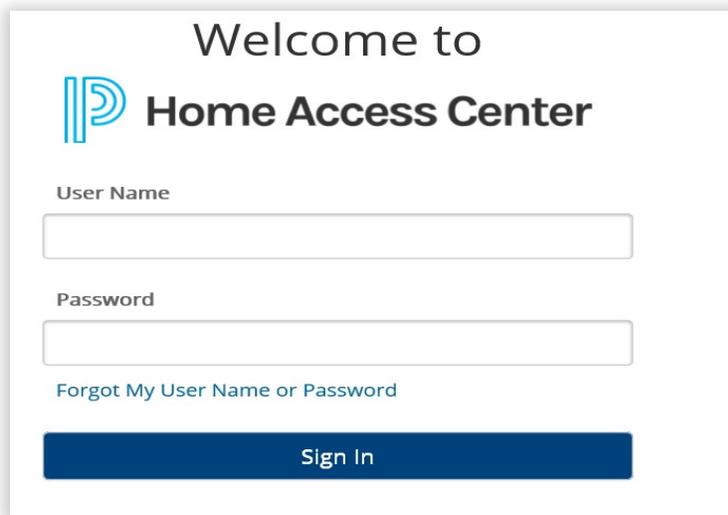


Home Access Center

'Update Form – Guardian Instructions'

Purpose: Update changes to your student's information. Additional Information – please provide answers for current support services including next year's desired learning instructions.

1. Home Access Center (HAC) website: <https://homeaccess.sps.org/homeaccess>
2. Login: Enter User Name and Password – Please reach out to your student's building if you do not have your Login information.



Welcome to
Home Access Center

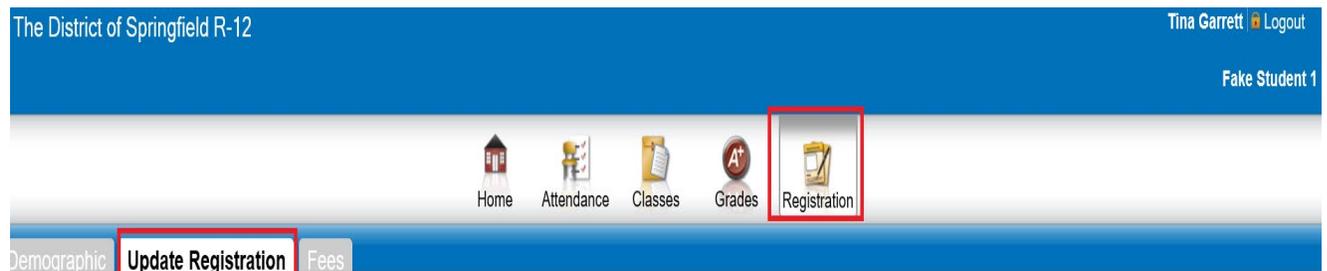
User Name

Password

[Forgot My User Name or Password](#)

Sign In

3. Registration > Update Registration (Registration screen is currently set to be the default screen)



The District of Springfield R-12 Tina Garrett Logout

Fake Student 1

Home Attendance Classes Grades **Registration**

Demographic **Update Registration** Fees

4. Registration Forms – Click on ‘New’

Registration Forms				
Form Name	Status	Modified By	Last Modified Date	Edit/View
				New

5. Show All Sections – Click on ‘Show All Sections’ to expand all the sections.

Update Form 4.5 - Update Form 4.3
Instruction: Click on 'Show All Sections' to expand all the sections. Click on 'Hide All Sections' to collapse all the sections.

[Show All Sections](#) [Hide All Sections](#)

6. Student Information Tab (Demographics) – Please make any appropriate changes necessary on the screens available. **NOTE:** Areas that are grayed out can not but changed however, please notify your student’s building if something is not correct.

Student Information Tab

Existing Information on File

What grade will your child be in the selected school year? * Kindergarten

First Name * Fake

Middle Name

Last Name * Student 1

Generation - Select -

Gender * Female Male Female

Birth Date * 12/6/2007

Race * American Indian

Home Language * ENGLISH

Student Email Address

Save

Enter Any changes Below

Kindergarten

Fake

Student 1

- Select -

Female Male Female

12/6/2007

American Indian

Race Instruction

ENGLISH

7. **Address & Phone – NOTE:** In order to Save the Update Form, you will be required to enter the Effective Date (Current Date - even if you don't have any changes to the Address & Phone areas). Click on Save in the bottom left corner.

Existing Information on File

Physical Address	Mailing Address	Student Phone
Apartment		Cell-(417)882-6325
Complex		
House Number	1359	1359
Street Prefix	East	East
Street Name	Saint Louis	Saint Louis
Street Type	Street	Street
City Label	Springfield	Springfield
State	Missouri	Missouri
Zip	65802	65802

Enter Any changes Below

Effective Date: 2/23/2021

Physical Address

Apartment:

Complex:

House Number: 1359

Street Prefix: East

Street Name: Saint Louis

Street Type: Street

City Label: Springfield

State: Missouri

Zip: 65802

Mailing Address

Same as Physical Address

1359

East

Saint Louis

Street

Springfield

Missouri

65802

Student Phone Number

Phone Type	Phone Number	EAT	Listing Status	Delete
Cell	(417)882-6325		L - Listed	<input type="checkbox"/>

Add Phone Delete Phone

Save

8. **Additional Information – Please make any necessary changes to this screen. Any changes you do make will be highlighted in yellow for easy identification of changes. NOTE: Any question with a red asterisk ? * at the end of the question means that an answer is required before you can Save and Submit this Update Form.**

McKinney Vento Required Questions

Are you sharing housing with other persons due to a loss of housing, economic hardship, or a similar reason? * No

Explain if it is a similar reason:

Are you currently residing at a motel, hotel, trailer parks or camping grounds due to the lack of alternative adequate accommodations? * No

Are you currently residing in an emergency or transitional shelter? * No

Has the student been abandoned in a hospital? * No

Is your primary nighttime residence a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings? * No

Are you currently living in a car, park, public space, abandoned buildings, substandard housing, bus or train station or similar setting? * No

Is your student currently living with someone other than their legal guardian (not in foster care)? * No Yes

If yes - Is the legal guardian available for educational decision making and student support? -- Select --

Next Year Learning Mode

Selection for Next Year's Learning: Seated or Virtual * In-Person Seated

Privacy - Opt Out

Media Block Exclusion - I do not want my student to be interviewed or photographed by the media without my prior permission. No

Directory Information Opt-Out Form - 1) NOT be released to any persons, groups, or entities. (Note: This would exclude the student's name and photo from lists and school publications such as newspaper articles, honor roll, athletic lists, yearbook, etc) No

Directory Information Opt-Out Form - 2) NOT be released to any solicitor, commercial interest or business. No

Directory Information Opt-Out Form - 3) NOT be released to military recruiters. No

Directory Information Opt-Out Form - 4) NOT be released to any college or university. No

Directory Information Opt-Out Form - 5) NOT be released to FAFSA (high school only) No

9. **Automated Phone System (Connect 5) – Please make sure you complete this section or the previous information on file will be removed.**

Please Complete - Automated Phone System

Automated Phone Called System - NAME of Primary Contact - Emergency & General Calls Tina Garrett Tina Garrett

Automated Phone Calling System - PHONE # of Primary Contact - Emergency & General Calls 4178826325 4178826325

Click Save in the lower Left corner to save.

10. Should your child have any health concern changes or if they are currently in 5th grade, please Download the writeable Health Inventory and make any appropriate changes. NOTE: You will need to Name and Save the Download form to your system. Then click on the Click here to upload the Saved file to upload the form.



11. Electronic Guardian Signature – to submit this form electronically, click on the I Agree checkbox and Submit.

Guardian Signature

I Agree
To submit please select 'I Agree'

Print Submit

Clicking Agree certifies that the information which I have provided to the school district in support of student's application for enrollment is true and correct.

NOTE: When you click on Submit and a required field has not been completed, you should receive a message stating the required questions have not been answered. (see example below:

