

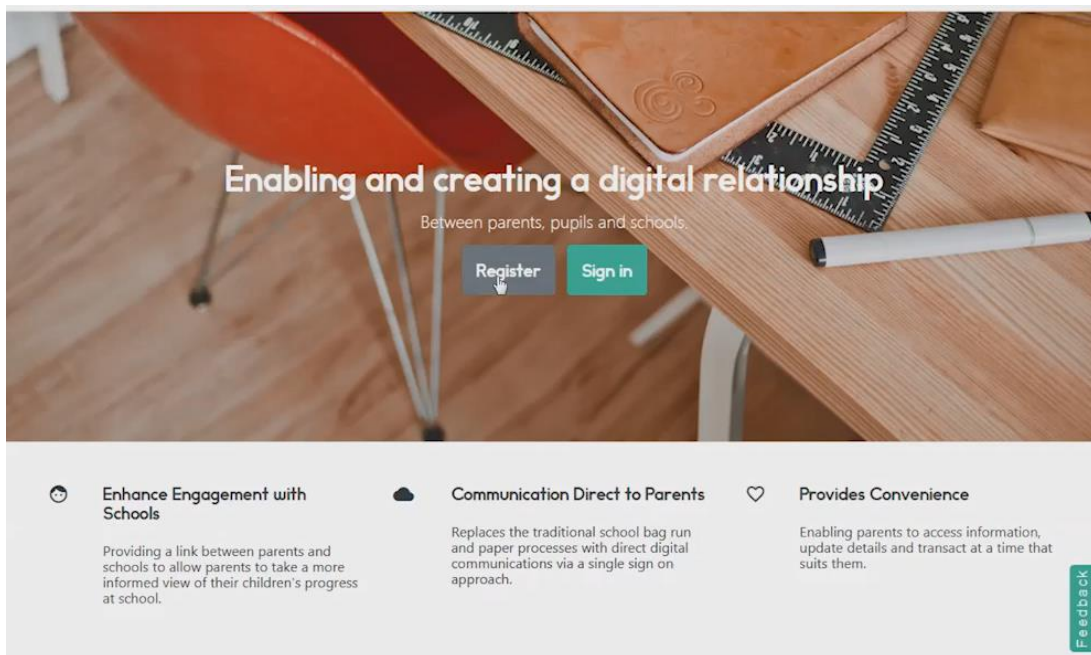
Digital Annual Data Check for Parents



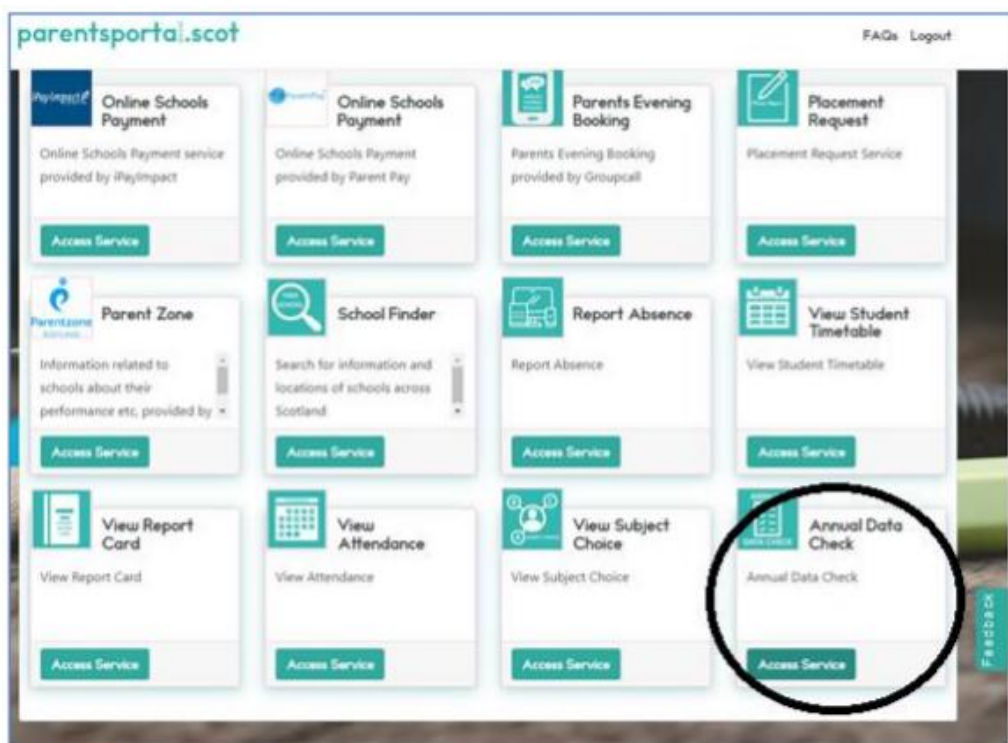
Renfrewshire
Council

parentsportal.scot

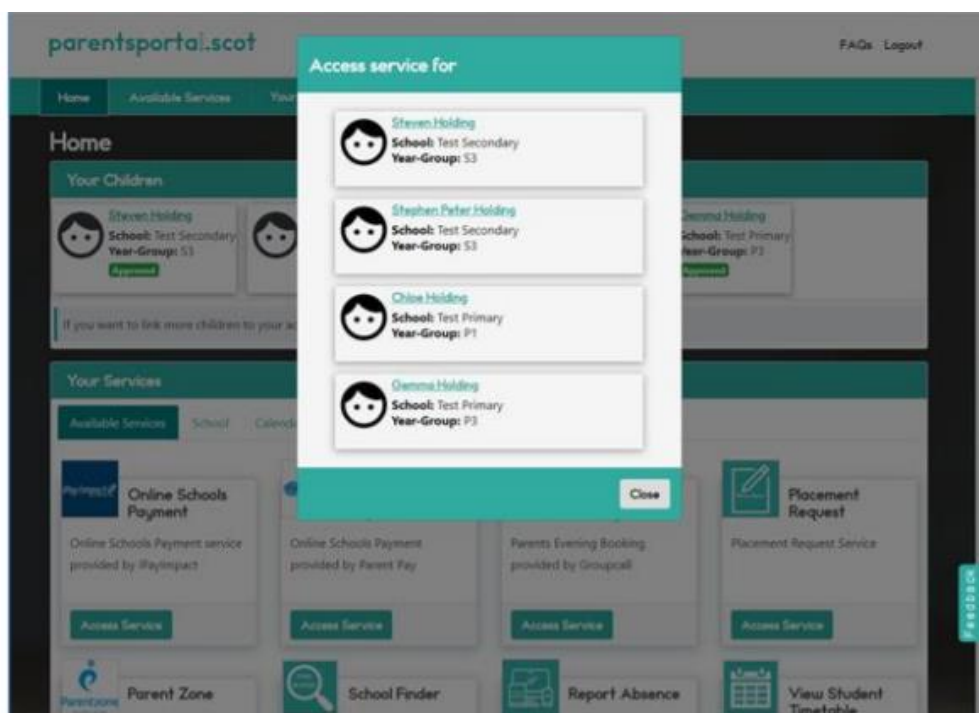
Step 1. Navigate to <http://www.parentsportal.scot> and sign in:



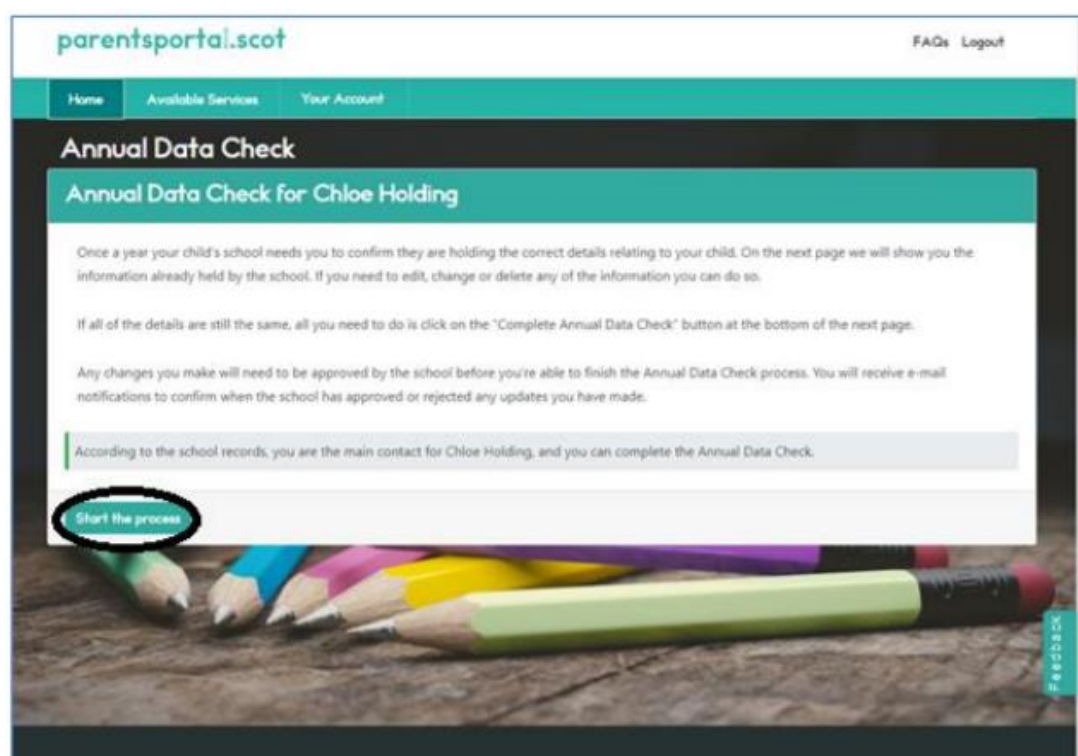
Step 2. Select Annual Data Check service once signed into ParentsPortal:



Step 3. Once the parent/carer selects the Annual Data Check service, this will allow the parent/carer to access this service for a specific child. All linked children for a specific parent will show as below. The parent can click the name of the child to progress to the next stage:



Step 4. Once a child has been selected, the below screen will appear which details the Annual Data Check process. By clicking 'Start the process' as circled below, this will start the process for the parent to review and amend the information which is held for their child:



Step 5. The parent/carer will now be able to update the different sections of the Annual Data Check process. The parent/carer will be asked to update Pupil Details:

The screenshot shows the 'Pupil's Details' section of the 'parentsportal.scot' website. At the top, there is a navigation bar with 'Home', 'Available Services', and 'Your Account'. Below this is a header for 'ANNUAL DATA CHECK' and a sub-header 'Details held by the school for Chloe Holding'. The 'Pupil's Details' section contains a paragraph explaining that details are held by the school and can be updated via an 'Edit Details' button. Below this, a table displays the current details for Chloe Holding: Name (Chloe Holding), Gender (Female), Date of Birth (30 Nov 2012), and Known As (Chloe). An 'Edit Details' button is located at the bottom of this section. A vertical 'Back' button is visible on the right side of the page.

| Name | Gender |
|---------------|--------|
| Chloe Holding | Female |

| Date of Birth | Known As |
|---------------|----------|
| 30 Nov 2012 | Chloe |

[Edit Details](#)

Step 6. The parent/carer will then be asked to update Pupil Address:

The screenshot shows the 'Pupil's Address' section of the 'parentsportal.scot' website. It features a navigation bar with 'FAQs' and 'Logout'. Below the navigation bar is an 'Edit Details' button. The 'Pupil's Address' section contains a paragraph explaining that details are held by the school and can be updated via an 'Edit Details' button. Below this, a table displays the current address details for Chloe Holding: Address (11-18 Hope Street), Town (HAMILTON), and Post Code (ML3 6AF). An 'Edit Details' button is located at the bottom of this section. Below the 'Pupil's Address' section is the 'Contact Details' section, which contains a paragraph explaining that contact details can be updated via an 'Edit Details' button. A vertical 'Back' button is visible on the right side of the page.

| Address |
|-------------------|
| 11-18 Hope Street |

| Town |
|----------|
| HAMILTON |

| Post Code |
|-----------|
| ML3 6AF |

[Edit Details](#)

Contact Details

You can edit your contact details by clicking on the Edit Details button below. You can also delete a contact, as well as a new contact, if required. Any change(s) you make will need to be approved by the school. Until changes have been approved, they will be displayed as pending. Once pending changes have been accepted, you will then be able to complete the Annual Data Check process.

Step 7. The parent/carer will then be asked to update Contact Details:

parentsportal.scot

FAQs Logout

Contact Details

You can edit your contact details by clicking on the Edit Details button below. You can also delete a contact, as well as a new contact, if required. Any change(s) you make will need to be approved by the school. Until changes have been approved, they will be displayed as pending. Once pending changes have been accepted, you will then be able to complete the Annual Data Check process.

Add New Contact
If you need to add a new contact then [Click here](#)

Mrs Erin Holding (Parent)

| | |
|---------------------|----------------------|
| Address | Contact |
| 11-18 Hope Street | Preference |
| HAMILTON ML3 | Mobile Phone |
| 6AF | Mobile Phone |
| Relationship | 07123123123 |
| Name | Home Phone |
| - | - |
| Day Phone | Email Address |
| - | andrew.campbell1 |
| | @improvementserv |
| | ice.org.uk |
| | Other |
| | - |

Feedback

Step 8. The parent/carer will then be asked to update the pupils Pupil's Religion, Ethnic Origin, Asylum Status and National Identity details:

parentsportal.scot

FAQs Logout

Pupil's Religion, Ethnic Origin, Asylum Status and National Identity

Here are the details currently held by the school. If you need to update any details, please click on Edit Details. Any change(s) you make will need to be approved by the school. Until changes have been approved, they will be displayed as pending. Once pending changes have been accepted, you will then be able to complete the Annual Data Check process.

| | |
|----------------------|--------------------------|
| Religion | Ethnic Origin |
| not known | Not known |
| Asylum Status | National Identity |
| - | - |

[Edit Details](#)

Armed Forces Details (if applicable)

Here are the details currently held by the school. If you need to update any details, please click on Edit Details. Any change(s) you make will need to be approved by the school. Until changes have been approved, they will be displayed as pending. Once pending changes have been accepted, you will then be able to complete the Annual Data Check process.

| | |
|--------------------|----------------|
| Undisclosed | Regular |
| No | No |

Feedback

Step 9. The parent/carer will then be asked to update Armed Forces Details (if applicable):

The screenshot shows the 'Armed Forces Details (if applicable)' section of the parentsportal.scot website. The header includes the logo and 'FAQs Logout' links. The section title is in a teal bar. Below the title, there is explanatory text about the details held by the school and the approval process. A table displays the current status for 'Undisclosed' and 'Veteran' (both 'No') and 'Regular' and 'Reserve' (both 'No'). An 'Edit Details' button is located at the bottom of this section. The 'Pupil's Language' section is partially visible below.

| Undisclosed | Regular |
|-------------|---------|
| No | No |
| Veteran | Reserve |
| No | No |

[Edit Details](#)

Step 10. The parent/carer will then be asked to update Pupil's Language Section:

The screenshot shows the 'Pupil's Language' section of the parentsportal.scot website. The header includes the logo and 'FAQs Logout' links. The section title is in a teal bar. Below the title, there is explanatory text about the details held by the school and the approval process. Two buttons, 'Main Language' and 'Other Language', are displayed. An 'Add Details' button is located at the bottom of this section. The 'Pupil's Medical Details' section is partially visible below.

[Main Language](#) [Other Language](#)

[Add Details](#)

Step 11. And finally, the parent/carer will be asked to update Pupil's Medical Details:

The screenshot shows the 'parentsportal.scot' website. At the top, there is a header with the logo and links for 'FAQs' and 'Logout'. The main content area is titled 'Pupil's Medical Details'. Below this title, there is a paragraph explaining that medical details can be added by clicking the 'Add Details' button, and that any changes need to be approved by the school. Below this paragraph is a button labeled 'Add Details'. Further down, there is another section titled 'Complete Annual Data Check'. Below this title, there is a paragraph explaining that once all details for the Annual Data Check are checked and the user is happy to complete the process, they should click the 'Complete Annual Data Check' button. Below this paragraph is a button labeled 'Complete Annual Data Check', which is circled in red. At the bottom of the page, there is a footer with links for 'Help', 'Terms & Conditions', 'Privacy Policy', 'Cookie Policy', and 'Support Request', along with the copyright notice '© 2019 parentsportal.scot'.

Please Note: As circled in the last screenshot, When the parent/carer is satisfied with the information submitted, the process will finalise after selecting "Complete Annual Data Check" button at the bottom of the page. The parent/carer will receive confirmation that updated child details have been accepted by the school:

Hello,

UPDATE TO STUDENT'S CONTACT DETAILS

Your child's school has now **APPROVED** the update you requested to the student's contact details.

If you have any queries relating to this, please contact the school directly.

Once the school has approved any changes you have requested using the Annual Data Check service, you will need to sign in and complete the Annual Data Check, by clicking on "Complete" at the bottom of the Annual Data Check page.

Please [Click Here](#) to log into parentsportal.scot if you wish to complete the Annual Data Check.

Thank you,

parentsportal.scot Team