



To Complete a Student Information Update Form

Last Modified 2/23/2015

1. Login to Home Access Center at <https://parents.stjohns.k12.fl.us>.
 2. If you have more than one student in Home Access Center, select the first student you want to submit an Update Form for. ****You will need to enter a separate Update Form for each student on your Home Access Account.**
 3. Click the Registration button.
 4. Click the Update Registration tab.
 5. Click New.
 6. Click the + next to the section you wish to review or make changes to.
 - a. Student Information can be viewed, but not changed.
 - b. Address, Phone and Contact Information can be changed.

Please be aware that **address changes will require proof of residence** (see [www.stjohns.k12.fl.us/depts/student/Residency and Guardianship](http://www.stjohns.k12.fl.us/depts/student/Residency%20and%20Guardianship) for more information.)

*Be sure to update Guardian addresses as well as student addresses.
 - c. Be sure to read the Zone Waiver Information section of the form.
 - d. You can upload proof of address documents in the Documents section.
 7. Make any changes needed and Click Save.

*If there are no changes needed, please click save and submit, so that the school's Registrar can be notified that there are no changes.
 8. After making your changes, reading the Zone Waiver Information, and Saving the Form, Click the "I Agree" box as your electronic signature, and then click the Submit button.

*To see the form and verify its status as Submitted, refresh your browser screen. Log out of Enrollment Online, and then log out of Home Access Center or continue to use it.
- ❖ You may log back in at any time to review the form. You may edit the form if you wish, only until its status is changed by the school's Registrar.
 - ❖ Once your form is submitted, and as time allows, the school's Registrar will review it and update the status according to whether further information is needed or the form can be accepted. When the form's status changes, you will be able to see the new status for the form on the Update Registration tab in Home Access Center.