

## Viewing and Editing Student Information



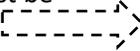
It is **essential that student information in the PRISM database be accurate, up-to-date, and reflect precisely that which is contained in a Board's SIS**. As student information frequently changes (e.g., moving from one school or one Board to another, changes in physical address and/or contact information, etc.), it is extremely important these changes be reflected in the PRISM database. Otherwise, messaging and reports may be sent to incorrect recipients and it can be very cumbersome and time-consuming for eTeachers, GCs, Office Administrators, eRegistrars, and DeLCs.

To check information for accuracy and to edit accordingly, please:

Go to **Students** and **Search by Name** or **OEN**.

Click Action button , and select **View**. Review for accuracy.

To make changes, click the Action button , and select **Edit**.

Note: minimally, all of the \*required fields must be completed. 



If the student has an IEP, **you are required to provide it to the teacher**. To do so, obtain a digital copy of the student's IEP and indicate 'Yes' for **Does the student have an IEP?** on this screen. Click the **Choose Files** button, locate and click on the IEP file, then click **Open**.

### Required

OEN  
Legal First Name  
Last Name  
Phone Number  
Email Address  
Street Number  
Street  
City  
Province  
Postal Code  
Gender  
Birthdate  
IEP  
ELL  
Date of Entry into  
Secondary School  
Birth Country  
Arrival Date (students not born in Canada)  
Status in Canada  
Verification (students not born in Canada)

### Optional

SIS ID  
Middle Name  
Preferred First Name  
Cell Phone Number  
Additional Email  
Parent Email  
Parent Email 2  
SHSM Program  
Extenuating Circumstances  
First Language  
Citizenship  
Birth Province

Once all information has been updated, and all \*required fields completed, Click **Update**. If a **Student Updated** message does not appear, it is because required information is either missing or improperly formatted. Scroll up to see which fields appear in **red** and make necessary corrections before clicking **Update** again.

Note: Stakeholders receive PRISM-generated removal messages as indicated here: [http://bit.ly/PRISM\\_Emails](http://bit.ly/PRISM_Emails).