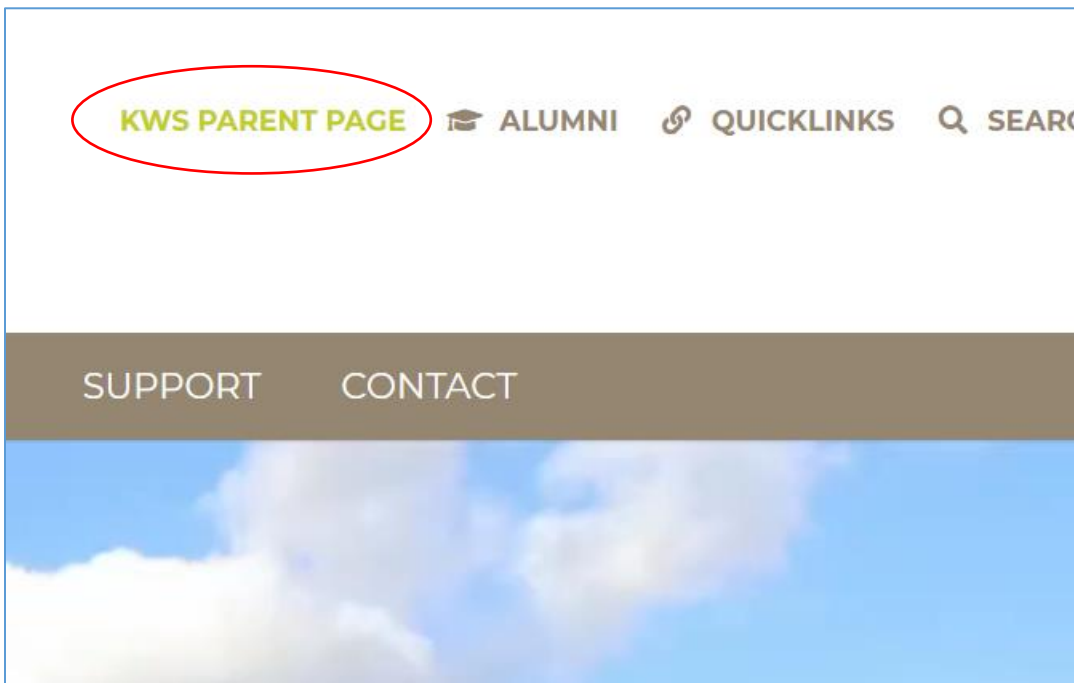


Welcome to the KWS Parent Portal!

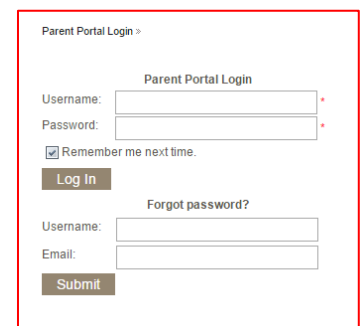
In order for the school to have the most updated information about you and your children, it is essential that every family keeps their records updated.

To access the portal visit our website Kimberton.org and click KWS Parent Page or navigate to Kimberton.org/parents and click the portal button.



Enter your username and password (consider bookmarking this page for easy return access).

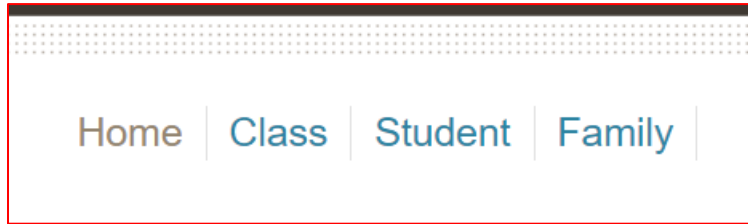
Your username is usually your first and last names with no space (for example, marysmith). Passwords are sent to new parents at the time of enrollment. If you have questions regarding your password, please call the office.



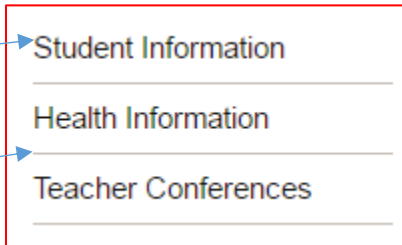
We ask that each child's emergency contact and medical information is updated **before your child's first day attending school**, and please update throughout the year if any changes occur. This includes updating phone numbers, emails and mailing addresses.

Please **visit each page** to review and enter information.

Once logged in, click “Student” and “Family” at the top of the screen,



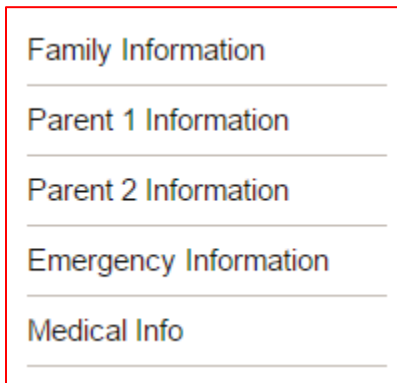
After clicking “STUDENT” you will see these choices at the left:



Click each of the **Student Information** and **Health Information** tabs and go through the fields on the right to update your information. Be sure to click ‘save’ when done.

(Information about Teacher Conferences will be available at conference times if applicable)

After clicking “FAMILY” you will see these choices at the left:



Click each one and update the fields (**Emergency Contact 1, Emergency Contact 2, Family Information, Medical Info, Parent 1 Information and Parent 2 Information**). Please be as complete and accurate as possible. Be sure to hit save when done.

Thank you for giving this important task your attention. If you have any questions about the Parent Portal, its navigation and use, please contact the office.

We look forward to seeing you at school!