose name is showing, click on the magnifying glass again and select a different student in the list that appears.*

A colorful window will pop up.

We suggest that you maximize the screen in order to see the full set of information available. **You are now ready to verify and/or update the information for the student you've selected.**

Please note that all existing information will pre-populate. You only need to update things that need to be changed.

Step 1: In the upper left of the screen that popped up, check and verify the student’s demographic information, address, and contact information.

Information on the left hand side of the screen is what we have in the system currently. Please make all necessary changes in the white boxes on the right hand side of the screen. *These changes will not automatically appear on the left.*

Contact Verification Details for Aaron, TestStudent3

Student Demographic Information

Current Information

Student Info

Last Name:	Aaron
Middle Name:	Ferb
First Name:	TestStudent3
Gender:	M
Grade Level:	09
Date of Birth:	3/3/2010
Hispanic:	No
Race/Ethnicity:	

Physical Address:

Street:	333 Cypress St
Apt:	
City, State Zip:	Brookline, MA 02445

Phone(s) and Email

Student Primary Phone:	555-555-5555
Student Secondary Phone:	555-555-5555
Student Email:	555-555-5555

Items to check/verify

What to do if this information needs to be updated

- Check that the student’s name, gender, date of birth, and race/ethnicity are correct.
- Check that the student’s physical address is correct.

If any of this information is incorrect, please contact your child’s school.

- Check that the *student’s* primary and secondary phone and email address are correct.
- *If the student has his/her own phone or email address, please enter it here.*
- *If the student does not, please don’t copy the parent’s email address. Just leave it blank.*

Type the correct phone and/or email address in the boxes provided. Please use the telephone format xxx-xxx-xxxx.

Please note that this information is for the student, not the parent/guardian.

***Particularly for older students, the phone and email address might not match those of their parents/guardians.*

Phone(s) and Email

Student Primary Phone:	<input type="text"/>
Student Secondary Phone:	<input type="text"/>
Student Email:	<input type="text"/>

- Check that the student’s military status is correct.

Select the correct button for Yes/No.

Military Family Status

Is this student the child of:

- Active duty member(s) of the uniformed services, National Guard, and/or reserve on active duty orders;
- Member(s) or veteran(s) who are medically discharged or retired within the year;
- Member(s) who died on active duty?

- Yes
 No

- Check off whether or not you need an interpreter and/or translated documents.

Select the correct button for Yes/No.

Will you require an interpreter at Parent/Teacher meetings?

- Yes
 No

Would you like all important school and district documents to be provided in a language other than E

- Yes
 No

Step 2: In the center of the page, you will see the student's emergency contact information. Please try to maintain 6 or fewer contacts for each student. Note that only the first three will be used in the district's nursing management system.

The current contacts are listed in the first section.

Please click on the blue priority number to open each contact and review their information.

Priority	Last Name	First Name	Relationship	Primary phone
0	Aaron	Charles	Dad	555-021-0518
0	Chang	Charles	Court guardian	555-021-0513
1	Aaron	TestParent	Other Relative	333-333-3333
2	Aaron	Brother	Other Relative	555-111-8888
2	John	Martin	Other Relative	

The existing information will be listed on the left hand side of the popup box. **Please make necessary changes in the box on the right hand side.** Only input information for those areas that you want to change.

You can use this box to change names, relationships, phone numbers, email addresses, and allowances.

Click OK to save all changes; note that the changes will not necessarily automatically appear but they have been saved.

Items to check/verify

What to do if this information needs to be updated

- Should this person be on the student's contact list?

To remove an emergency contact, email datateam@psbma.org with the student's name, school, and the name of the contact you would like to remove.

If you need to remove a parent/guardian contact due to legal issues, such as a restraining order, please bring legal documentation to your child's school.

Priority: This number determines the order in which people will be contacted in the event of an emergency. Zero indicates the first priority call, followed by one.

To change the priority order of contacts, email datateam@psbma.org with the student's name, school, the affected contacts' names, and the correct priority number for each contact.

- Name, relationship, phone number, email address.
- Has anyone on this list changed custody or living arrangements with the student?

Click on the blue number in the priority column to view all of the information on a given contact.

Their existing information will be listed on the left. Enter updated information, as needed, on the right.

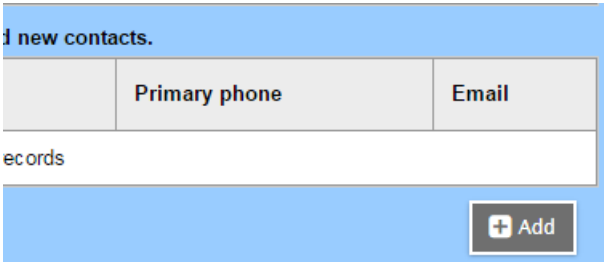
Please use format xxx-xxx-xxxx for telephone numbers.

Click **OK**.

***If there are legal arrangements that have occurred in the past year that have not been brought to the attention of the student's school – including physical and legal custody and restraining or other court orders – please contact the student's school right away with that information.*

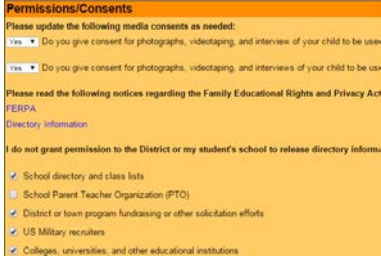
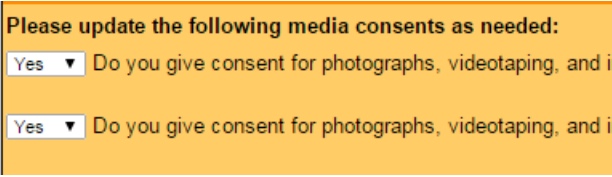
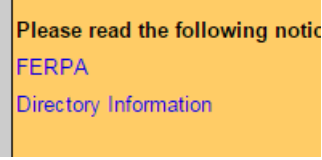
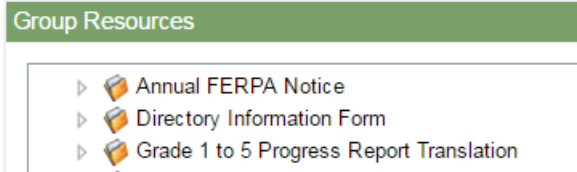

***If someone on this contacts list has had custody granted or removed or if someone has been ordered to have no contact with the student, please alert the student's school and email us at datateam@brookline.k12.ma.us so that we can make the proper arrangements in the contact rules.*

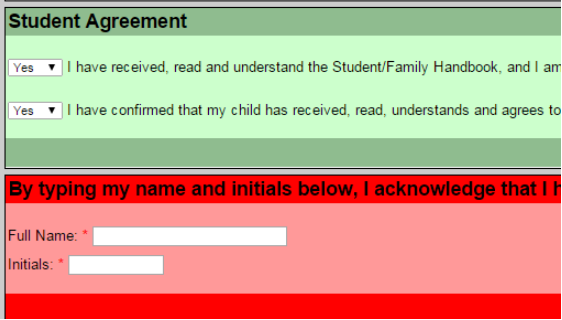
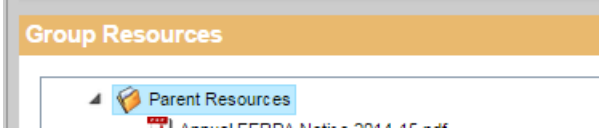
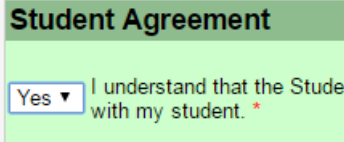

*****Please note, you will not see the updated information reflected immediately; it may take a few days. This is okay. *****

<ul style="list-style-type: none"> Do you need to add anyone to the list? <p><i>**Please do not use Add to change or update information in the existing contacts section. This should only be used to add a brand new contact to the student's record. **</i></p>	<p>Click on the Add button in the lower right area of this blue emergency contact section.</p> <p>Enter the new contact's name, relationship, phone and, if relevant, email address (email is not necessary for anyone besides parent(s)/guardian(s)).</p> <p>Click OK when finished.</p> 
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Frequently Asked Questions About Contact Updates

<p>I need to change my/another contact's phone number or email address. How do I do this?</p>	<ul style="list-style-type: none"> Click on the blue number next to the person's name In the pop up box that appears, type the updated numbers/emails into the appropriate boxes on the right hand side. Click OK
<p>I want to change the order in which emergency contacts are contacted. How do I do this?</p>	<p>To change the priority order of contacts, email datateam@psbma.org with the student's name, school, the affected contacts' names, and the correct priority number for each contact.</p>
<p>I need to remove a contact. How do I do this?</p>	<p>To remove an emergency contact, email datateam@psbma.org with the student's name, school, and the name of the contact you would like to remove.</p> <p>We apologize for the inconvenience; this step is in place to avoid accidental deletions of important parent/guardian and emergency contacts.</p>
<p>I clicked on the blue number and nothing happened. What's going on?</p>	<p>Please be sure that you have pop ups enabled on your browser.</p>
<p>I can't see a contact's secondary phone. I want to change the permission to pick up my student. I need to change a contact's relationship to my student.</p>	<ul style="list-style-type: none"> Click on the blue number next to the person's name You will see details about the contact in the pop up box that appears. Make changes as needed on the right hand side of the box. Click OK

<p>Step 3: The next section asks you to check and verify the permissions and consents for your student. Permissions preferences from the prior year are already pre-populated.</p>	
Items to check/verify	What to do if this information needs to be updated
<ul style="list-style-type: none"> Check that the media consent preferences are still correct. 	<p>Switch the dropdown to Yes or No as needed.</p> 
<ul style="list-style-type: none"> If you have not yet done so, access the FERPA Notice and review the content by clicking on the blue FERPA link. 	 <p>These documents are also available on the Parent Portal landing page under Group Resources -> Parent Resources</p> 
<ul style="list-style-type: none"> If you have not yet done so, or if you think you would like to opt out of sharing of what is deemed to be directory information, access the Directory Information Notice and Opt Out form by clicking on the blue Directory Information link 	<p>A <u>checked</u> box indicates that a parent/guardian does not want a student's directory information to be shared for the given purpose.</p> <p>An <u>unchecked</u> box indicates that the parent/guardian agrees with the sharing of directory information for that purpose.</p> <p>To update, simply check or uncheck boxes as needed.</p> 
<ul style="list-style-type: none"> Check that the Directory Information Opt Out information is correct. <p><i>**All students are defaulted to allowing the sharing of directory information unless parents choose to opt out. A request to withhold directory information will be in effect from the date it is received until the date the student graduates or otherwise leaves the PSB. Parents/guardians may change the opt-out status at any time by accessing this data verification workflow or by submitting a new form to the PSB.</i></p> <p><i>**Please note that students' images (photo, video) are never considered to be Directory Information. The release of those is covered by the Media Consents.</i></p>	

<p>Step 4: The final section requests your agreement with certain district policies and your acknowledgement that you have verified your child’s information.</p>	
Items to check/verify	What to do if this information needs to be updated
<ul style="list-style-type: none"> • Student Technology Policy: If you haven’t already, please access the Student School Technology Use Policy and the Agreement Regarding Student Technology Use from the landing page of the Parent Portal. Review them carefully. Select “Yes” to confirm that you and your child have read and understand the policy and agree to the terms laid out in the Agreement contract. 	 <p>Please note that failure to agree with the expectations of the Technology Policy & Agreement will prohibit a student from independent use of the PSB computers and networks.</p>
<ul style="list-style-type: none"> • Student Handbook: Confirm that you understand that the student and family handbook can be accessed at the student’s school and/or on the school’s website. Your confirming also indicates your agreement to review the handbook with your student. 	
<ul style="list-style-type: none"> • Acknowledgement: Enter your full name and initials to confirm that you have fully reviewed and updated this student’s information. 	
<p>Click Next (lower left corner)</p>	
<p>Click Finish (lower right corner)</p>	
<p>All information has been saved.</p> <p>You may not see the changes immediately reflected in your Parent Portal. As long as you have clicked Next, then Finish as described above your changes have been recorded. If you want to confirm, please wait 1-2 days and log in to your Parent Portal to review the changes you made.</p> <p>**Please note that it may take a few days for you to see the changes in your student’s record. Please do not re-update the student’s information. If you are concerned that too much time has passed, please contact us. **</p>	
<p>Please repeat this process for all students in your household.</p> <p>After the first 1-2 months of school, if updates occur (for example, you get a new phone number, you need to add a new emergency contact, you want to update your child’s consents), you can log in and make those updates at any time following this same process</p>	

Please do not email the Data Team with questions about your child’s school, schedule, or classroom. These questions should be addressed to the school directly.

Contact information for all schools can be found on the Public Schools of Brookline website (www.brookline.k12.ma.us) at the link titled “Schools”. (Or, click [here](#) to access).