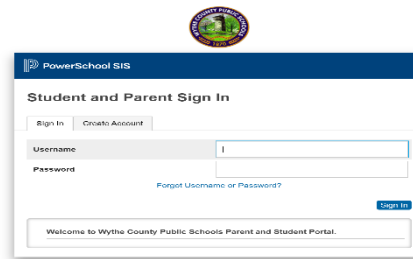


Entering Parent Address in Parent Portal

Enter your username and password for Parent Portal




Select **Forms** on the Left-hand side of the screen




On the General Forms Tab select **WCPS Student Contacts** Link

[WCPS Student Contacts](#)

Under **Guardians and Emergency Contacts** a list of names will appear. On the right hand side of the page select the

pencil  out from the Contact Name you wish to edit the contact information for.

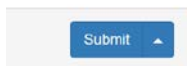
Enter the **mailing address** for a contact (parent and/or guardian) by selecting the Add button  Lab

Address

Enter the following required fields

- Street Line 1
- Street Line 2 (If needed)
- City
- Zip
- Country
- State

Select



Once you submit the page you will receive two additional messages.



Thank You!

Form Submitted!



Select OK

2nd Message letting you know the school office will need to approve your change. Select OK



Warning

This form is currently pending approval.

