



Hillside Elementary School

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Dear Hillside Families,

We understand that families have had some challenges updating their Parent Portal with emergency contact information. Below are step-by-step instructions that may be helpful:

- 1) Go to your Home Screen
- 2) Click on the **Student ID** in blue
- 3) Click on **Contact Verification**, an oblong blue button under the student picture
- 4) Scroll down to the Emergency Contact Information box
- 5) At the bottom, click on green **+Add Emergency Contact**
- 6) Input emergency contact information
- 7) Scroll to the bottom of the page and click blue **Verify** button

Our registrar, Michele Porter, is working with eSchool to rectify the challenge of parents not being able to see which emergency contacts can pick up your child. If you had any problems in this regard yesterday, please feel free to reach out directly to Michele Porter (porter@hohschools.org) who will be able to assist you.

As a reminder, please remember to bring identification with you to Student Pick Up so that we can ensure that each child is leaving with a person that you selected.

Once again, we thank you for your continued patience as we work to improve our systems for student safety.

Warm regards,

Amy Cazes
Principal

Michael LaRocco
Assistant Principal