



Annual Data Check

Quick Guide for Parents

This guide will show you how to:

1. Complete an Annual Data Check as a Main Contact

2. Edit Your Details as a non-Main Contact



When your child's school wants you to complete the Annual Data Check online, you will receive an email that looks like this...

You'll also see a notification in the parentsportal.scot app if you have them enabled.

Please note: only the child's Main Contact can complete the Annual Data Check

parentsportal.scot

Hello,

ANNUAL DATA CHECK

Your child's school has now published the Annual Data Check on <u>parentsportal.scot</u>. So that the school has the correct details relating to your child, please log in and complete the Annual Data Check within the next 7 days.

Please click <u>parentsportal.scot</u> to start the Annual Data Check process.

The school needs you to check all the information provided, and update anything as required. If you do not need to update anything, all you have to do is check the data in each section, and click on "Submit Annual Data Check."

You will receive email notifications to confirm when the school has approved or rejected any updates you have made.

Please complete the Annual Data Check within the next 7 days.

Thank you, <u>parentsportal.scot</u> Team

Using the parentsportal.scot mobile app...



If you have multiple children...





Only the child's **Main Contact** will see this screen.



The Main Contact starts the ADC by tapping View on any section.



You can start on any section and the app will take you through all 8 sections.

If you do not need to edit anything...



If all sections are checked without editing anything, the progress bar will be all green and a button will appear for you to **Submit** the ADC.



When submitted, a notification will appear at the top confirming **Annual Data Check submitted**





Annual Data Check will now show as Edit Child Details which allows you to check and update details at any time throughout the year.

If changes are required in any section...



16:45	
Cancel Edit Child's Details SAVE	
First Name * Stephen Peter	
Surname * Holding	Enter the
Known As Stephen	new
Child's Date of Birth * 23 ♀ MAY ♀ 2003 ♀	details and hit Save
Gender *	
Female	

Any changes you make will show as **Pending Changes**



because the school needs to check and approve them.

10:45	
< Annual Data Check	
Stephen Peter Holding	>
Child's Personal Details Here are the child's personal details currently in the school's system.	
Name Stephen Peter Holding	
Known As Stephen	T N
Date of Birth 23 May 2003 Gender	N ta
Male	to
Pending Changes 🧭 🗸	S
Pending changes need to be approved by the school before your account is updated.	
NEXT >	
Children Calendar Services Notifications More	

Tapping **Next** will take you to the next section

Here are the child's Contacts currently in the cannot school's system. update their Erin Holding details as they're a parent of a New contacts will need to be approved by the school before your account is updated. child in the school contact the school if you 200 H need it removed. However... If your child's other parent doesn't live at the same address as you, they will **NOT** be shown. (Due to data protection) So you don't need to add them again. rentsportal.scot

Emergency contact details will be shown in the Contacts section. Note: if **Edit/Delete is** not visible it means you



After checking all 8 sections you will be returned to the overview screen.

If changes were made, the progress bar and the sections will show as **Awaiting school approval**



16:47	? 🗅	
< Annual Data Check		
Stephen Peter Holding	~	
What is the Annual Data Check?	LEARN MORE	
Progress	Completed : 5/8 Awaiting school approval: 3/8	
Personal Details	VIEW	
Address	VIEW	
Contacts Awaiting school approval	VIEW	
Additional Details	VIEW	
Armed Forces	VIEW	
Languages	VIEW	
Medical Practice Awaiting school approval	VIEW	
Medical Conditions Awaiting school approval	VIEW	
Children Calendar Services	Notifications More	

The school needs to check the changes. If approved, the ADC will be submitted automatically.

If any changes are **rejected** by the school, that section will show as **"Please check details"** again.





You will have to tap **View** and enter new details **or** submit the section without the changes.

If you're **not** the **Main Contact** for the child when accessing the **Annual Data Check** you will see this screen...

09:51 TestFlight

Annual Data Check

Eleanor Nicol

What is the Annual Data Check?

Once a year your child's school needs you to confirm they have the correct details relating to your child.

You are not the main contact for Eleanor Nicol. Therefore, you cannot complete the Annual Data Check.

Making Changes

Any changes you make will need to be approved by the school before you're able to finish the Annual Data Check process.

Confirmation

You will receive email notifications to confirm when the school has approved or rejected any any updates you have made.

Separated Parents

Parents living at different addresses will not be able to see the other parent's details and cannot be added as additional contacts on their account.

Parents that are not the main contact cannot view the



If you are **not** the child's **Main Contact**, you can keep your details up to date by...





In the section with your child's school





Still having trouble?



Or contact the school with details found in the **Children** tab