

IS YOUR PARENT CONTACT INFORMATION CORRECT? PLEASE CHECK YOUR PARENT PORTAL ACCOUNT.

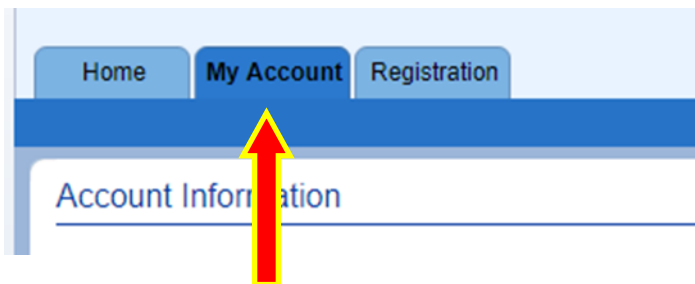
1. Log in to Parent Portal.



2. Click UPDATE STUDENT INFORMATION.



3. Review information in the MY ACCOUNT tab.



TO CHANGE A PHONE NUMBER:

Make change directly on Parent Portal in the My Account tab.

TO CHANGE A STREET ADDRESS:

Complete a Change of Address Form* and present it with required documentation and ID at the Main Office. (Forms of ID include a driver's license, passport, etc. See list of possible proof of residency paperwork on Change of Address form.)

TO CHANGE AN EMAIL ADDRESS:

Complete a Change of Email Address form.*

*** FORMS ARE LOCATED ON THE BROOKWOOD WEBSITE REGISTRAR PAGE.
FIND THE REGISTRAR PAGE UNDER THE DIRECTORY TAB.**