



Stroudsburg Area School District

Updating Parent/Student Contact Information (Online Data Verification)

Once you are logged into your Community Web Portal account, you can verify and/or update your information and your student's information anytime throughout the school year.

1. Click on your student's name located on the left side of the screen. You can verify and update all of your students in one place, simply by clicking on their names.
 2. Under the "Student Backpack" in the left column, click on "Change Student Data."
 3. Review information and make necessary changes. School district staff will be notified when a change has been made to your information. If you need to add or delete an emergency contact, please email registration@sburg.org, otherwise, the contacts will remain the same in your student's account.
 4. When the data has been approved by staff, it will be updated in your account. If there are questions regarding your changes, you will be contacted by district staff.
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Updating Student Health Information

Once you are logged into your Community Web Portal account, you may update your student's health information at the beginning of the school year.

1. Click on your student's name located on the left side of the screen. You can update all of your students in one place, simply by clicking on their names.
2. Under the "Student Backpack" in the left column, click on "Student Data Forms."
3. Complete the form fields in the electronic form. Once you have completed the form, click "Complete Form." School district nursing staff will be notified when the updates have been made to your information.
4. When the information has been approved by the nursing staff, it will be updated and added to your student's account. If there are questions regarding the updates, you will be contacted by district staff.