

parentsportal.scot



Annual Data Check

Quick Guide
for Parents

This guide will show you how to:

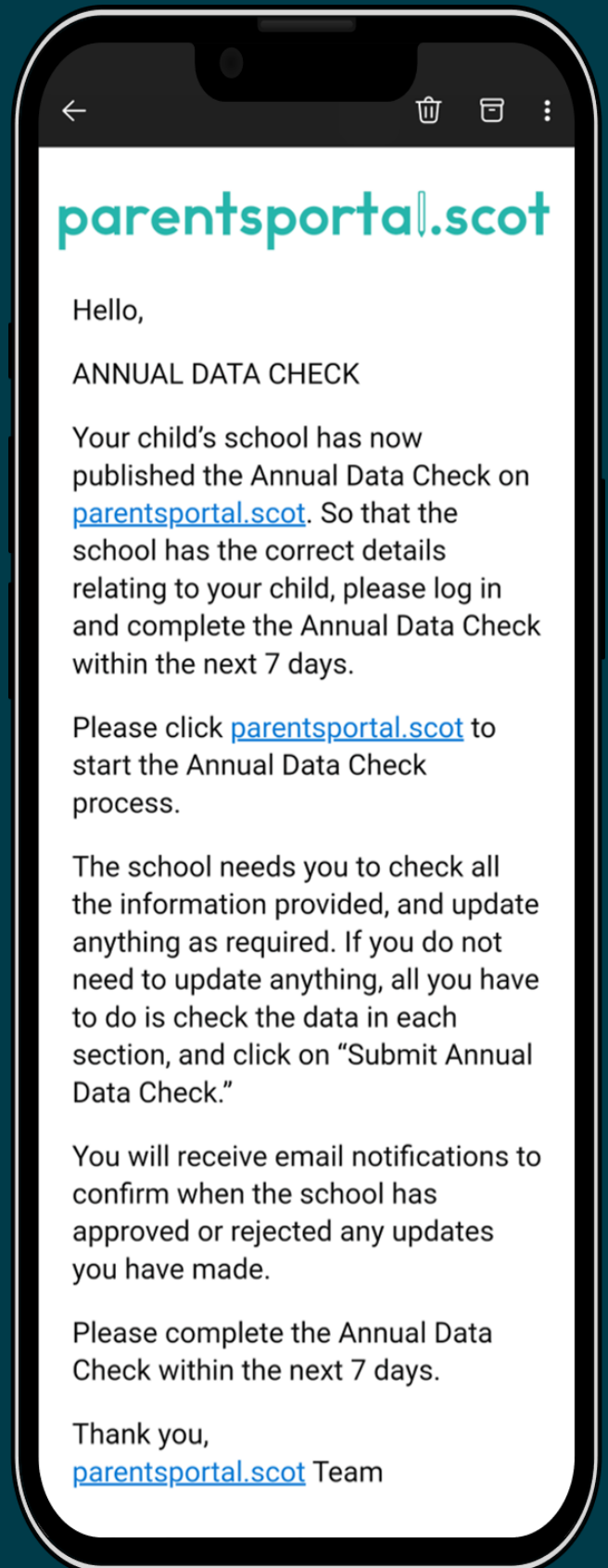
1. **Complete an Annual Data Check as a Main Contact**
2. **Edit Your Details as a non-Main Contact**



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.

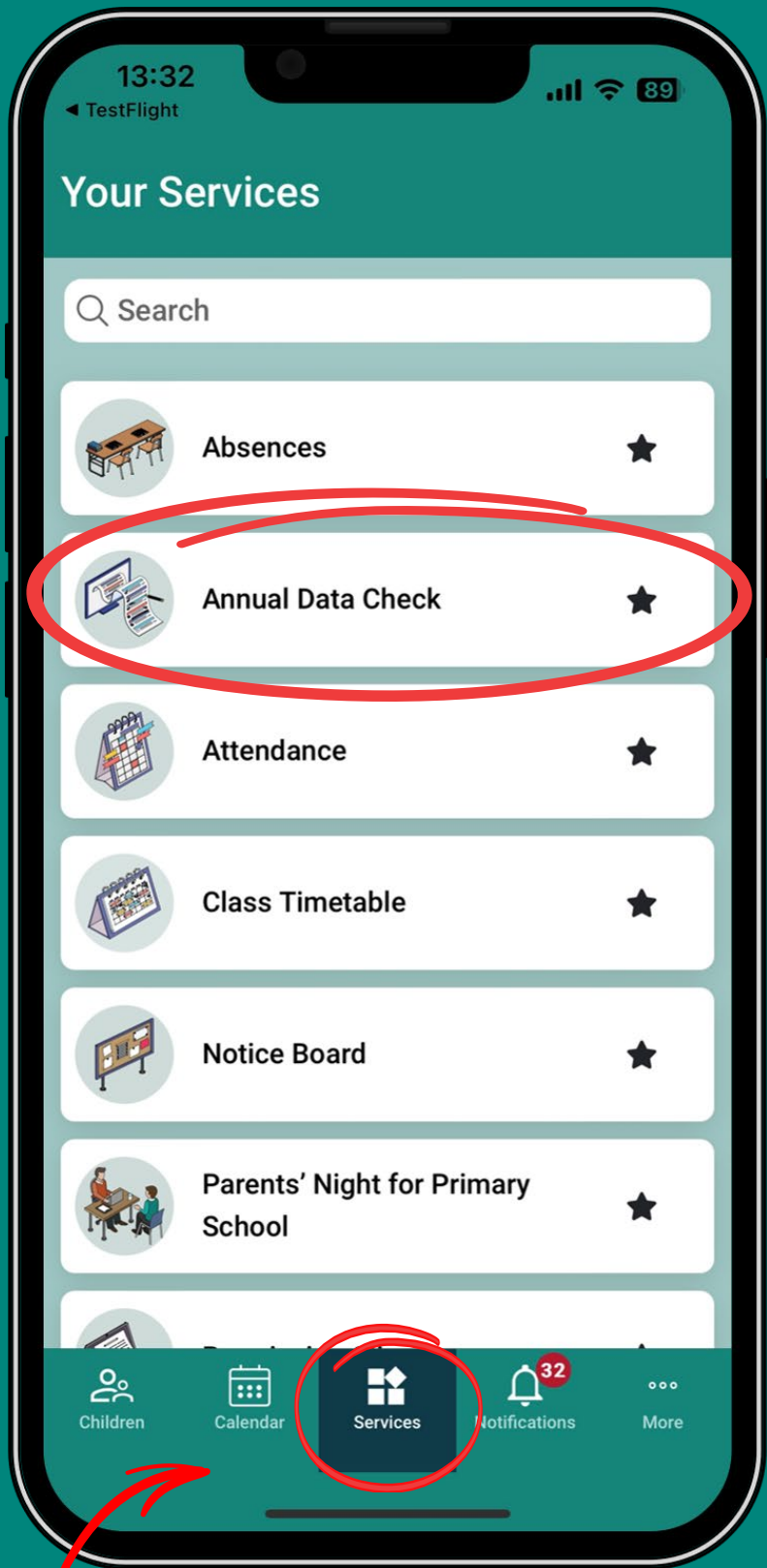
Please note:
only the child's **Main Contact** can complete the Annual Data Check



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Using the [parentsportal.scot](https://parentsportal.scot.nhs.uk) mobile app...

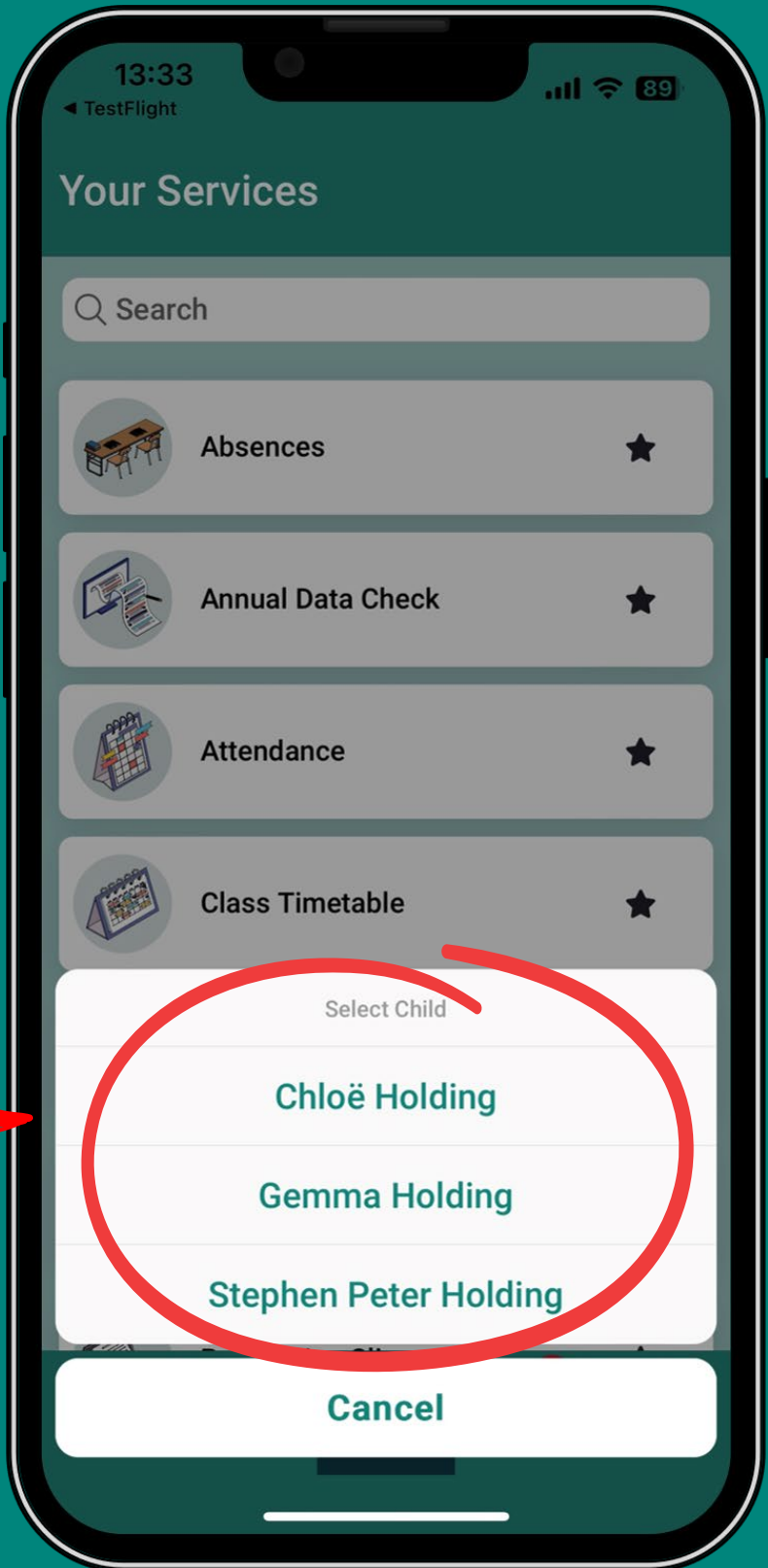
Tap
Annual
Data
Check



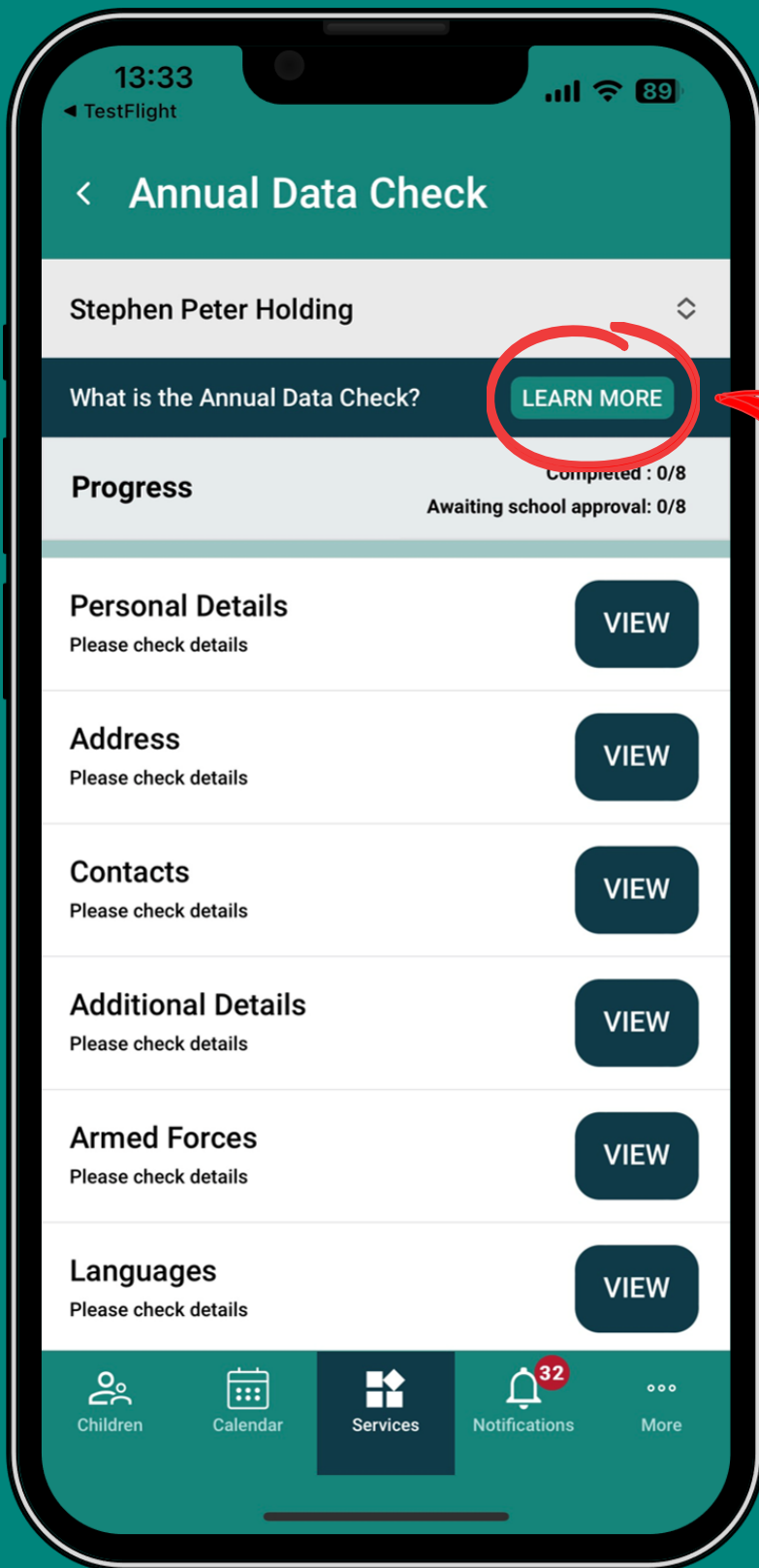
In the
Services tab

If you have multiple children...

You'll
need to
Select
a child

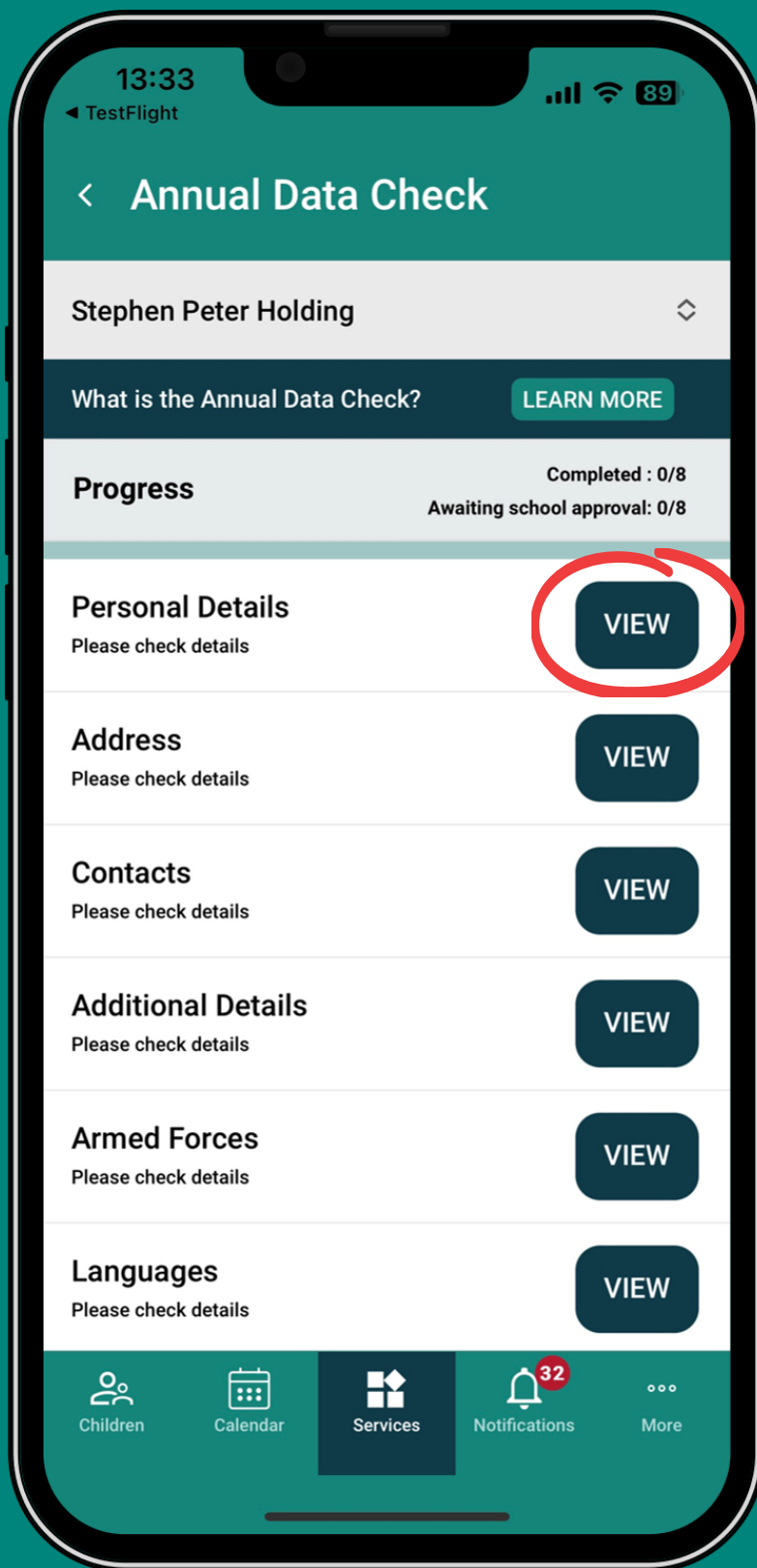


Only the child's
Main Contact will see
this screen.



You can find
out more
about the
ADC by
tapping
Learn More

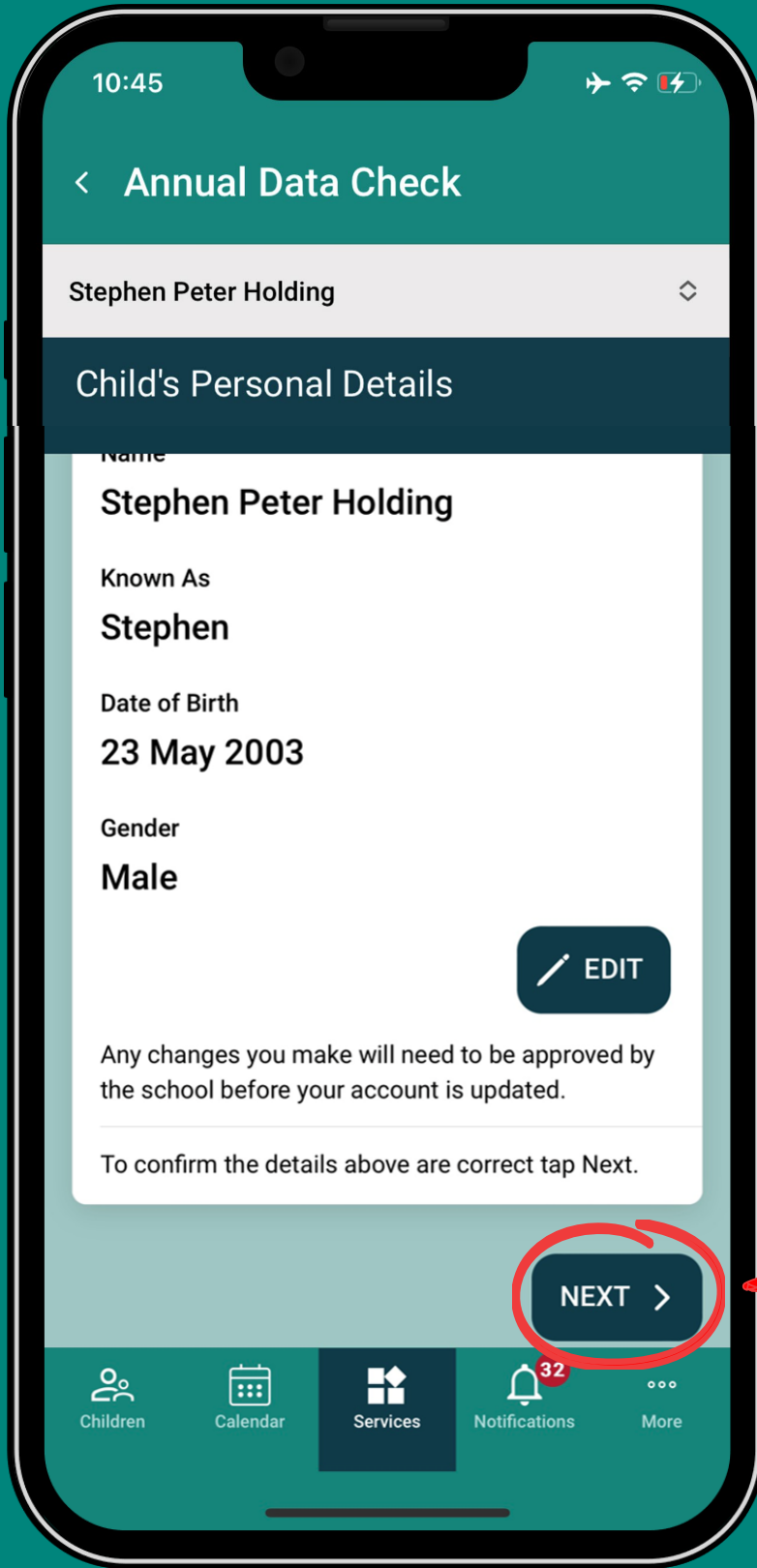
The **Main Contact** starts the **ADC** by tapping **View** on **any** section.



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

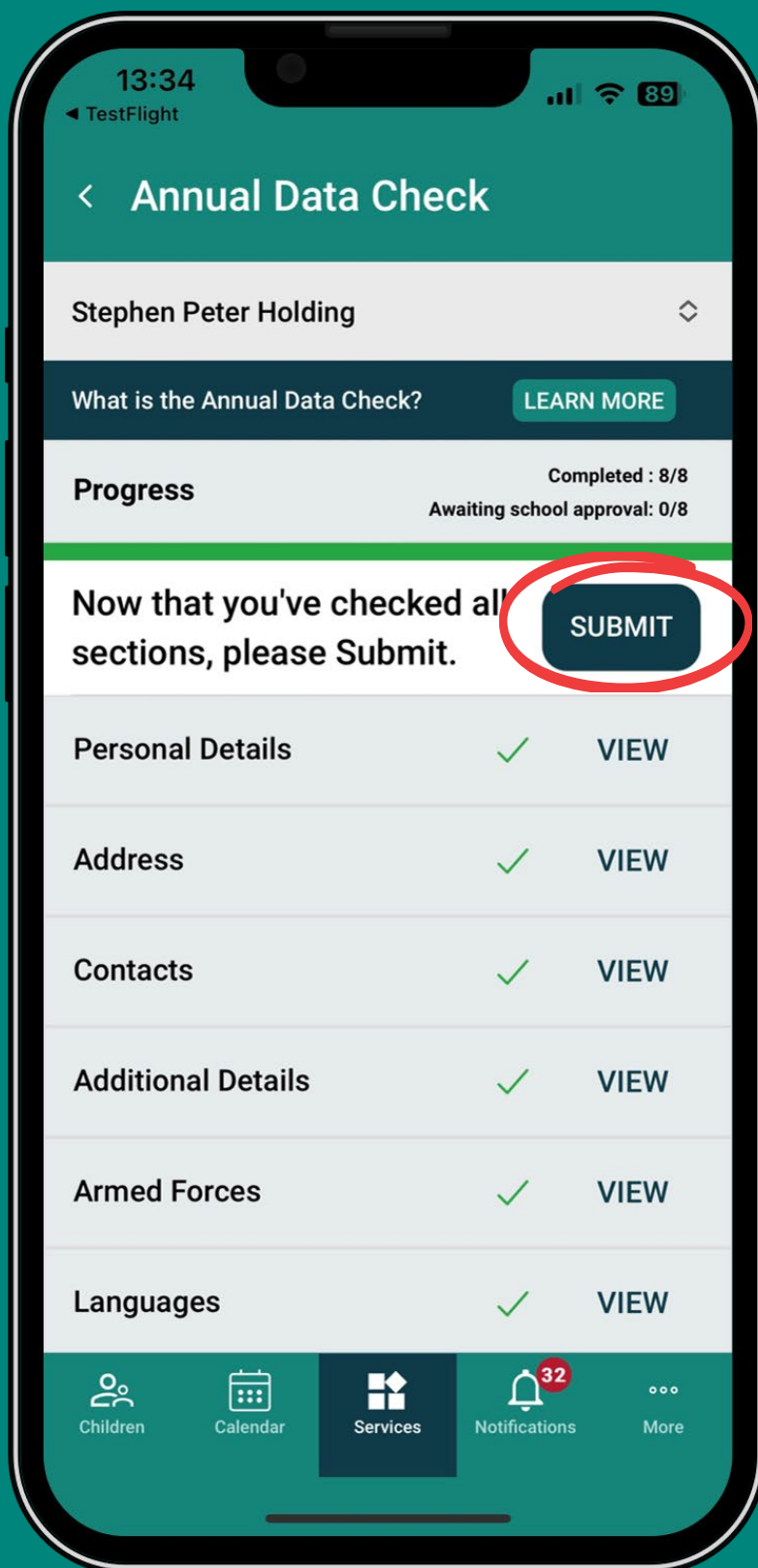
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If you do not need to edit anything...



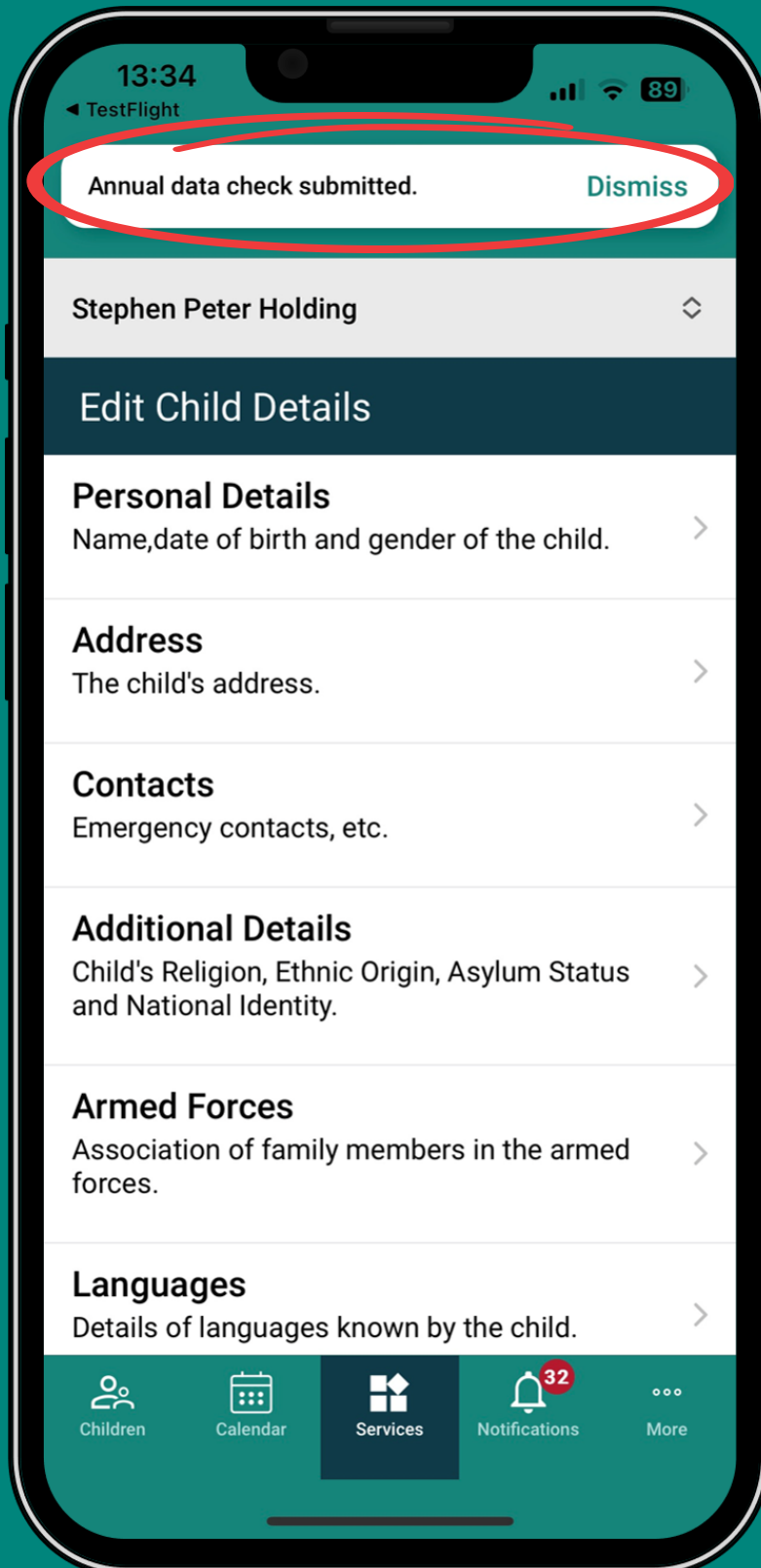
Tap **Next**.
It will take
you to the
next
section

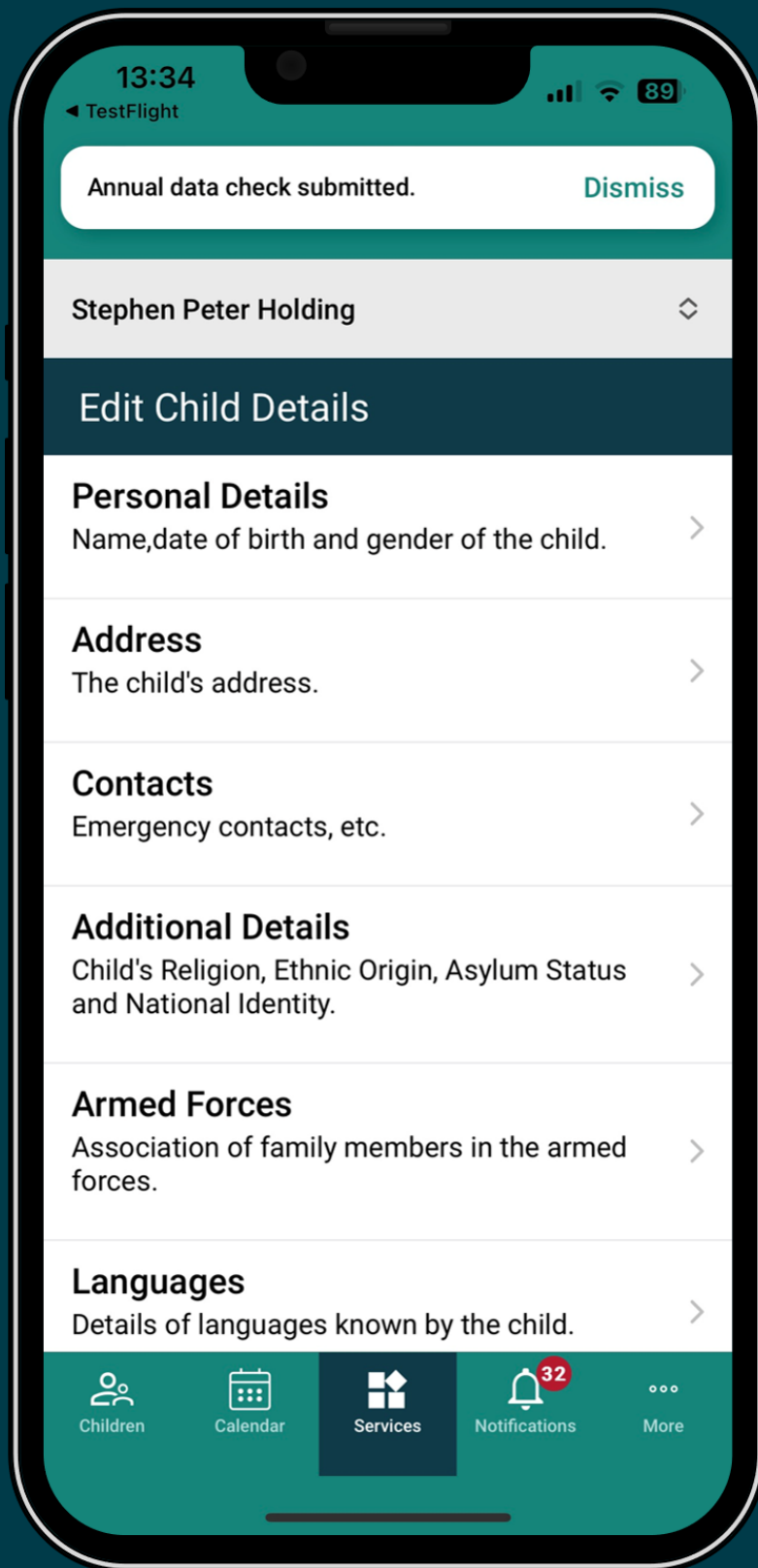
If all sections are checked without editing anything, the progress bar will be all green and a button will appear for you to **Submit** the ADC.



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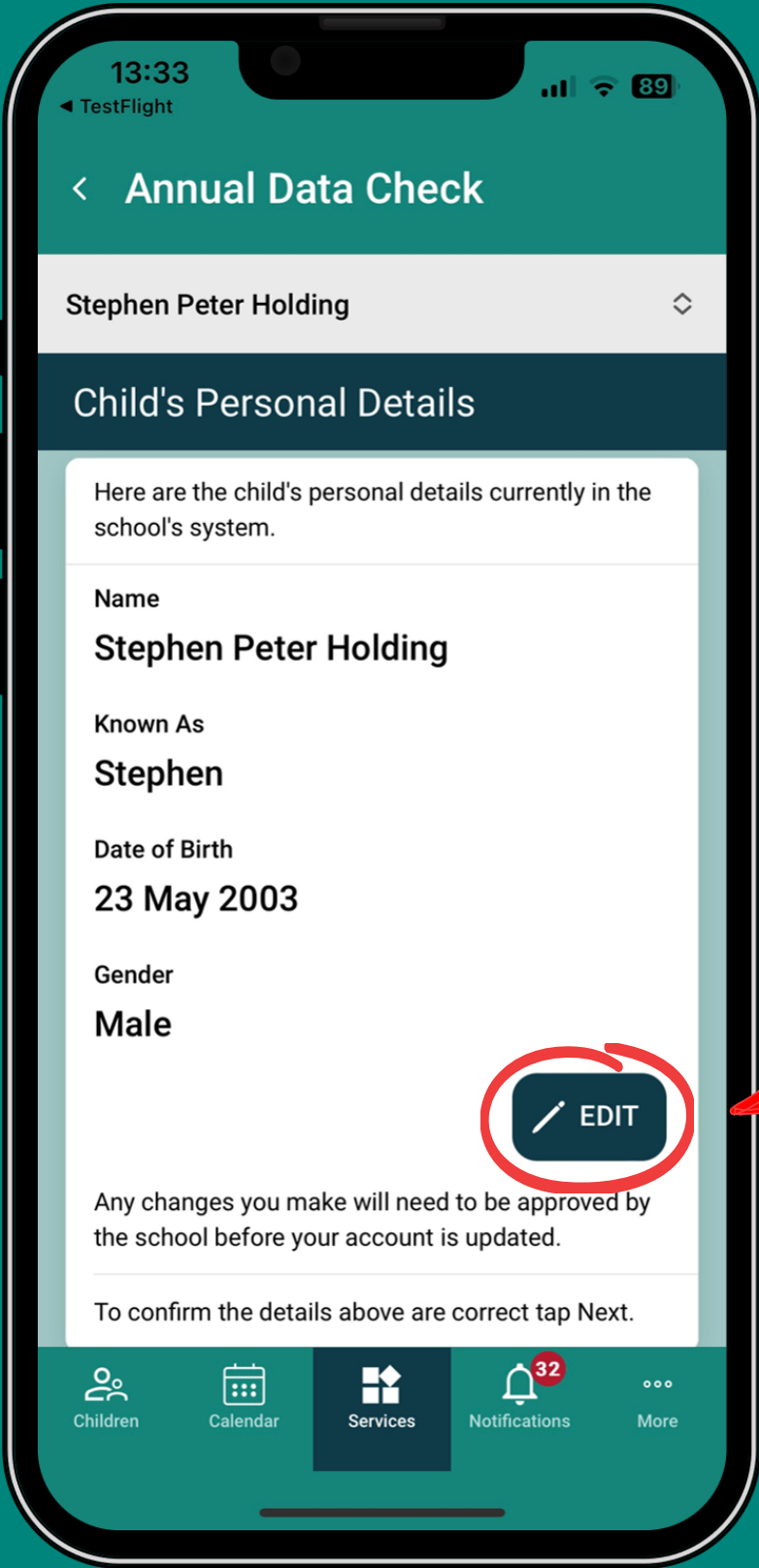
When submitted, a notification will appear at the top confirming **Annual Data Check submitted**



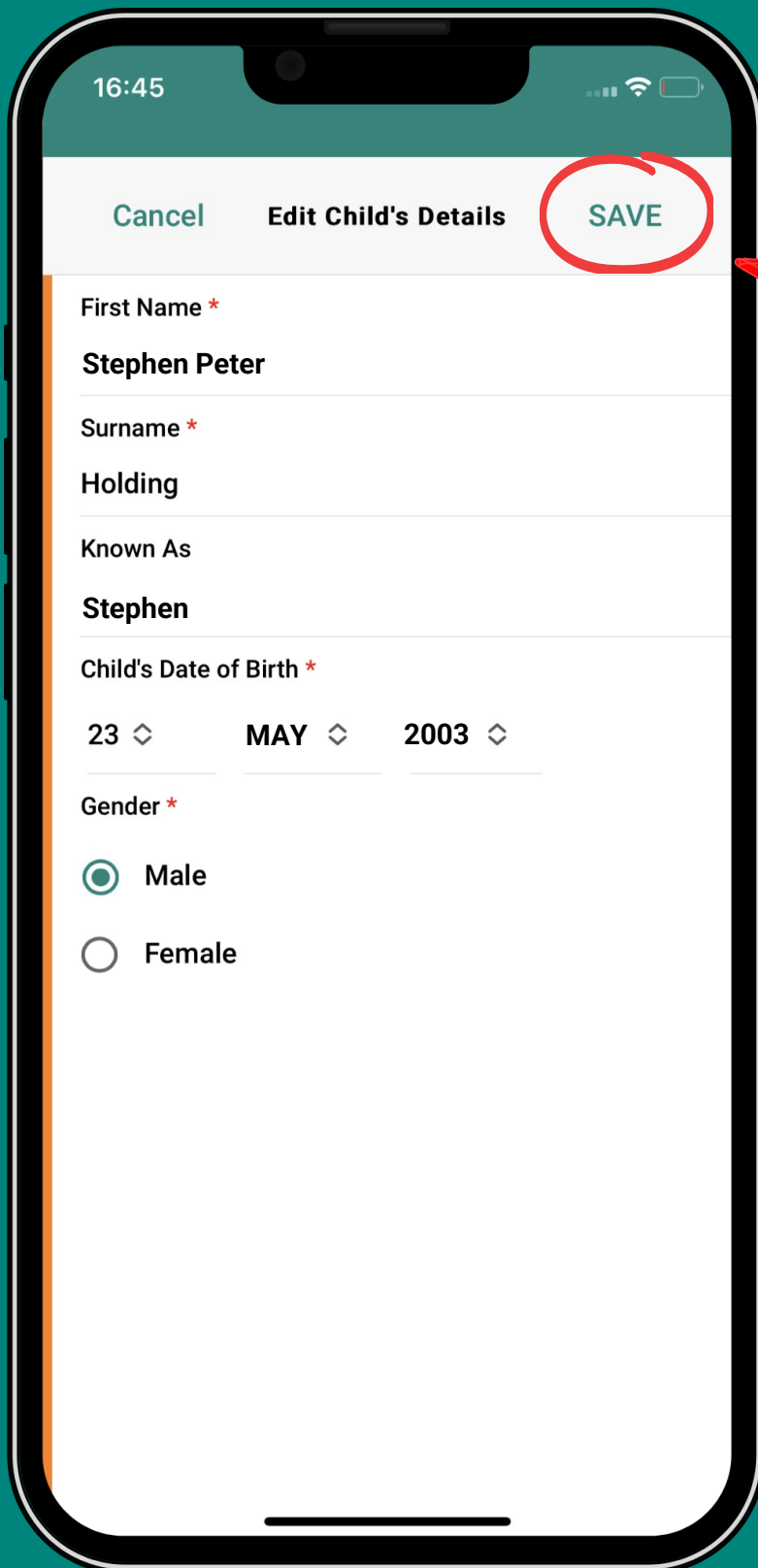


Annual Data Check will now show as **Edit Child Details** which allows you to check and update details at any time throughout the year.

If changes are required in any section...

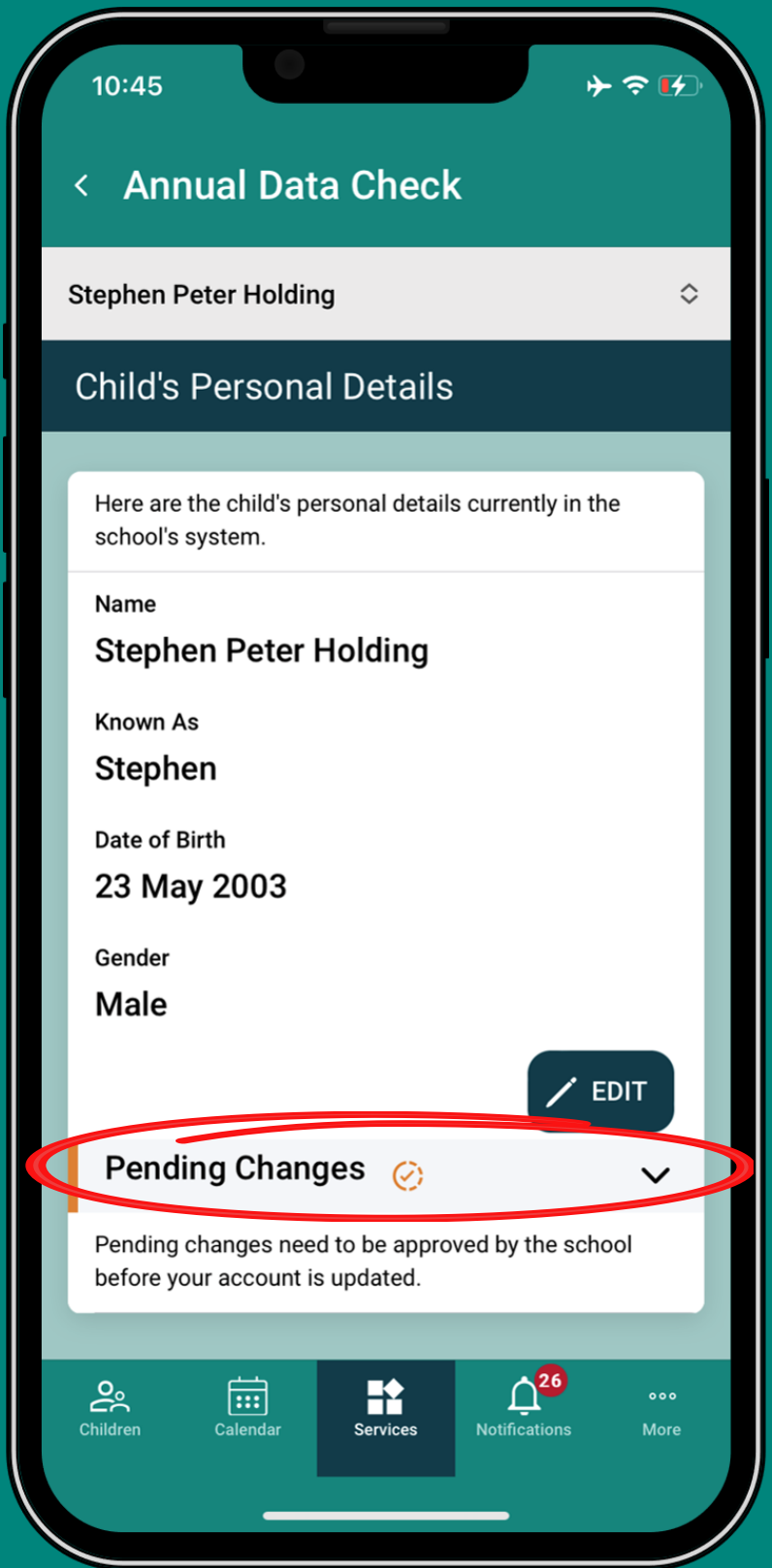


Tap Edit

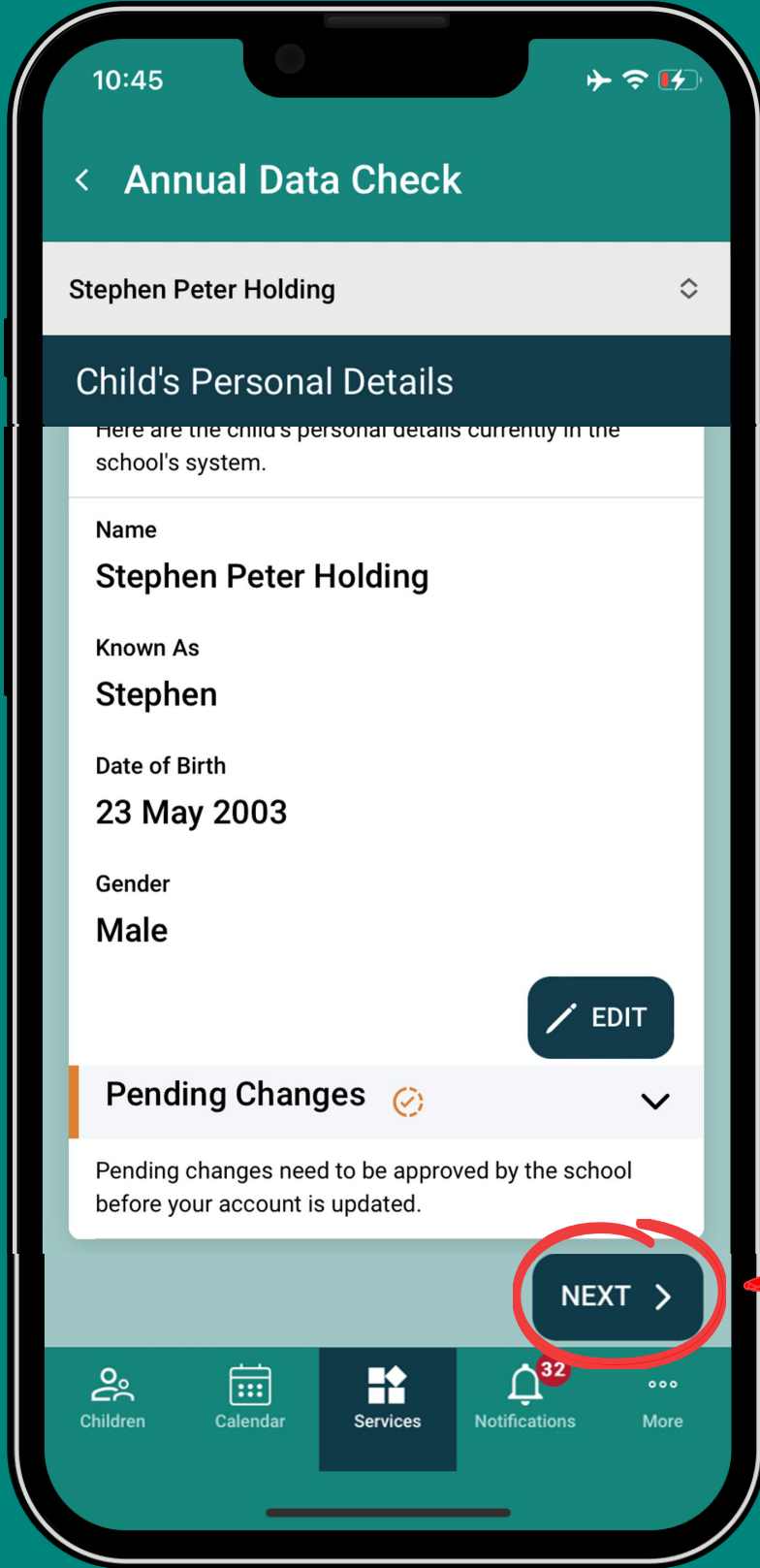


Enter the
new
details and
hit **Save**

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



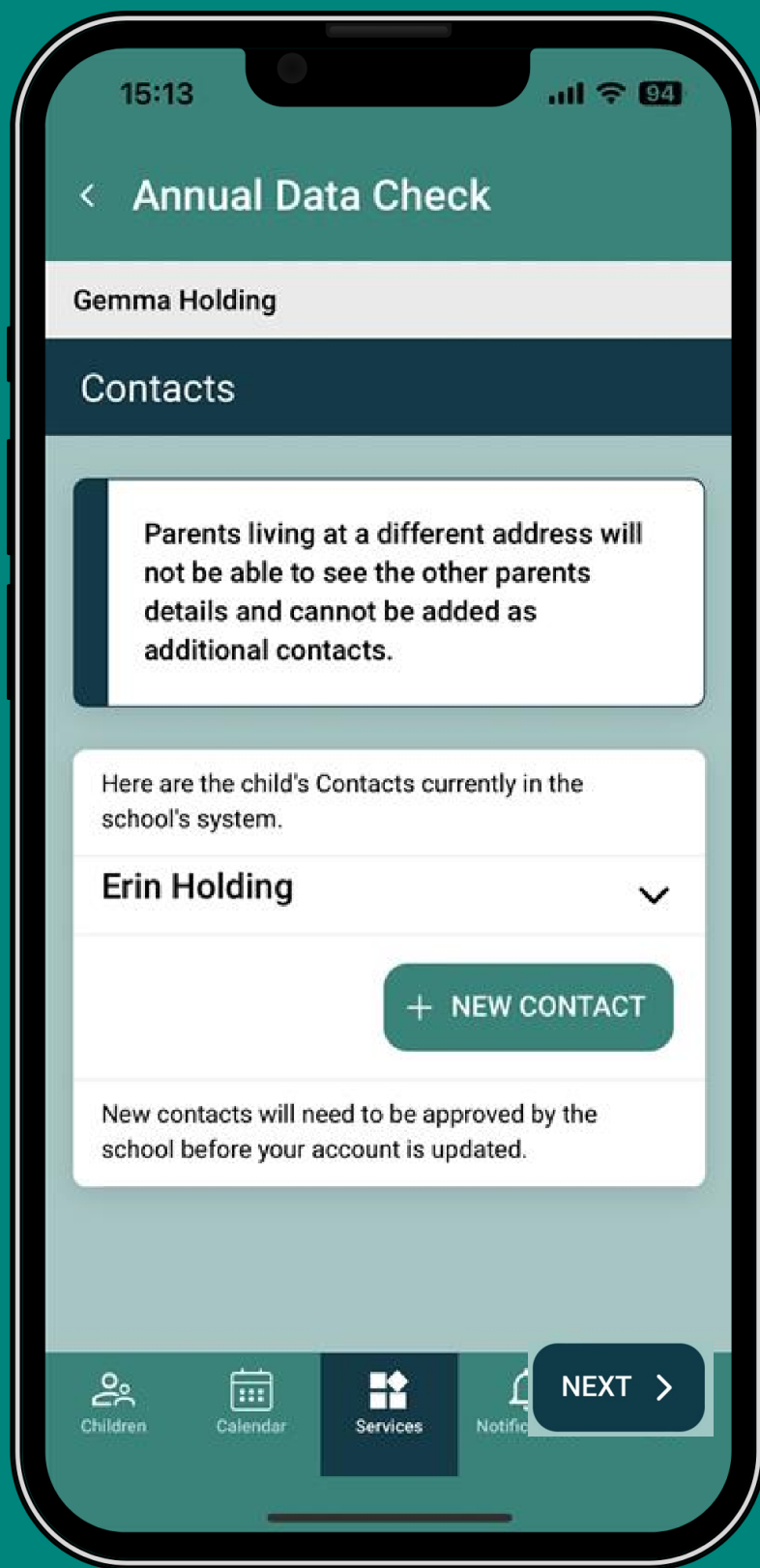
because the school needs to check
and approve them.



Tapping
Next will
take you
to the next
section

Emergency contact details will be shown in the Contacts section.

Note: if Edit/Delete is not visible it means you cannot update their details as they're a parent of a child in the school – contact the school if you need it removed.

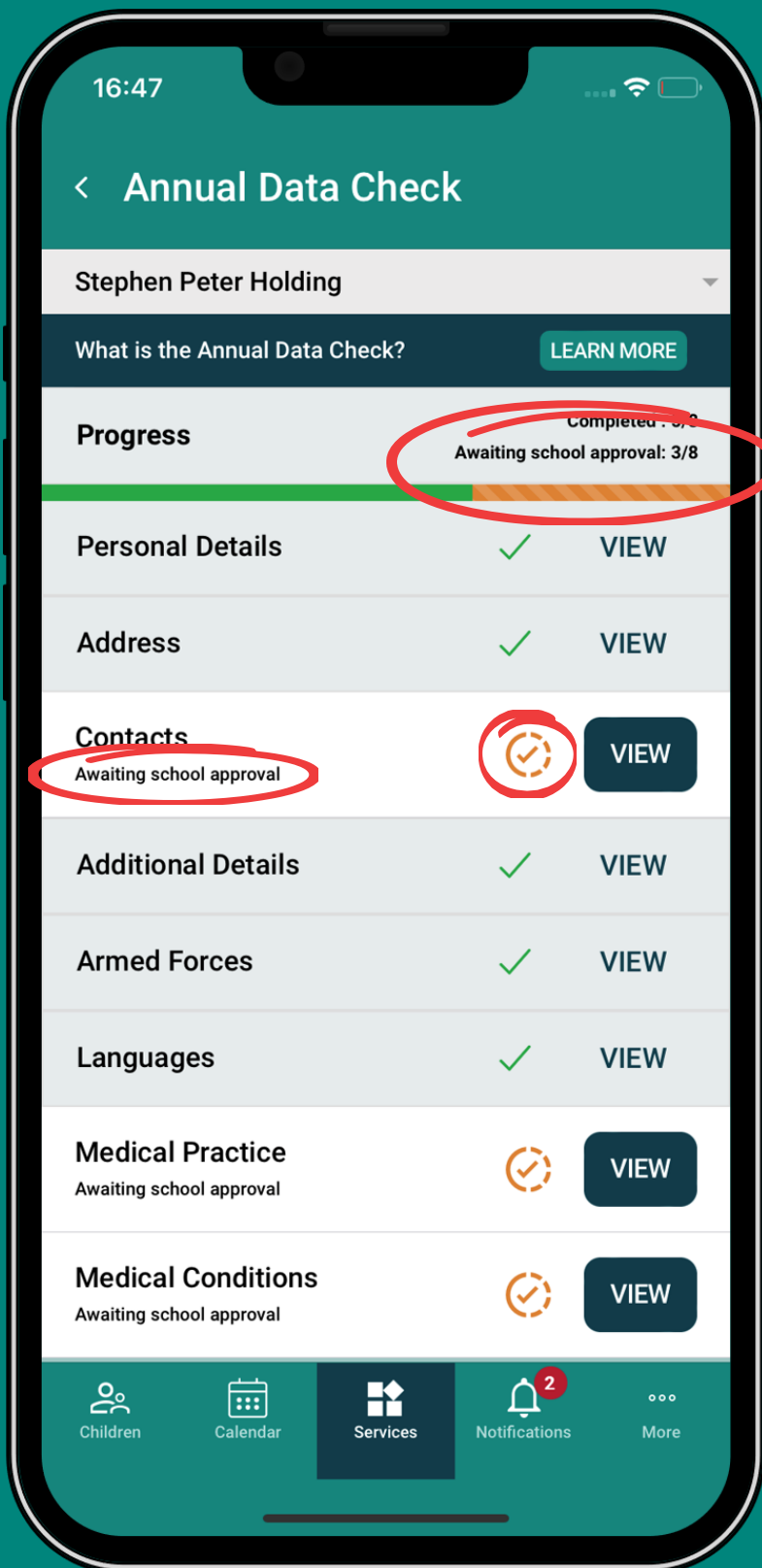


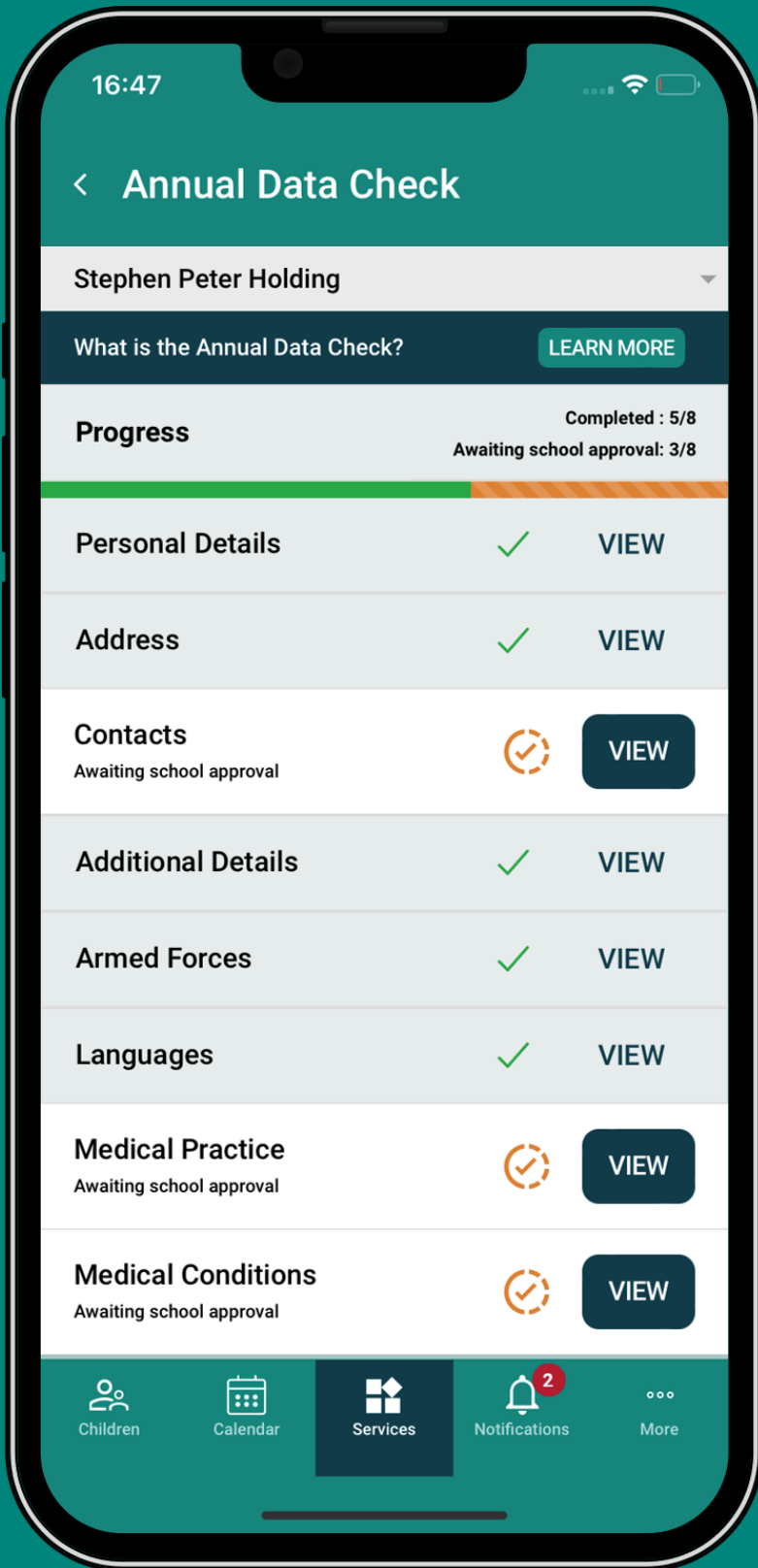
However...

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.

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**



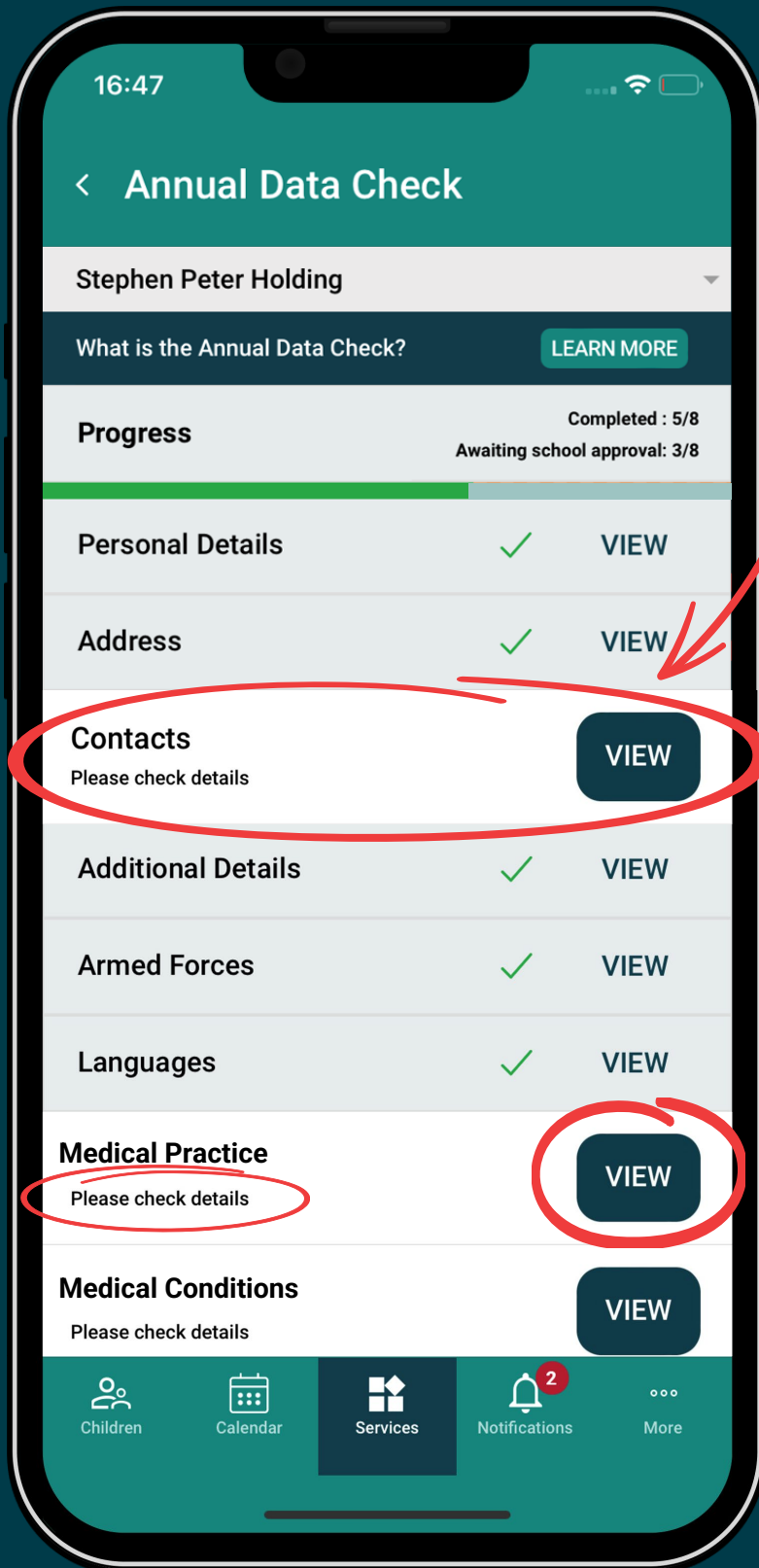


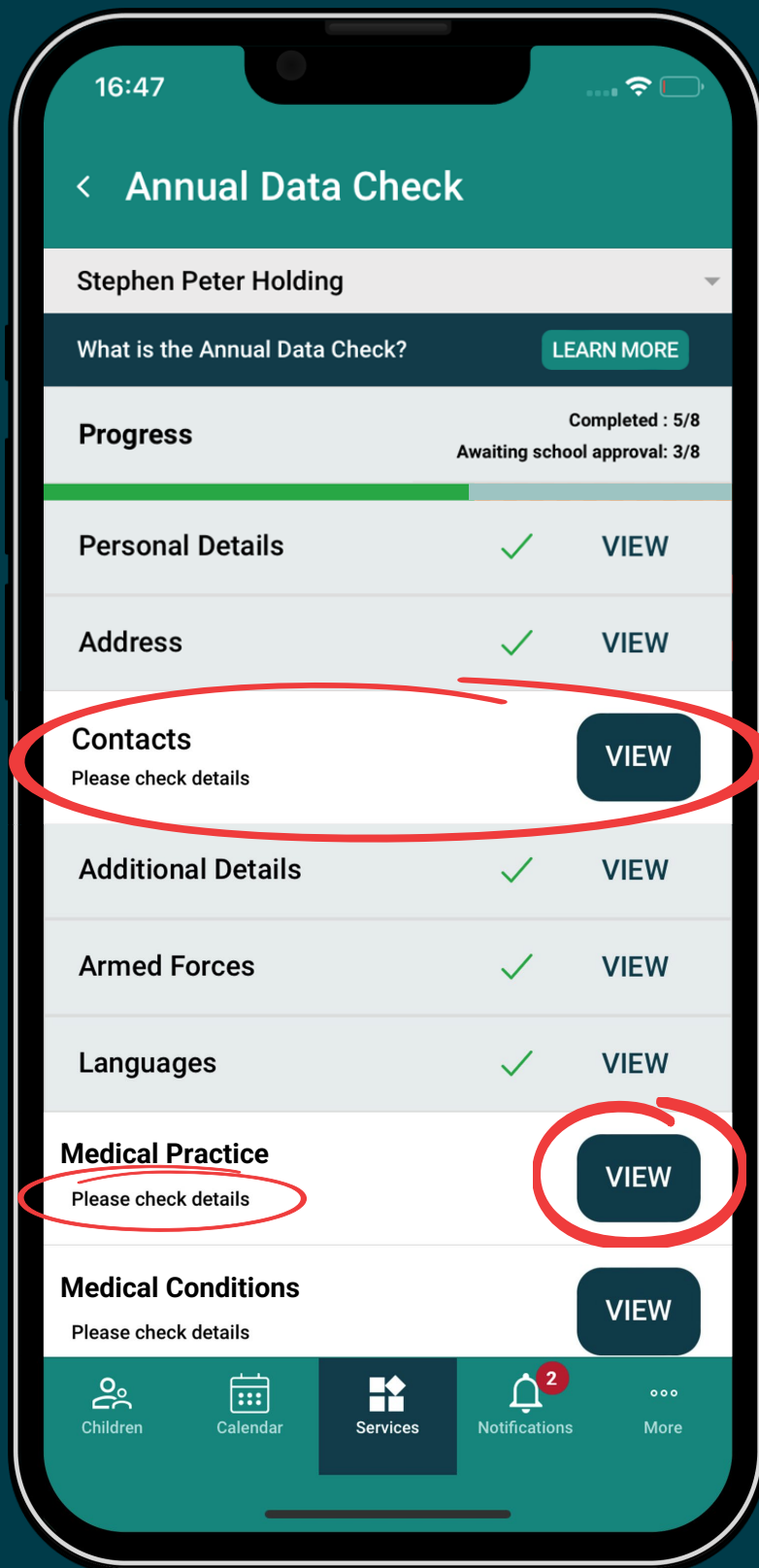
...

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

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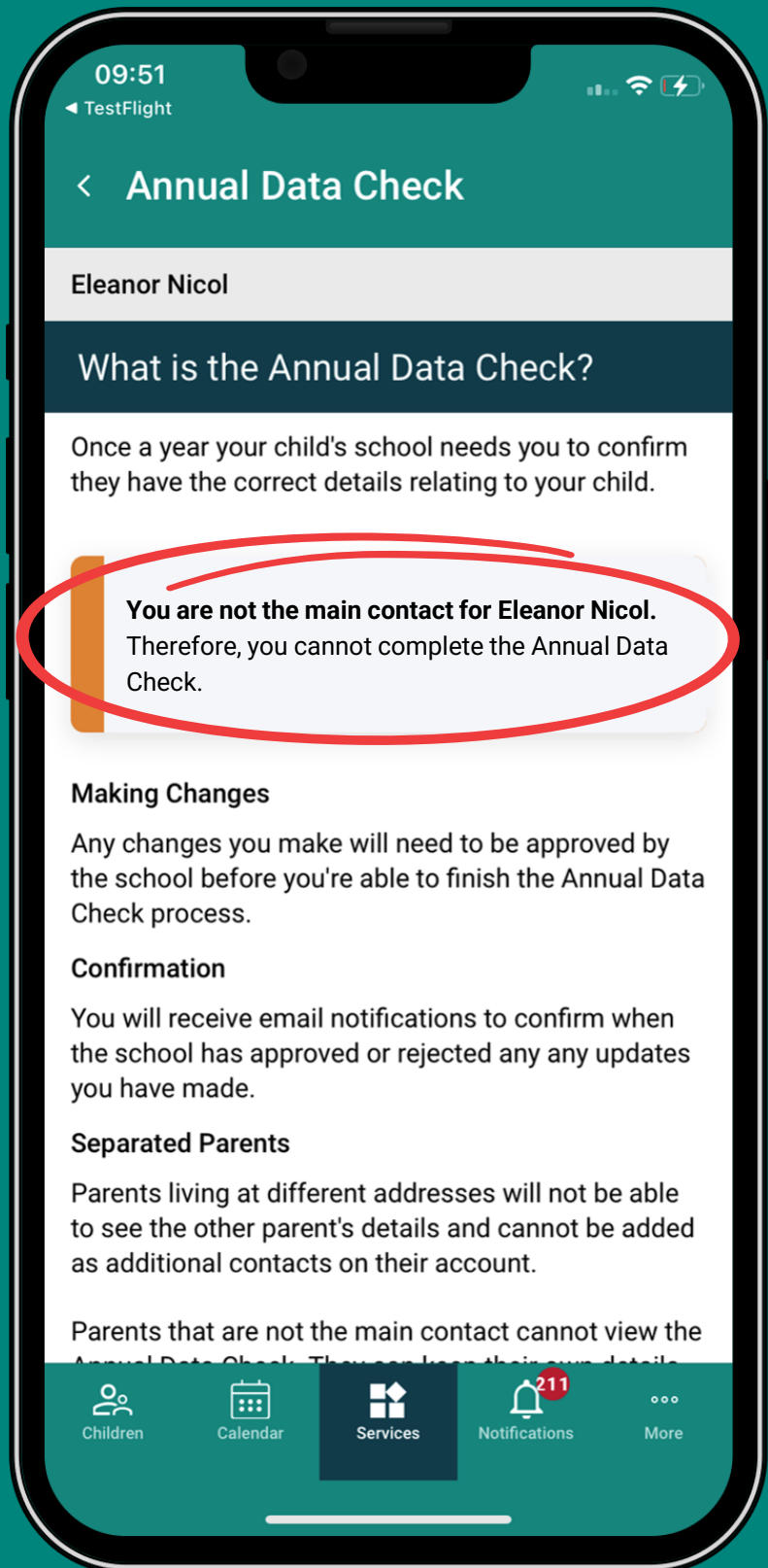
If any changes are rejected by the school, that section will show as “Please check details” again.



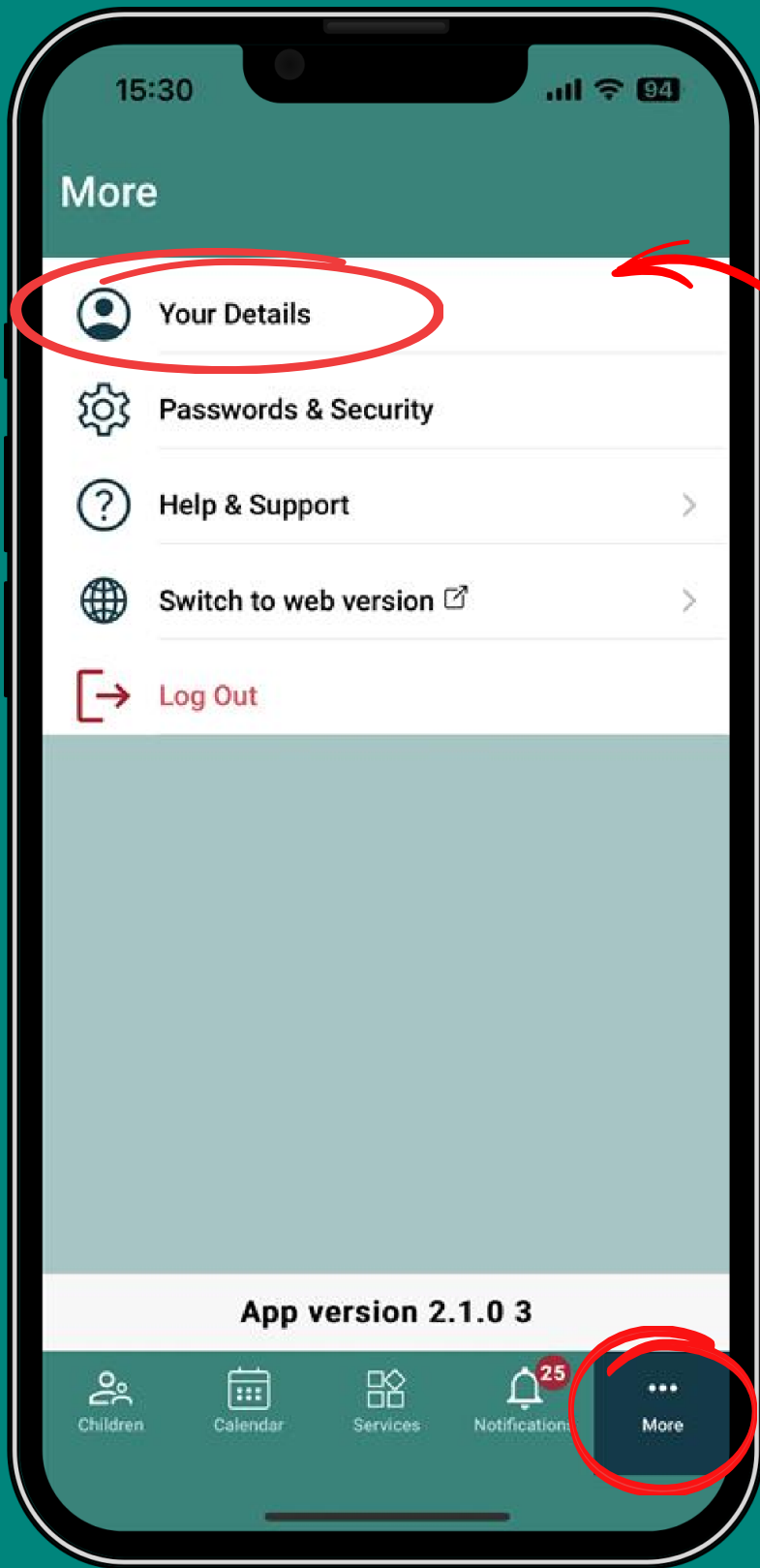


You will have to tap **View** and enter new details or submit the section without the changes.

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

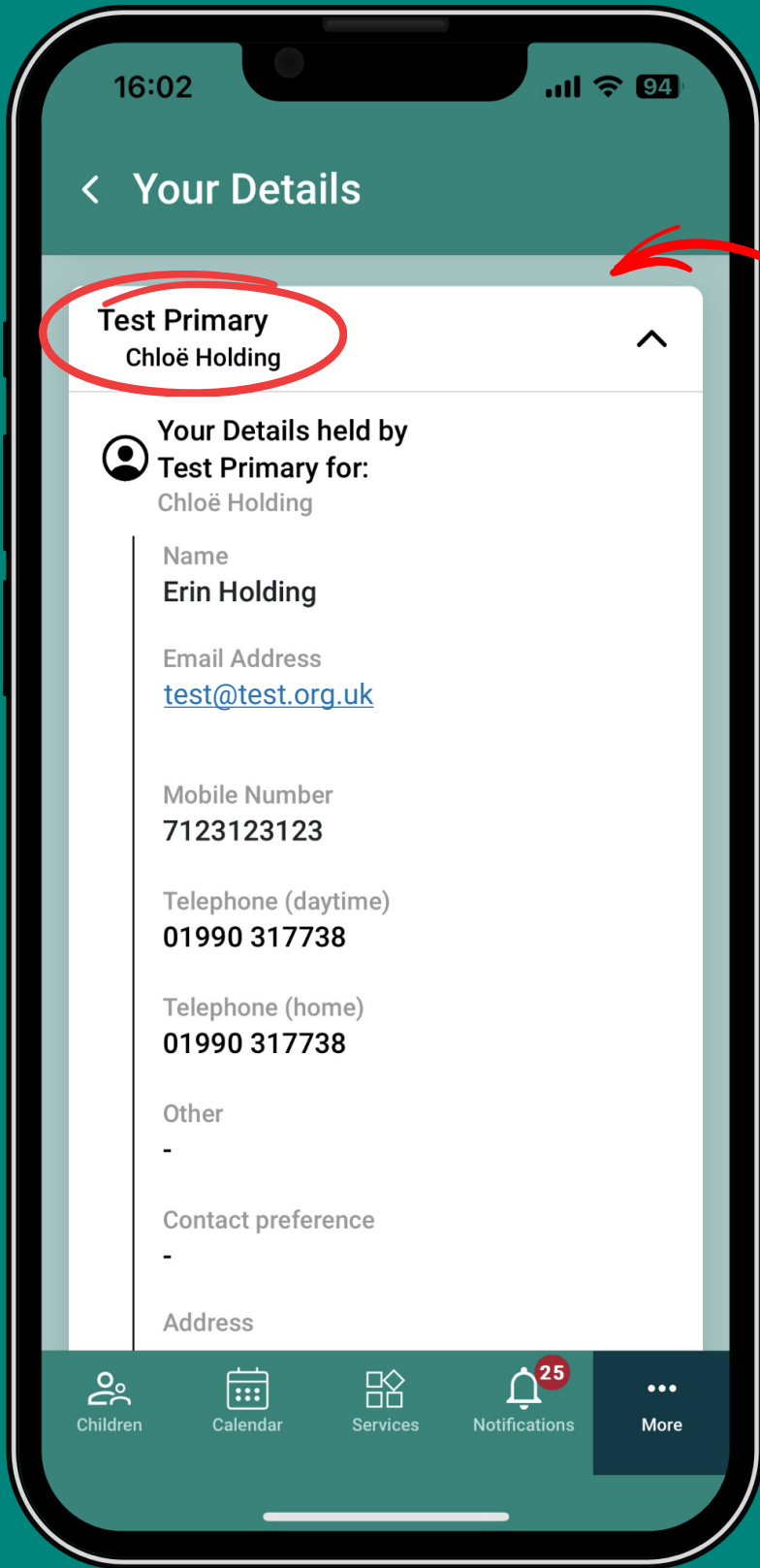


If you are **not** the child's **Main Contact**, you can keep your details up to date by...



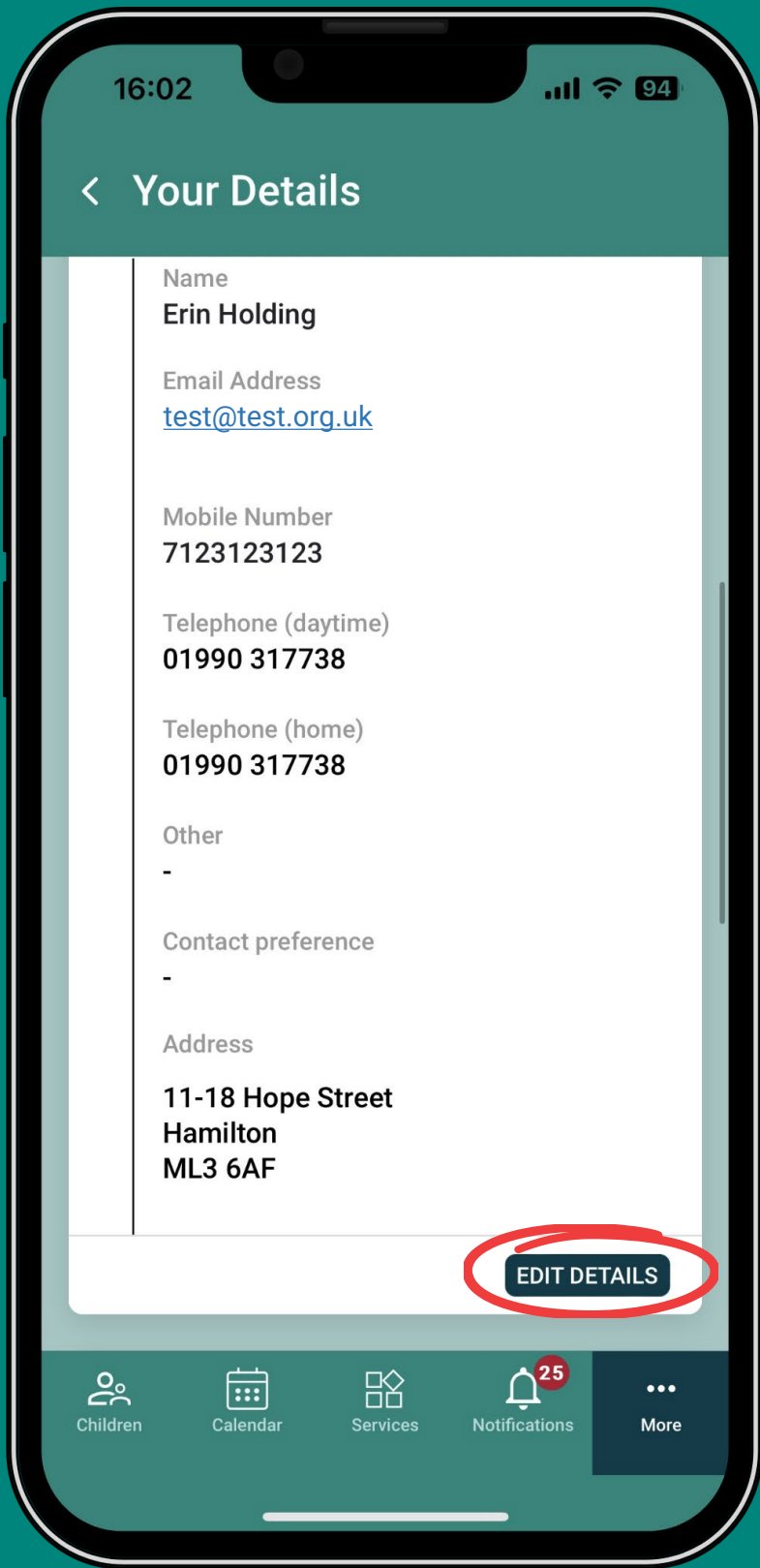
Tapping
Your Details

In the
More tab



In the section with your child's school

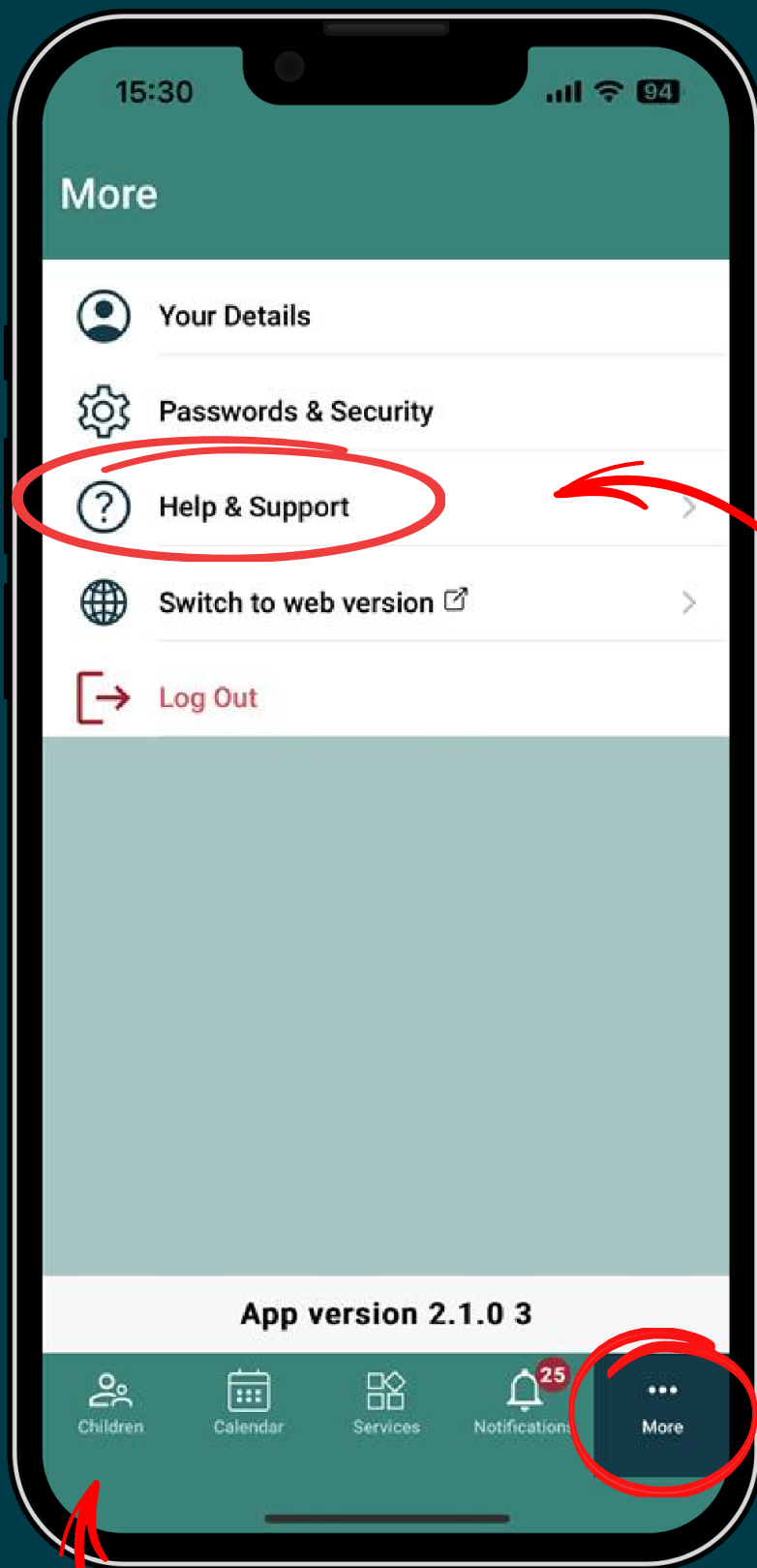
Scroll Down



Tap
Edit Details

and follow the
instructions

Still having trouble?



Try the
**Help &
Support**
section

found in
the **More**
tab

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

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