

parentsportal.scot



# Annual Data Check

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Quick Guide  
for Parents

# This guide will show you how to:

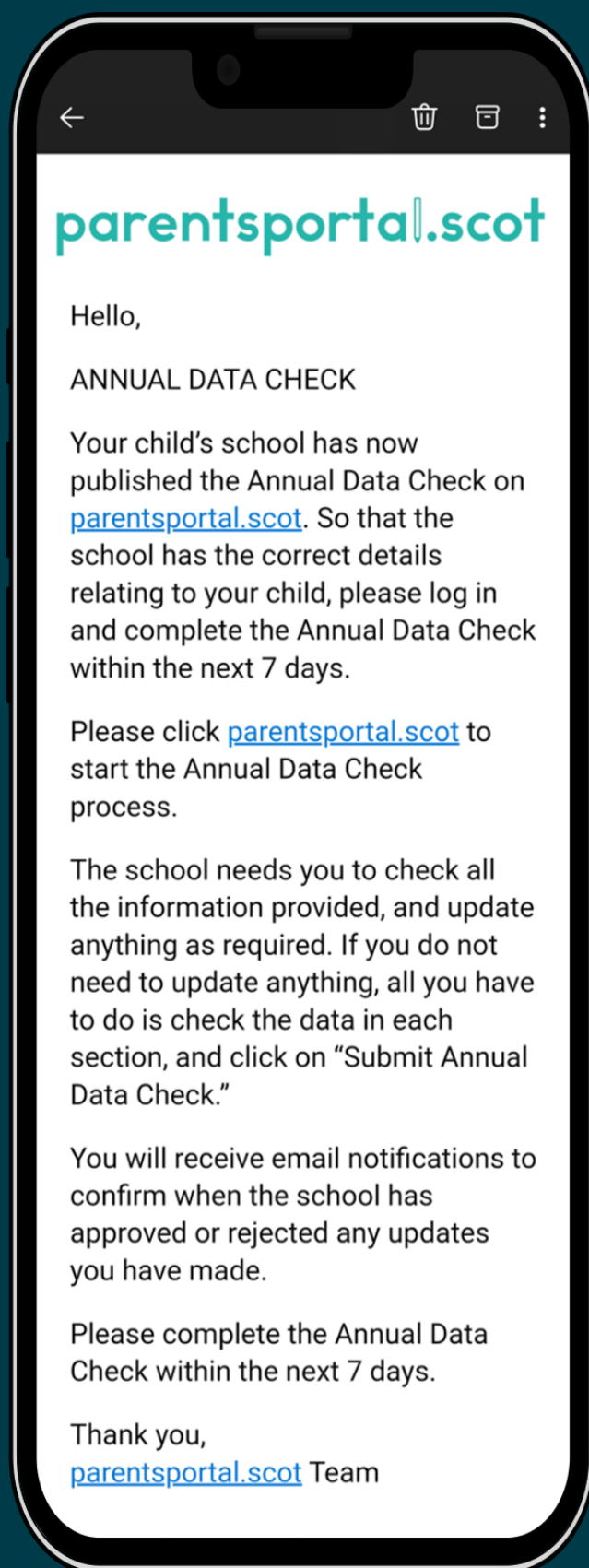
1. **Complete an Annual Data Check as a Main Contact**
2. **Edit Your Details as a non-Main Contact**



**When your child's school wants you to complete the Annual Data Check online, you will receive an email that looks like this...**

**You'll also see a notification in the parentsportal.scot app if you have them enabled.**

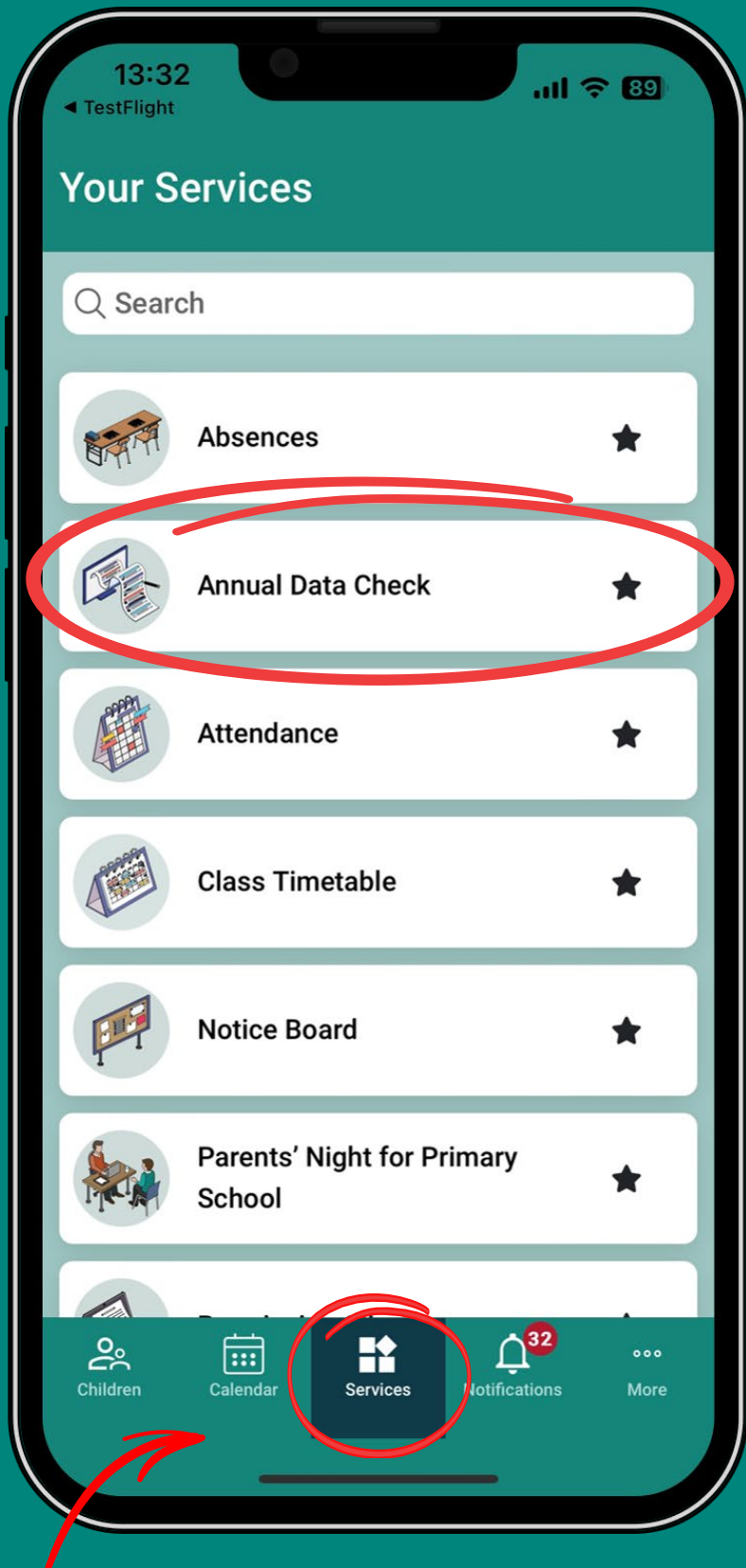
**Please note:  
only the child's  
Main Contact  
can complete the  
Annual Data Check**



**parentsportal.scot**

# Using the [parentsportal.scot](https://parentsportal.scot.nhs.uk) mobile app...

Tap  
Annual  
Data  
Check

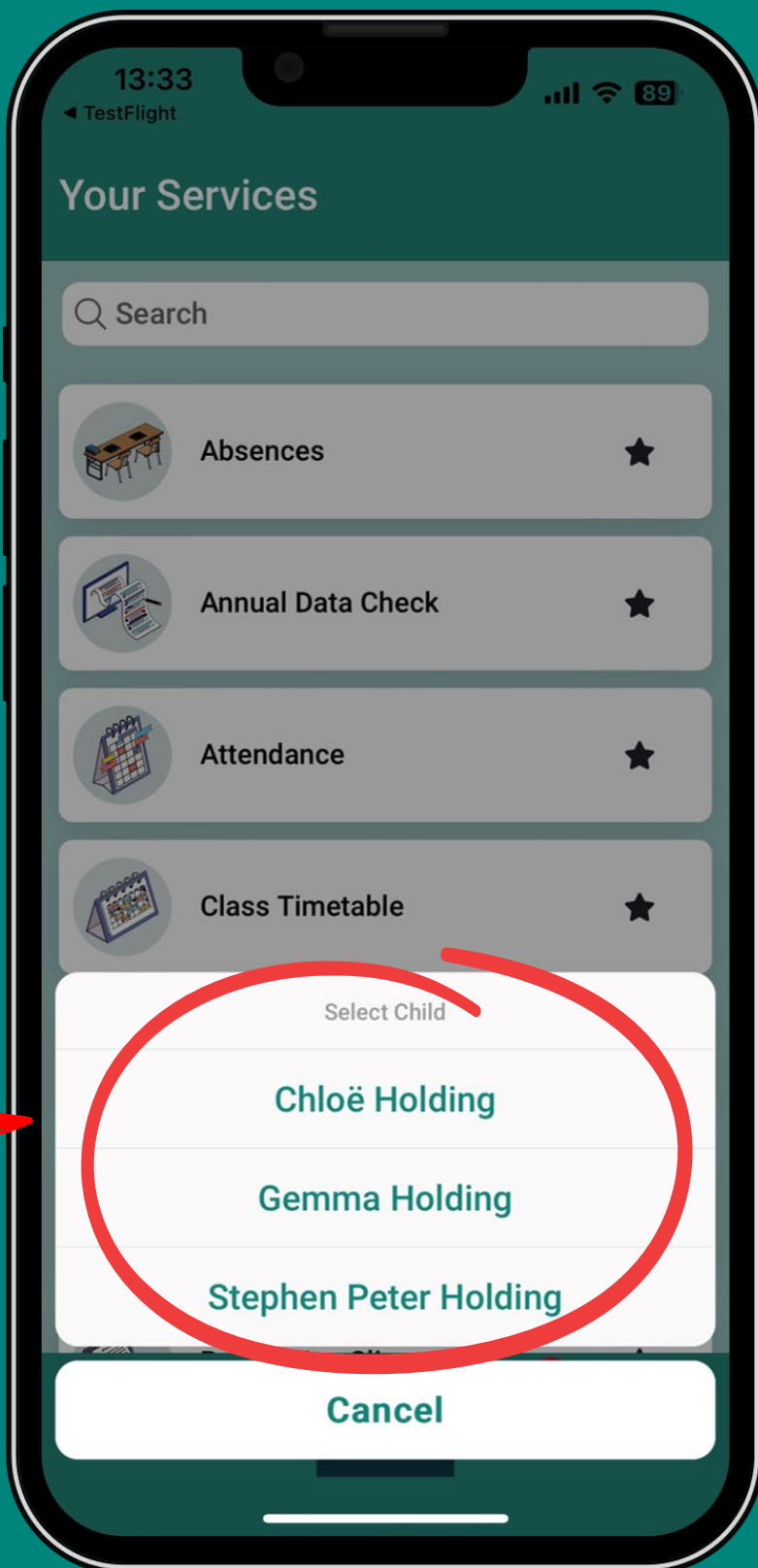


In the  
Services tab

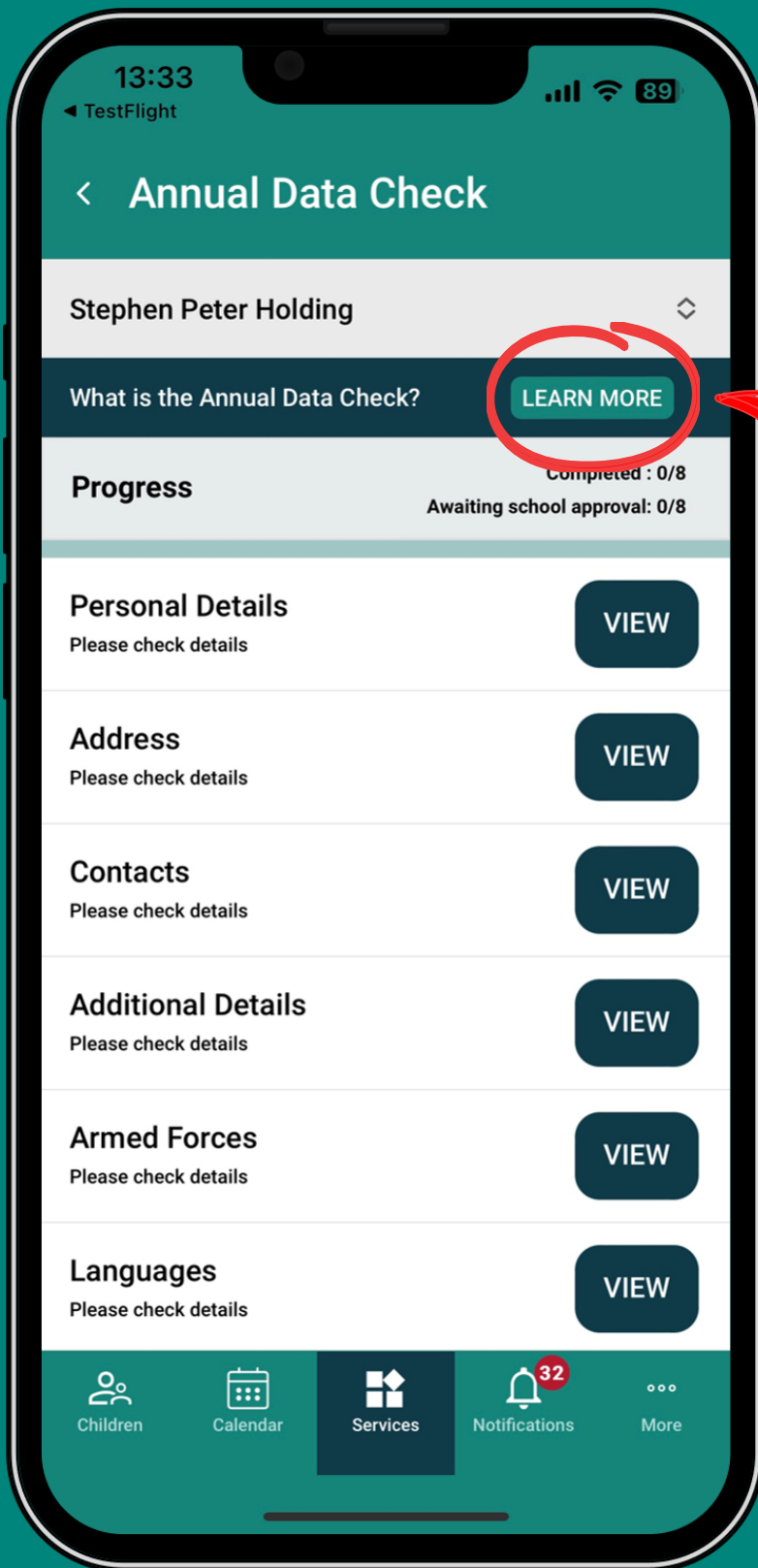
# [parentsportal.scot](https://parentsportal.scot.nhs.uk)

If you have multiple children...

You'll  
need to  
**Select  
a child**

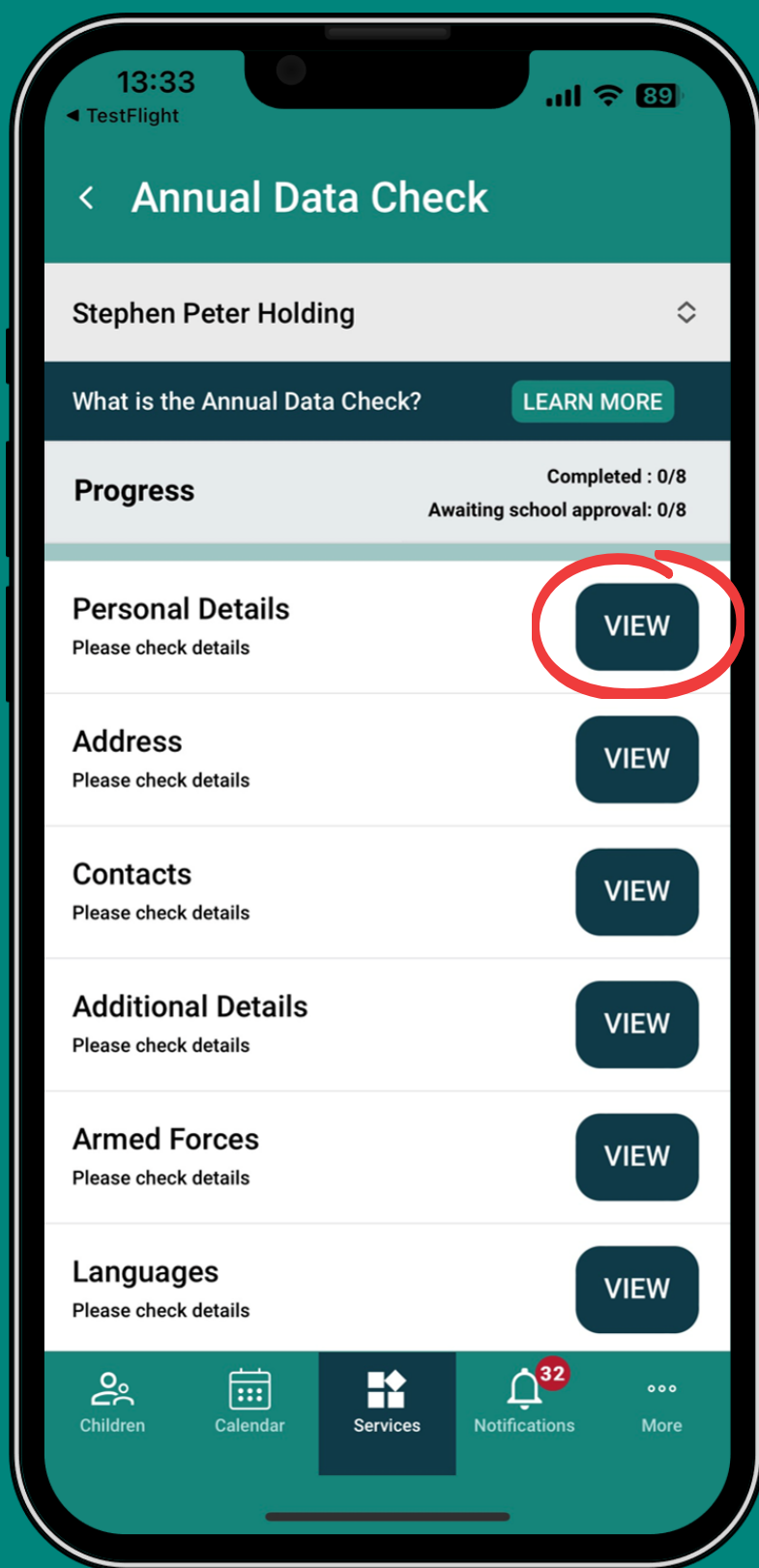


Only the child's  
**Main Contact** will see  
this screen.



You can find  
out more  
about the  
**ADC** by  
tapping  
**Learn More**

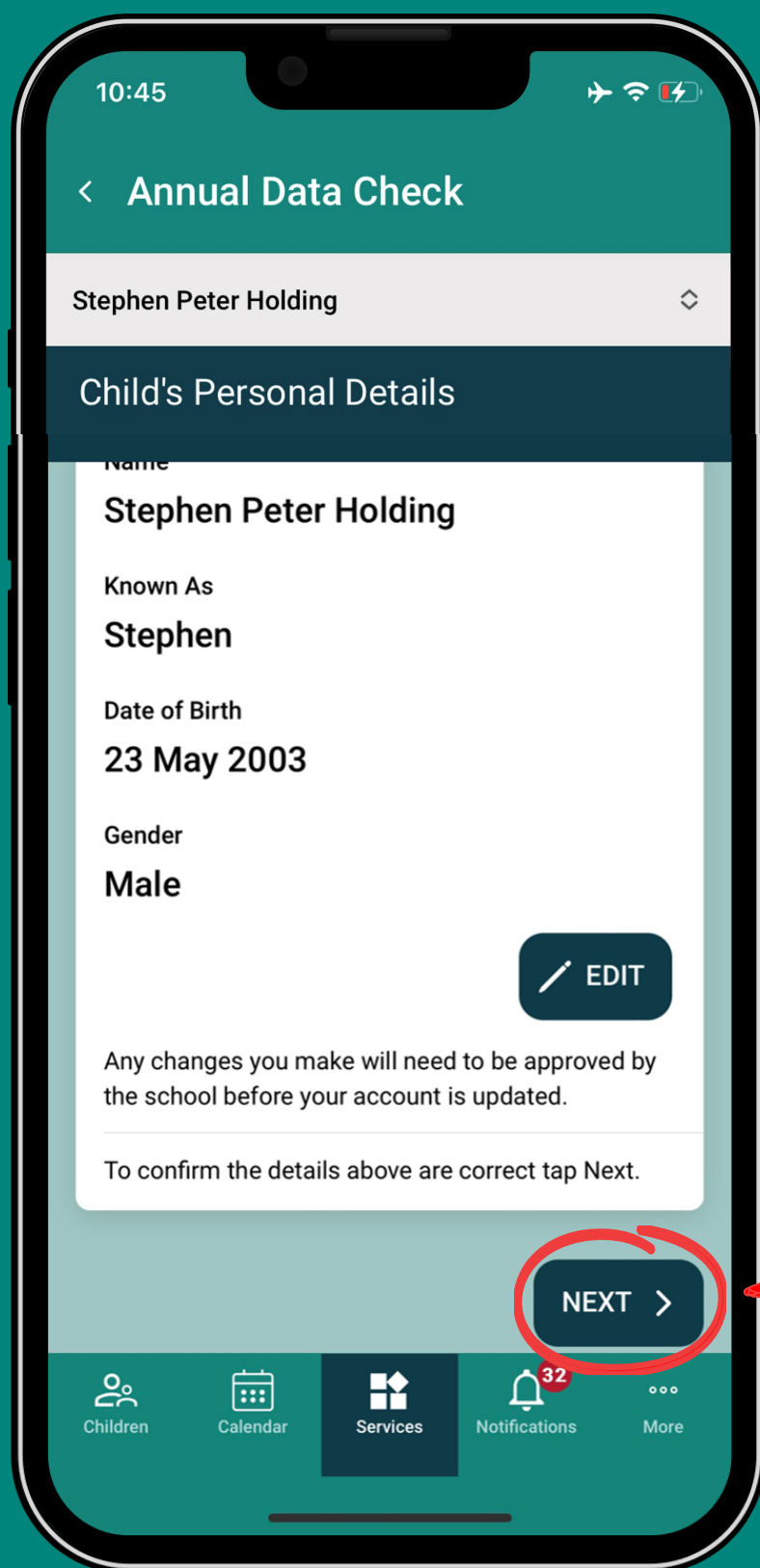
The **Main Contact** starts the **ADC** by tapping **View** on **any** section.



You can start on any section and the app will take you through all 8 sections.

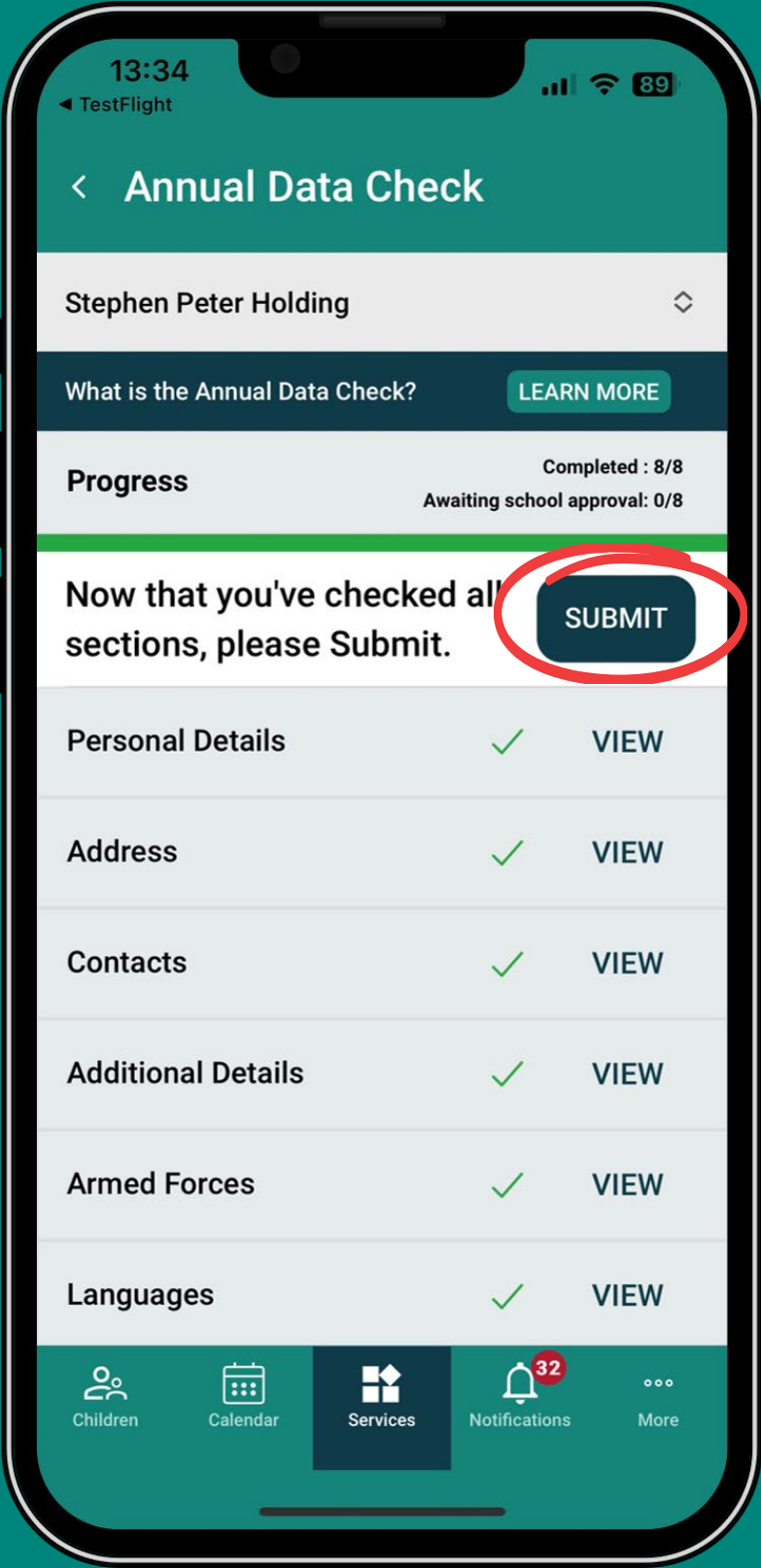
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If you do not need to edit anything...

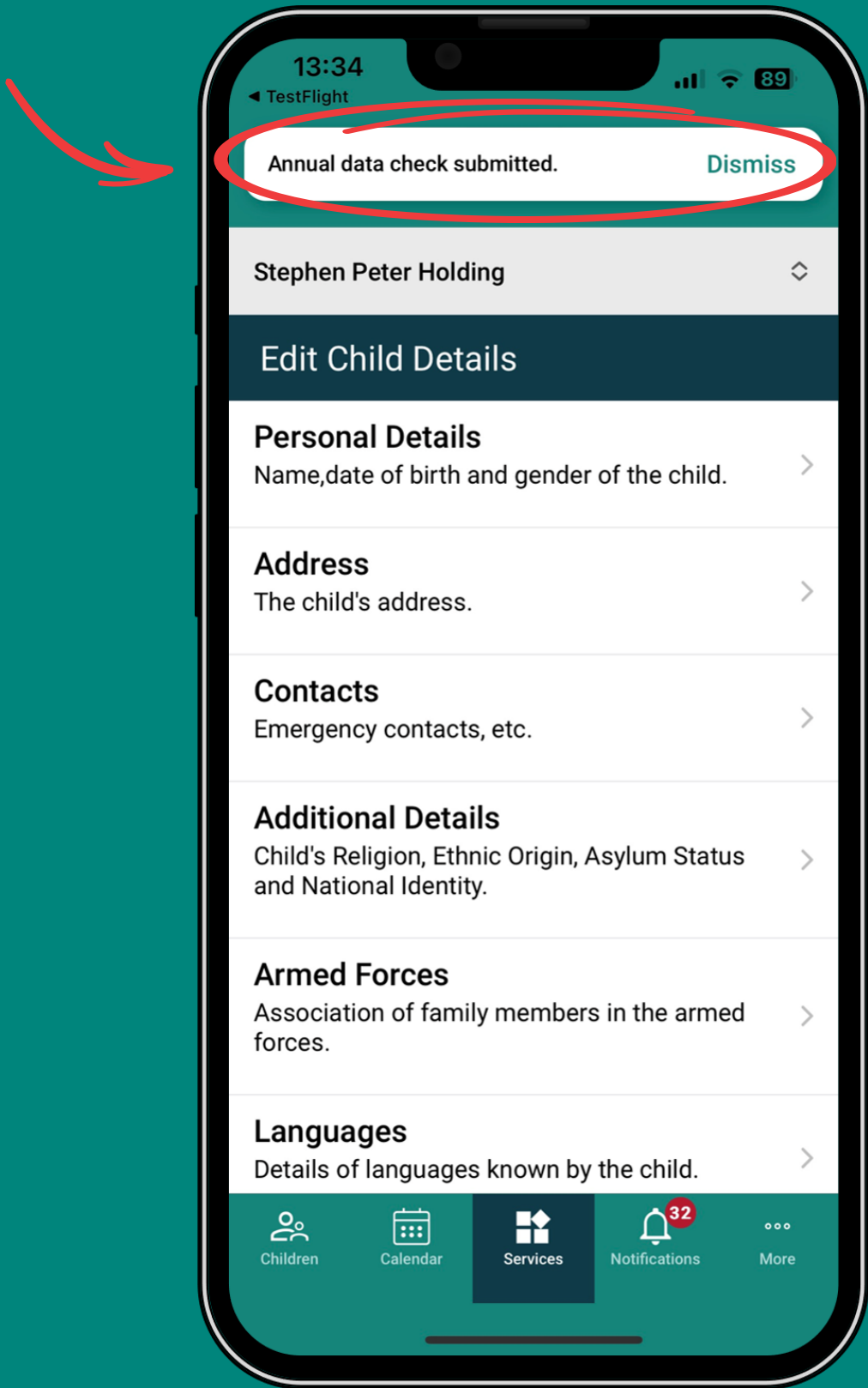


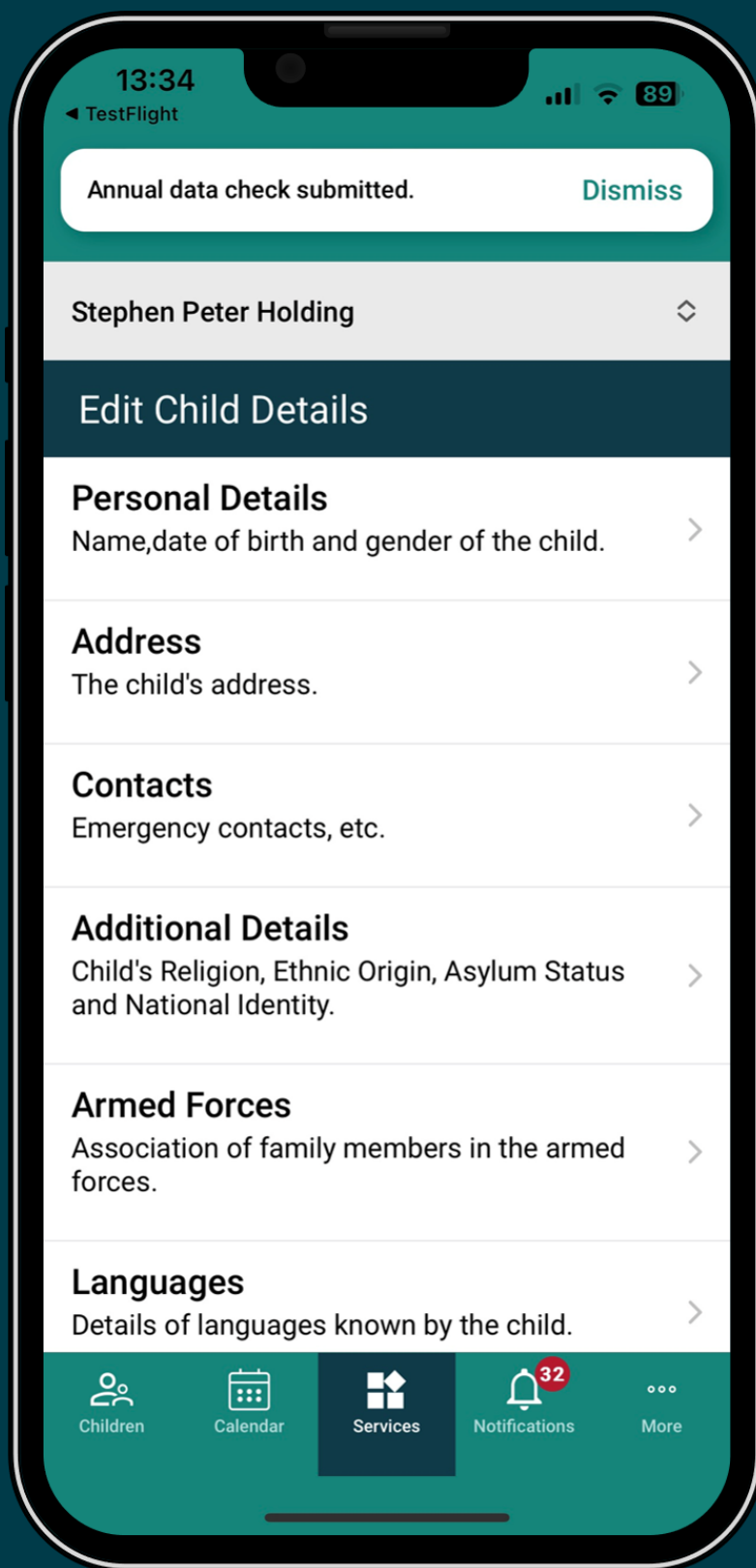
Tap **Next**.  
It will take  
you to the  
next  
section

If all sections are checked without editing anything, the progress bar will be all green and a button will appear for you to **Submit** the ADC.



When submitted, a notification will appear at the top confirming **Annual Data Check submitted**

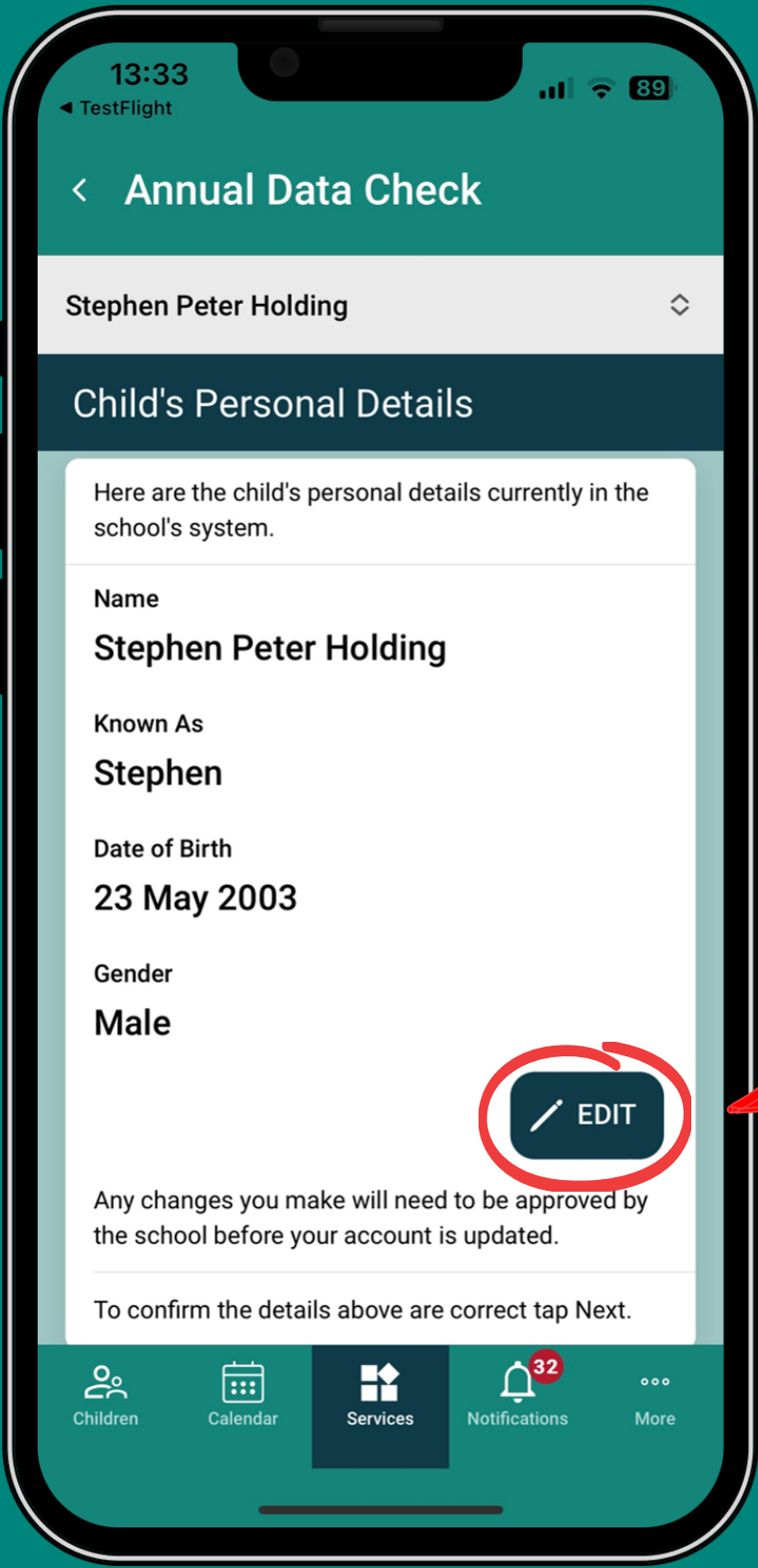




**Annual Data Check** will now show as **Edit Child Details** which allows you to check and update details at any time throughout the year.

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If changes are required in any section...



Tap Edit

16:45

Cancel Edit Child's Details **SAVE**

First Name \*  
Stephen Peter

Surname \*  
Holding

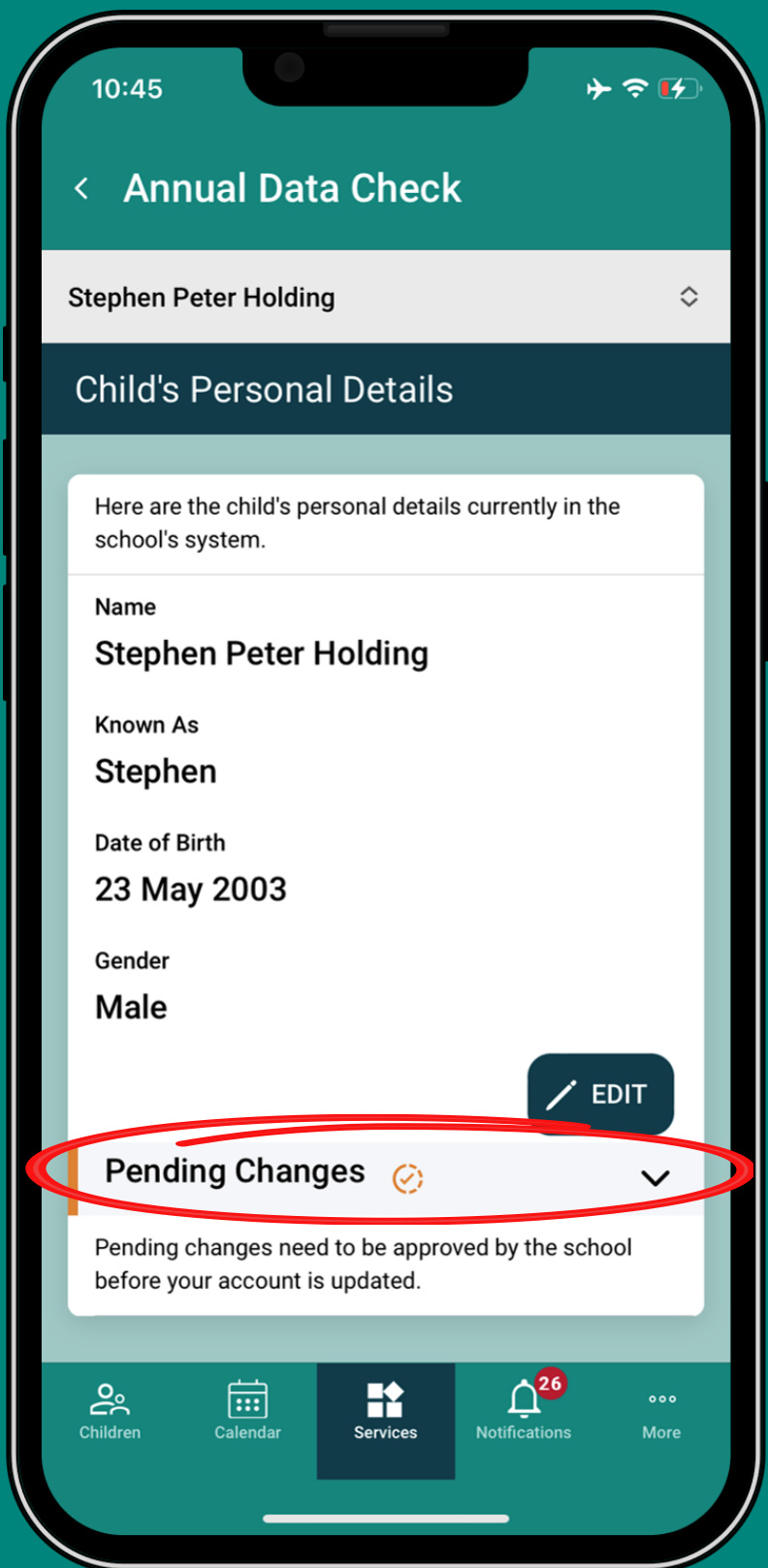
Known As  
Stephen

Child's Date of Birth \*  
23 MAY 2003

Gender \*  
☒ Male  
☐ Female

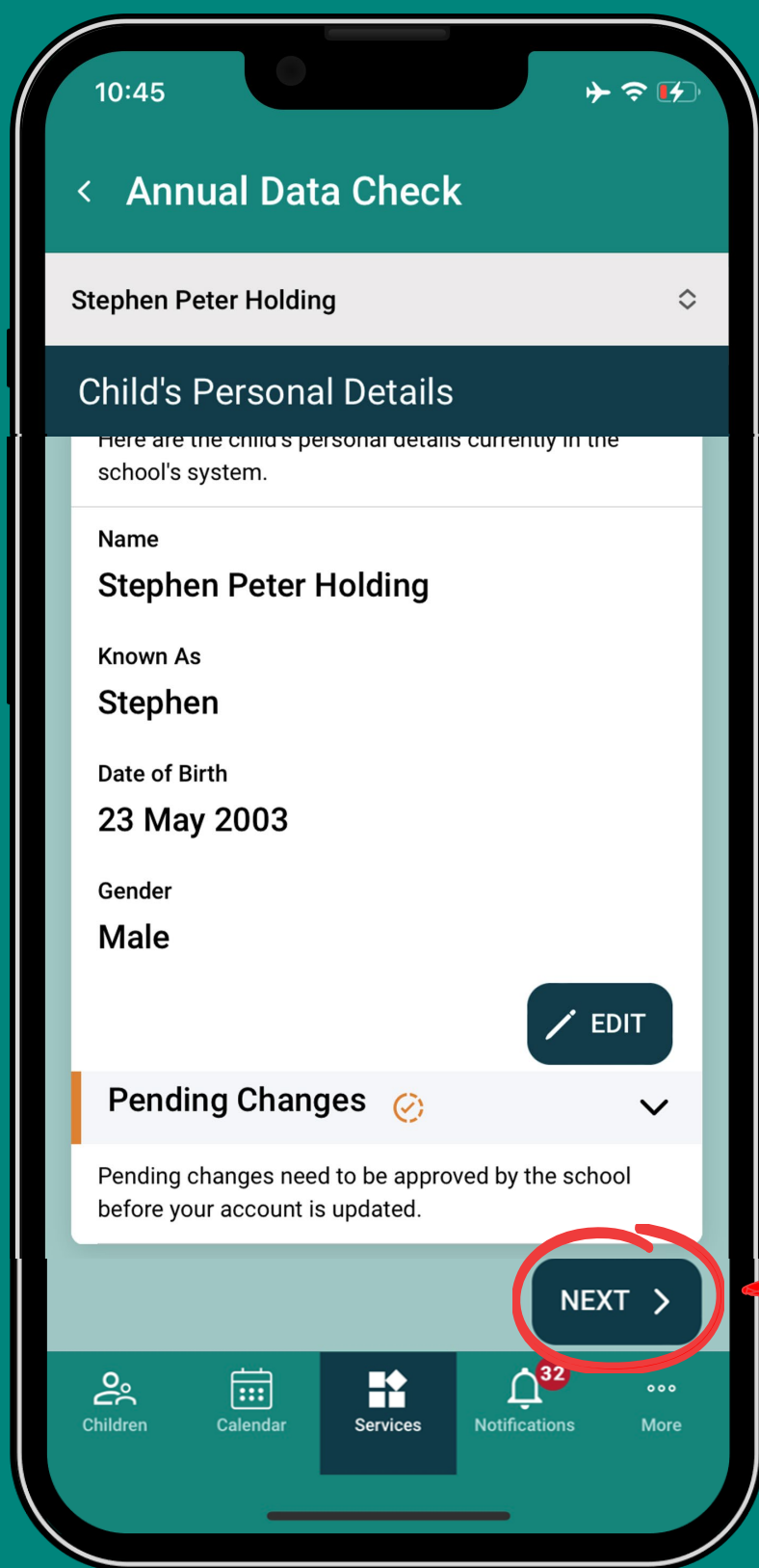
Enter the  
new  
details and  
hit **Save**

Any  
changes  
you make  
will show  
as **Pending  
Changes**



because the school needs to check  
and approve them.

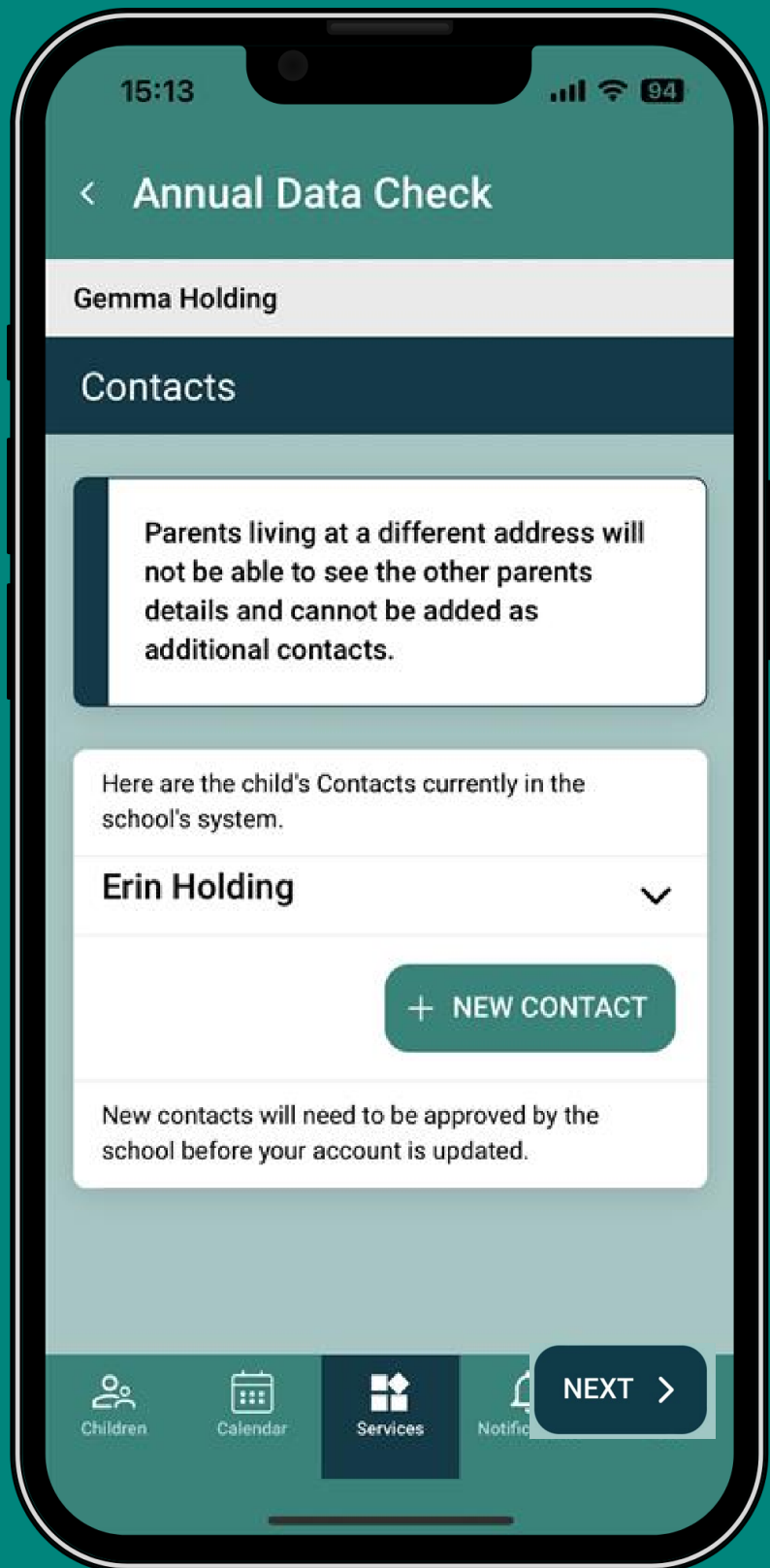
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Tapping  
**Next** will  
take you  
to the next  
section

Emergency contact details will be shown in the Contacts section.

Note: if Edit/Delete is not visible it means you cannot update their details as they're a parent of a child in the school – contact the school if you need it removed.

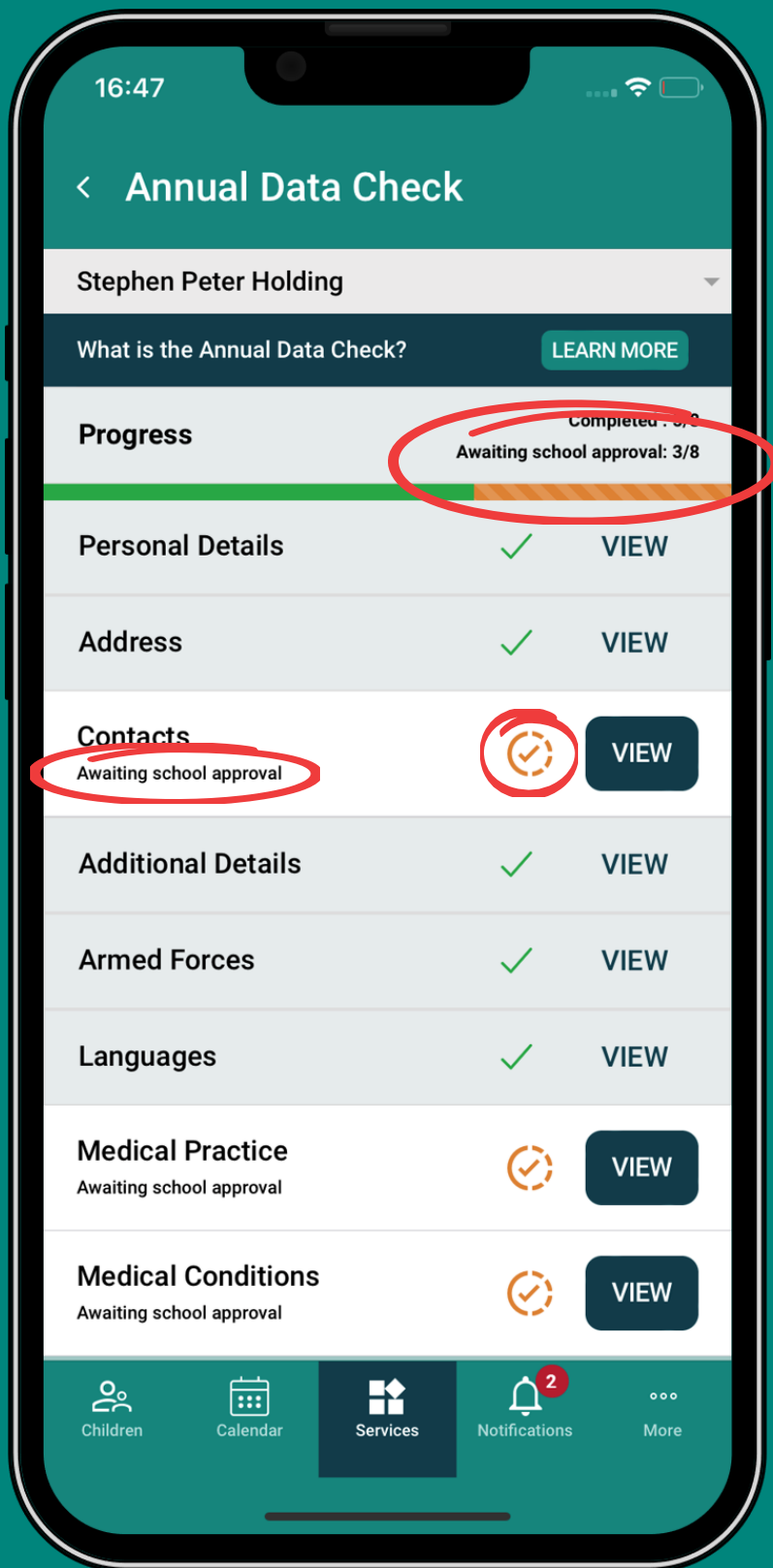


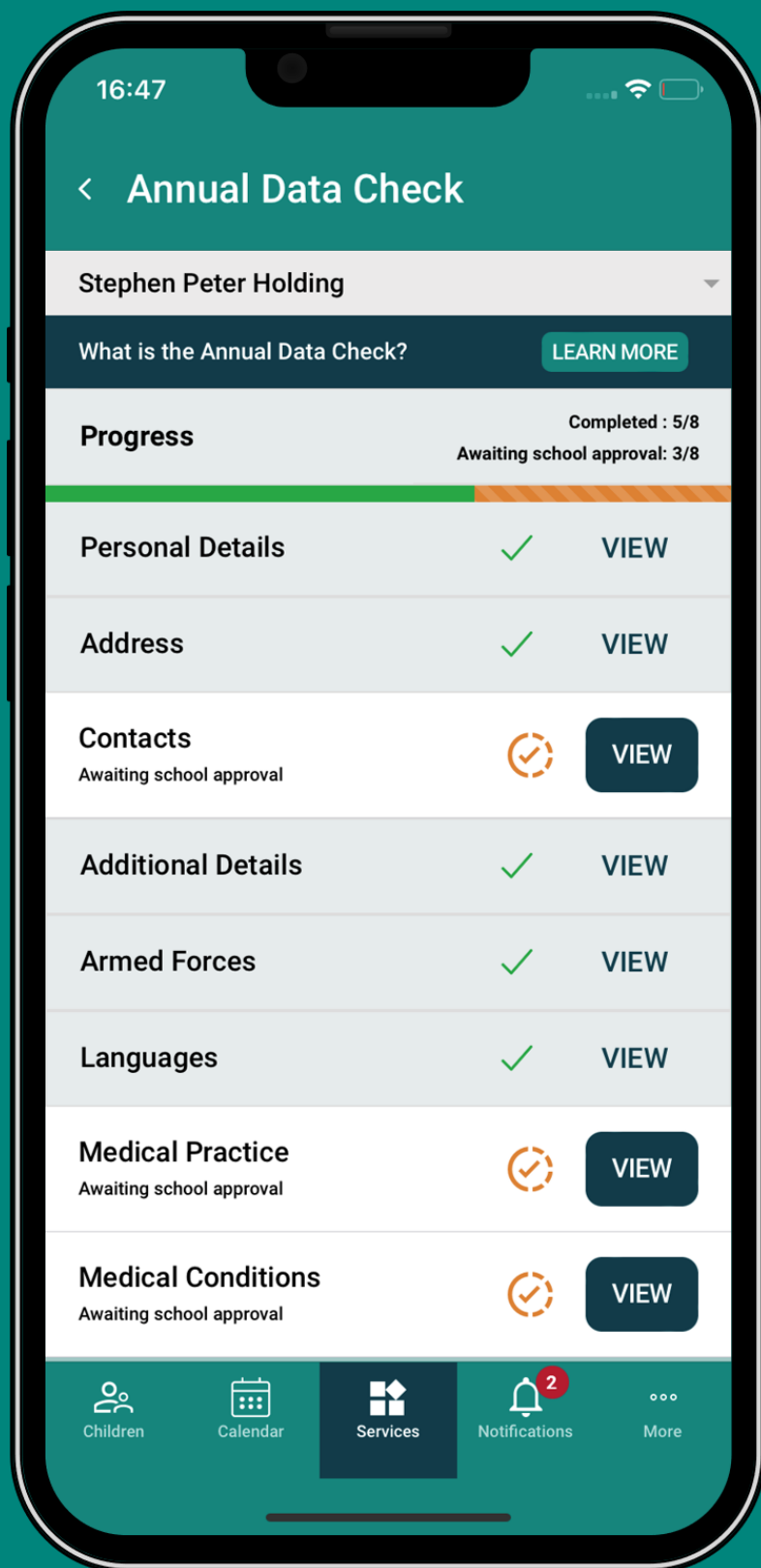
However...

If your child's other parent **doesn't** live at the same address as you, they will **NOT** be shown. (Due to data protection) So you don't need to add them again.

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If changes were made, the progress bar and the sections will show as **Awaiting school approval**



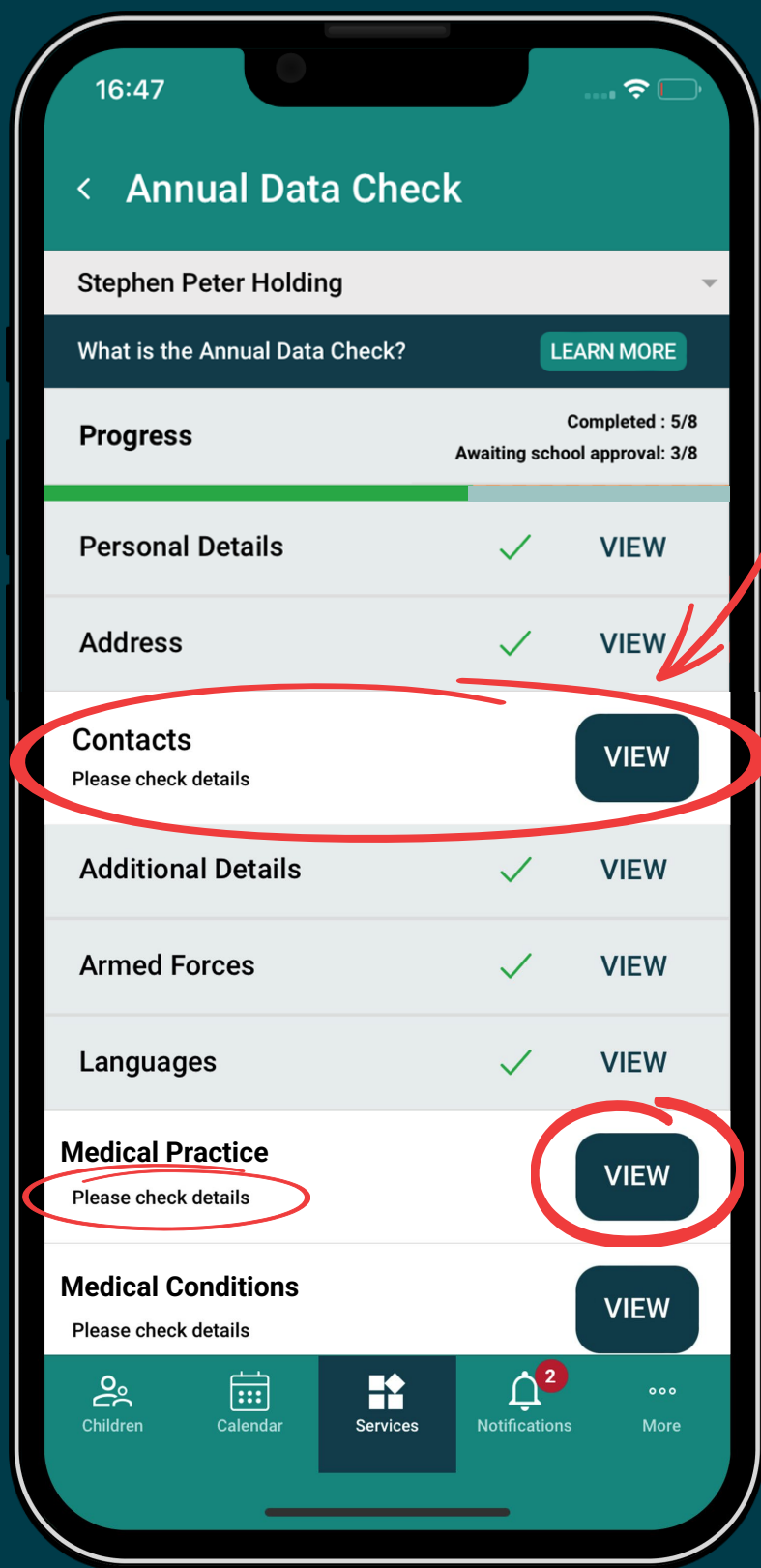


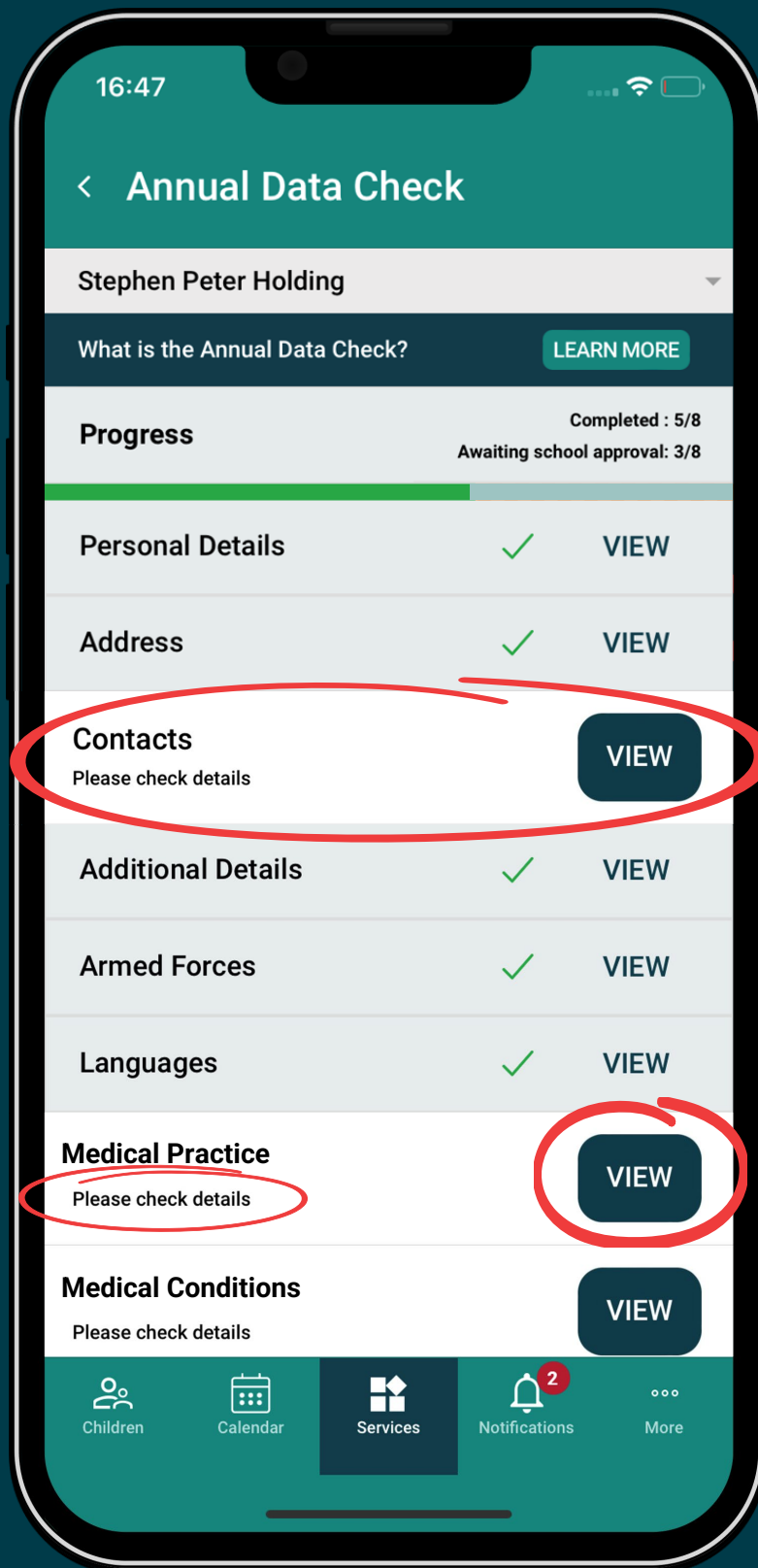
...

The school needs to check the changes.  
If approved, the ADC will be submitted  
automatically.

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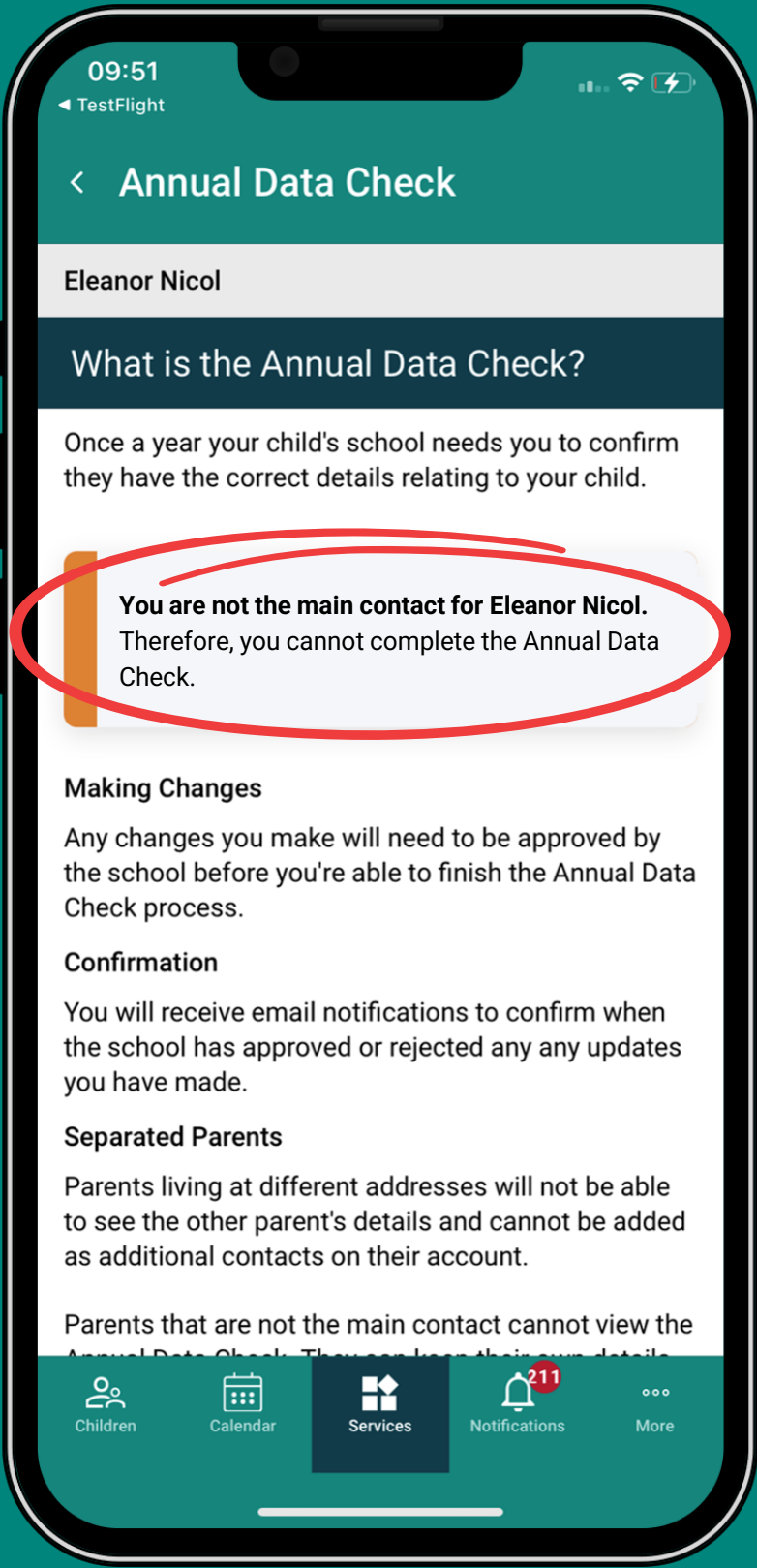
If any changes are **rejected** by the school, that section will show as **“Please check details”** again.



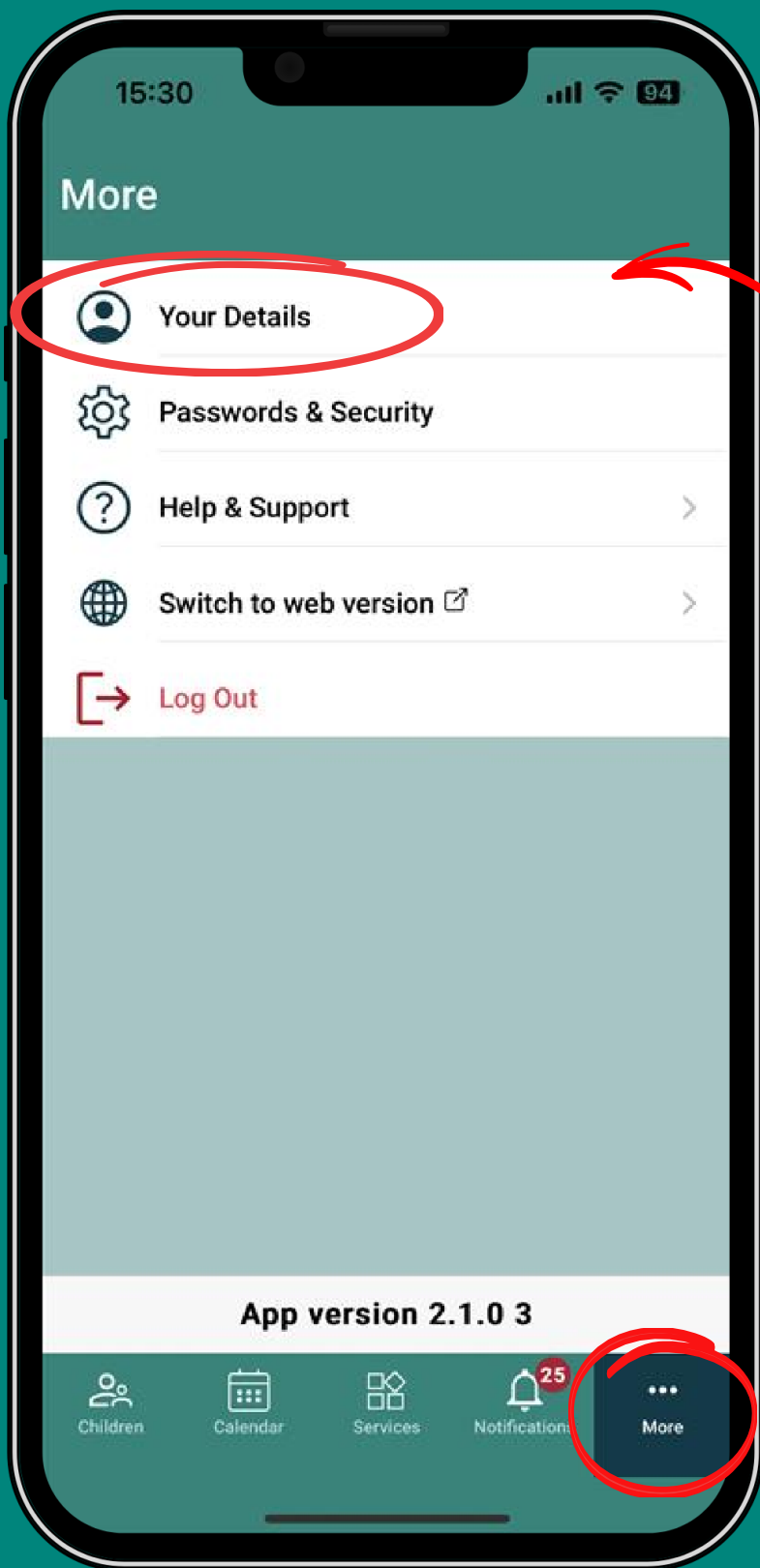


You will have to tap **View** and enter new details or submit the section without the changes.

If you're **not** the **Main Contact** for the child when accessing the **Annual Data Check** you will see this screen...

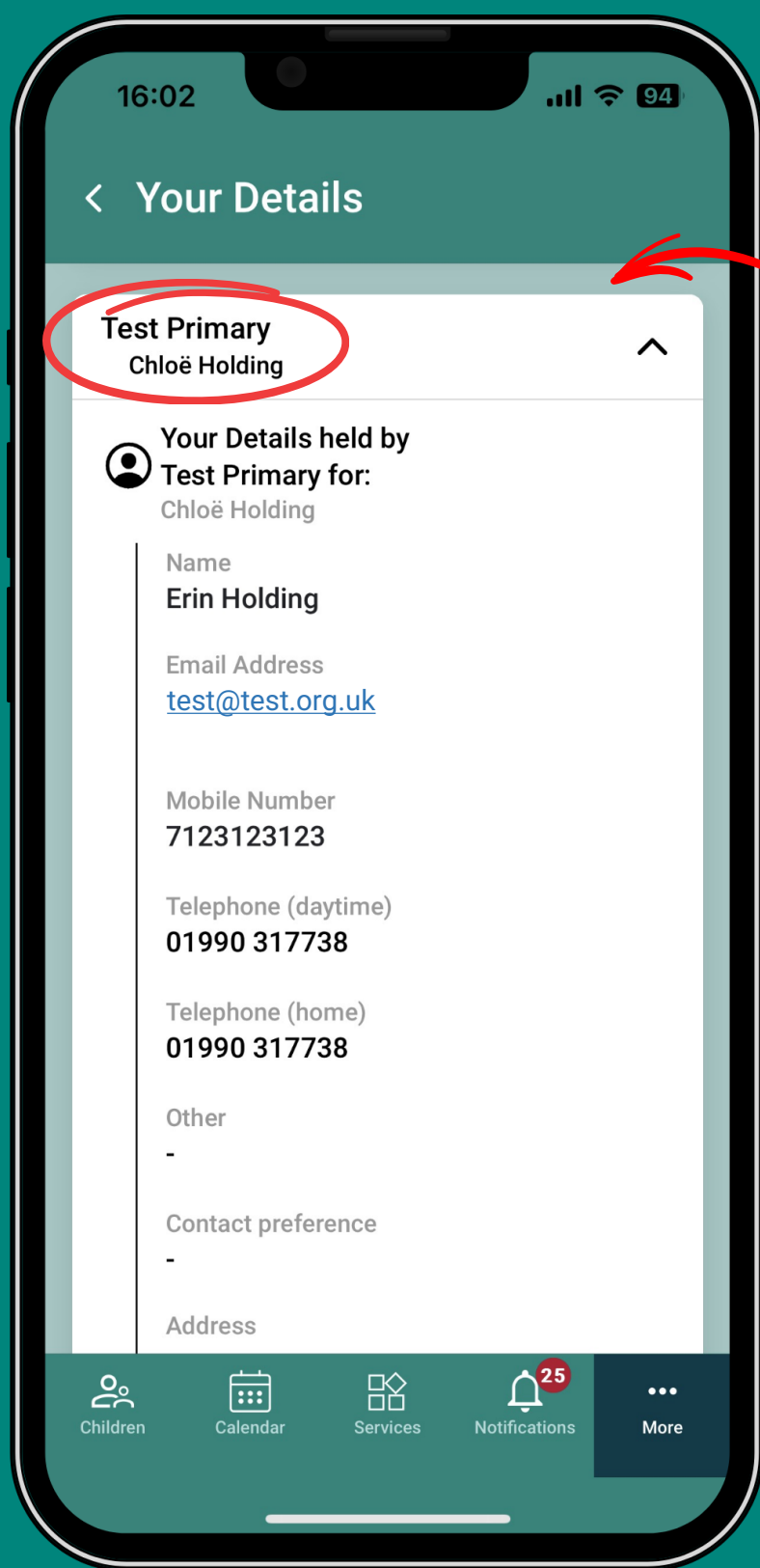


If you are **not** the child's **Main Contact**, you can keep your details up to date by...



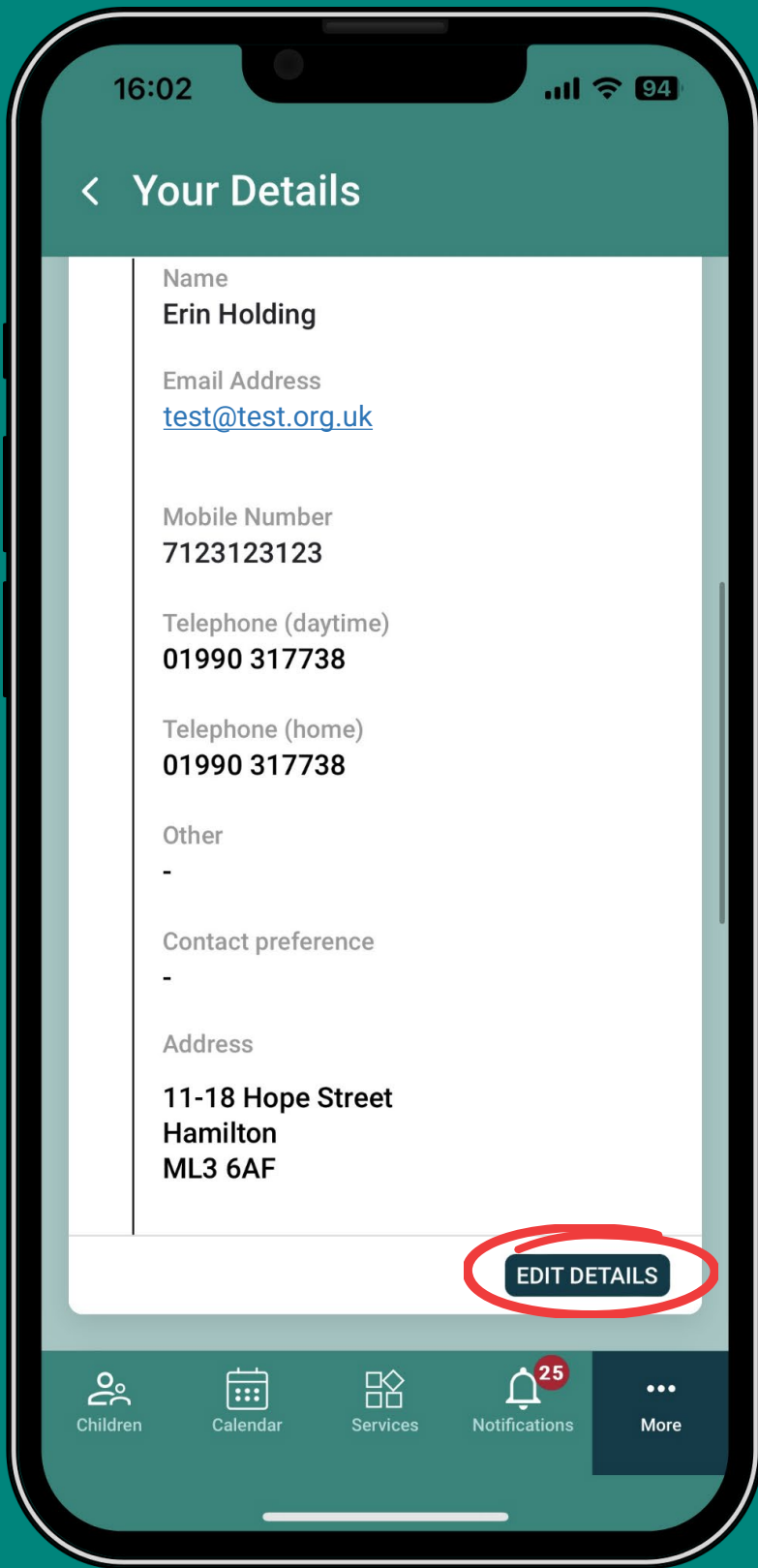
Tapping  
**Your Details**

In the  
**More** tab



In the  
section with  
your child's  
school

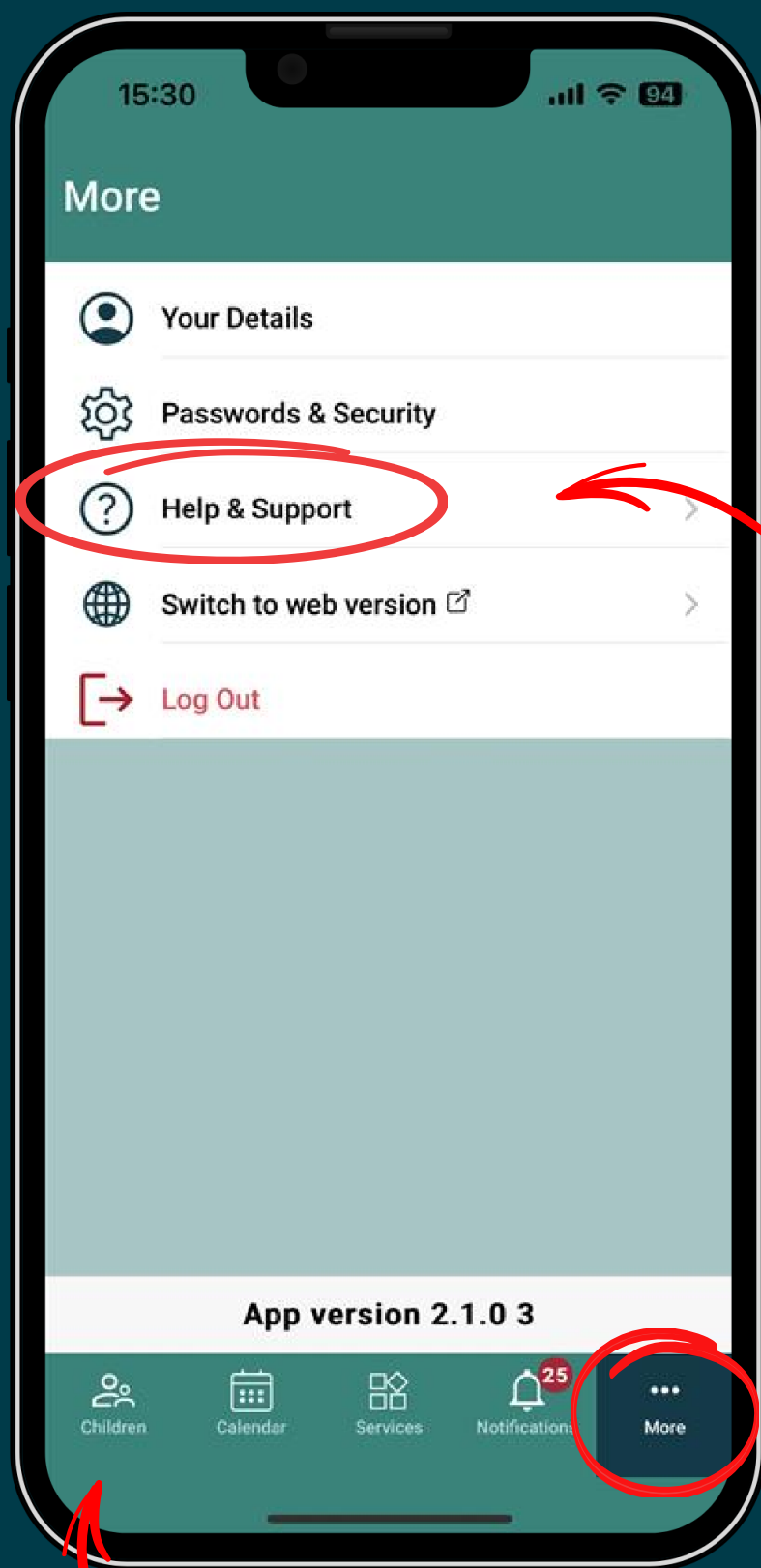
Scroll  
Down



Tap  
**Edit Details**

and follow the  
instructions

# Still having trouble?



Try the  
**Help &  
Support**  
section

found in  
the **More**  
tab

Or contact the school with  
details found in the **Children** tab

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