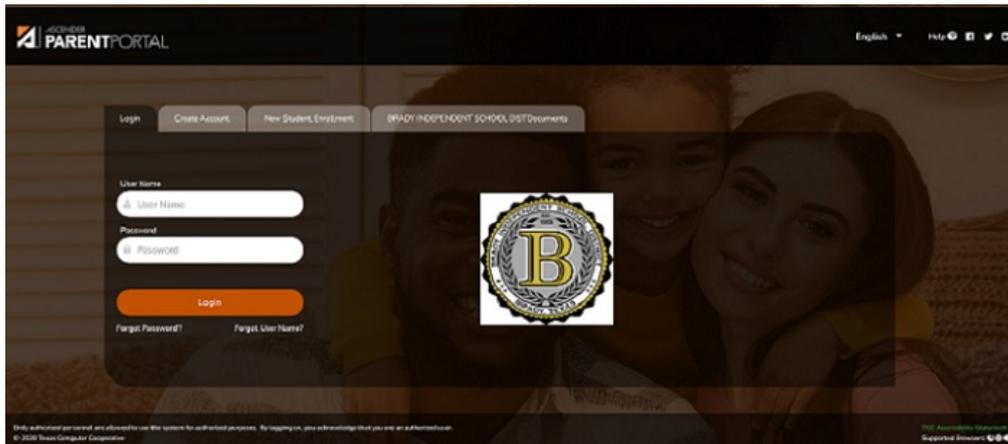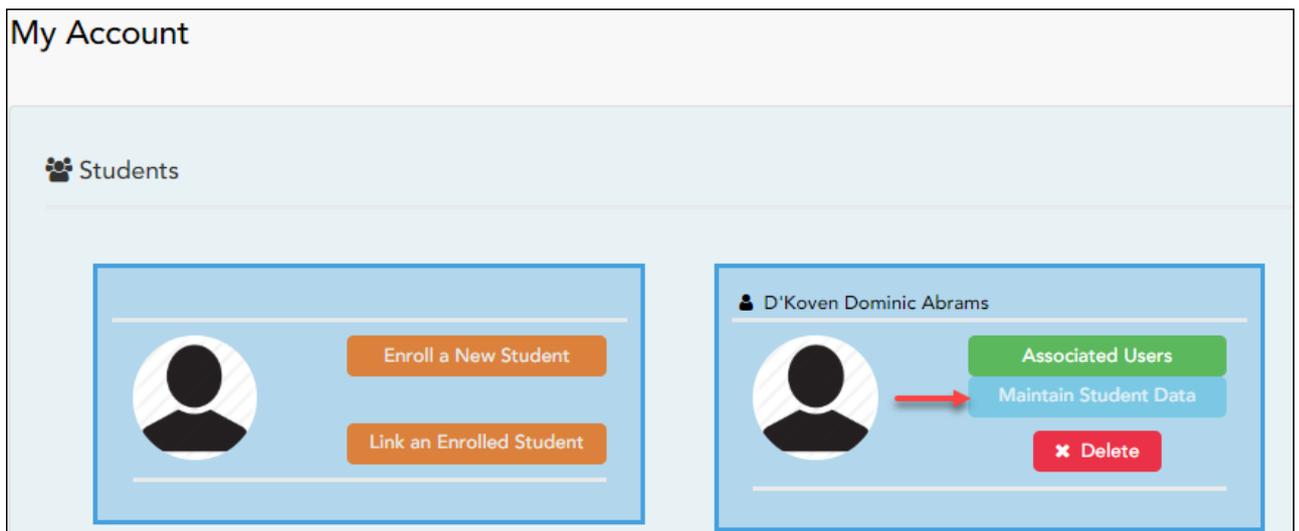# Parent Guide: Maintain Student Data

III. Maintain Student Data

If allowed by the district, you can submit a request to update your student's current year records at any time, such as an address or phone number change.

1. Update current year data as needed.

   ASCENDER ParentPortal > My Account

   ❑ From the My Account page, click **Maintain Student Data**.

   The Student Data Maintenance page opens.

   ❑ In the left-side navigation bar, click **Student Data Editing** to expand and view the forms

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that can be updated.

❏ Click the form name, and the form opens on the right.

❏ Type over existing text with new information.