Parent Profile Updates

Change of Contact Info

In order to update contact information for yourself or your student, including adding and removing emergency contacts, please follow the below steps.

- Please only update the information that has changed. **You do not need to fill in every area.**
- Changes to home address will require that two proofs of residence be emailed to student.records@springscs.org in order to complete your request.

Profile updates that **can** be completed by the parent:

- Mailing Address
- Home Address *(must submit updated proofs)*
- Phone numbers
- Email
- Emergency Contacts
- Annual Income

Profile updates that must be completed by contacting Student Records:

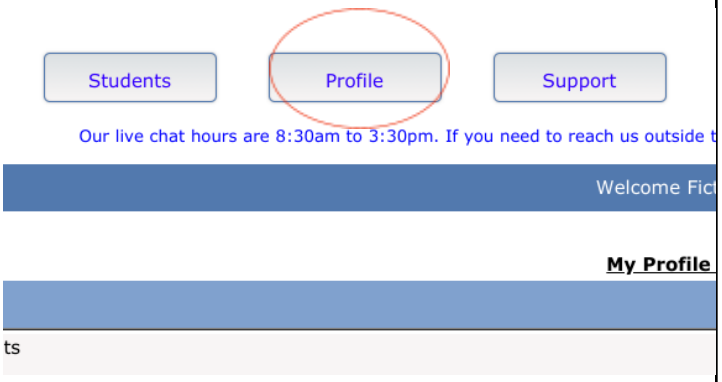
- Name changes
- Removing Parent 1 or Parent 2
- Removing 3rd Party Authorizations

Email: student.records@springscs.org
Or call: (951) 252-8811

1) Login to OASIS from your MySprings dashboard.



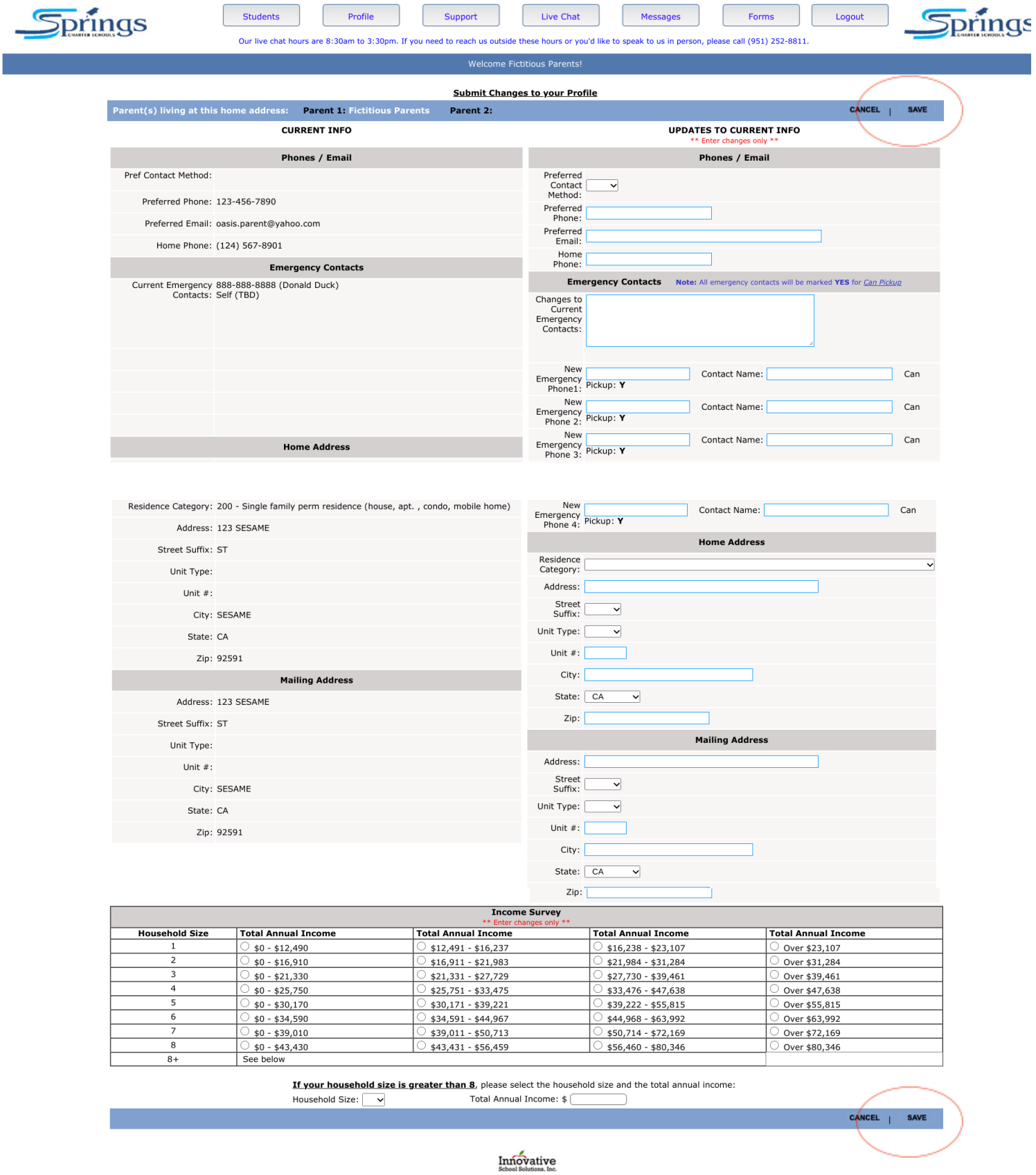
2) Click on Profile



3) In the next window, you will see your current contact information.
Click on "Edit" in the right-hand corner.



4) In the next window, your current information is in the left column. Enter any changes on the right. **Be sure to save your changes by clicking on "save" in the upper right or lower right-hand corner.**



Springs CHARTER SCHOOLS

Students | Profile | Support | Live Chat | Messages | Forms | Logout

Our live chat hours are 8:30am to 3:30pm. If you need to reach us outside these hours or you'd like to speak to us in person, please call (951) 252-8811.

Welcome Fictitious Parents!

Submit Changes to your Profile

Parent(s) living at this home address: **Parent 1:** Fictitious Parents **Parent 2:** CANCEL | SAVE

CURRENT INFO		UPDATES TO CURRENT INFO (** Enter changes only **)	
Phones / Email		**Phones / Email**	
Pref Contact Method:		Preferred Contact Method:	
Preferred Phone:	123-456-7890	Preferred Phone:	
Preferred Email:	oasis.parent@yahoo.com	Preferred Email:	
Home Phone:	(124) 567-8901	Home Phone:	
Emergency Contacts		**Emergency Contacts** Note: All emergency contacts will be marked **YES** for *Can Pickup*	
Current Emergency Contacts:	888-888-8888 (Donald Duck) Self (TBD)	Changes to Current Emergency Contacts:	
		New Emergency Phone1:	Contact Name: Can Pickup: **Y**
		New Emergency Phone 2:	Contact Name: Can Pickup: **Y**
		New Emergency Phone 3:	Contact Name: Can Pickup: **Y**
		New Emergency Phone 4:	Contact Name: Can Pickup: **Y**
Home Address		**Home Address**	
Residence Category:	200 - Single family perm residence (house, apt. , condo, mobile home)	Residence Category:	
Address:	123 SESAME	Address:	
Street Suffix:	ST	Street Suffix:	
Unit Type:		Unit Type:	
Unit #:		Unit #:	
City:	SESAME	City:	
State:	CA	State:	CA
Zip:	92591	Zip:	
Mailing Address		**Mailing Address**	
Address:	123 SESAME	Address:	
Street Suffix:	ST	Street Suffix:	
Unit Type:		Unit Type:	
Unit #:		Unit #:	
City:	SESAME	City:	
State:	CA	State:	CA
Zip:	92591	Zip:	

Income Survey (** Enter changes only **)

Household Size	Total Annual Income	Total Annual Income	Total Annual Income	Total Annual Income
1	○ $0 - $12,490	○ $12,491 - $16,237	○ $16,238 - $23,107	○ Over $23,107
2	○ $0 - $16,910	○ $16,911 - $21,983	○ $21,984 - $31,284	○ Over $31,284
3	○ $0 - $21,330	○ $21,331 - $27,729	○ $27,730 - $39,461	○ Over $39,461
4	○ $0 - $25,750	○ $25,751 - $33,475	○ $33,476 - $47,638	○ Over $47,638
5	○ $0 - $30,170	○ $30,171 - $39,221	○ $39,222 - $55,815	○ Over $55,815
6	○ $0 - $34,590	○ $34,591 - $44,967	○ $44,968 - $63,992	○ Over $63,992
7	○ $0 - $39,010	○ $39,011 - $50,713	○ $50,714 - $72,169	○ Over $72,169
8	○ $0 - $43,430	○ $43,431 - $56,459	○ $56,460 - $80,346	○ Over $80,346
8+	See below			

If your household size is greater than 8, please select the household size and the total annual income:

Household Size: Total Annual Income: $

CANCEL | SAVE

Innovative School Solutions, Inc.

This updated information will be incorporated into your permanent profile by the Student Records Team. If you have additional questions, please contact us at Student.Records@springscs.org or by calling (951) 252-8811.