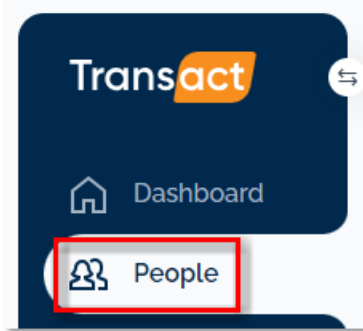


# Managing School Information

Some information in this section may update automatically from student data imported from your district's SIS system, depending on your District's SIS import settings.

To update a participant's school-related information, click the "People" tab in your lefthand navigation menu.



Open the "List of People"

## People

### List of People





Access lists of people associated with this organization and add new people.



Locate the participant in your List of People.

## List of Participants

Add Participant +

Participant ID	Name	Actions
1234567890	John Johnson	 
9876543210	Susan Jones	 

Click the pencil icon to open the participant's record.

1234567890

John Johnson



Navigate to the *“School Information”* tab of the participant’s record.

# John Johnson

Personal information

Address

Homelessness

School information



Adjust the information in the fields.

Some information in this section may update automatically from student data imported from your district's SIS system, depending on your District's SIS import settings.

Some custom fields may be present in your system that should be completed.

Click *“Save”* to keep any changes.

School attending during day

Washington High School



Grade

Eleventh grade



Lunch Status

Free



English Learner Status

No



Special Education Status

No



IDEA Disability



Save School information