



Hillside Elementary School

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Dear Hillside Families,

We want to be sure that the Emergency Contact information for every student is current and accurate. Each family needs to check their information in the eSchoolData Parent Portal. Here are step-by-step instructions, which should 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

Thank you for your attention to this important task.

Warm regards,

Amy Cazes
Principal

Michael LaRocco
Assistant Principal