

# SchoolSpeak

At the beginning of each school year, parents need to update, sign, and date the information for SchoolSpeak. The following are step by step instructions on how to complete this process.

## Mobile Instructions



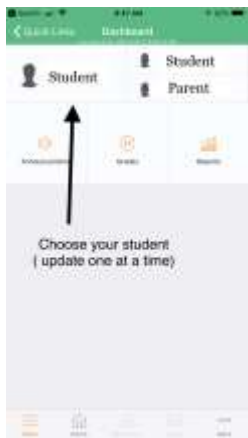
Go to the SchoolSpeak app and login. It is very IMPORTANT that you store your password. You will need this throughout the year to access SchoolSpeak



Click on the Menu button in the bottom left corner



Click on the icon in the upper right hand area of the screen



Choose your student. You will need to do this for all your students individually.



Click on More Details in the lower right corner.



Choose Update your profile



Double check the profile for accuracy. Please update any personal and medical information. DO NOT edit the school or sacramental information. Once you have completed this, scroll to the bottom and sign and date the Medical Authorization area and the Parent/ Student Handbook area



Click on Update and you are complete