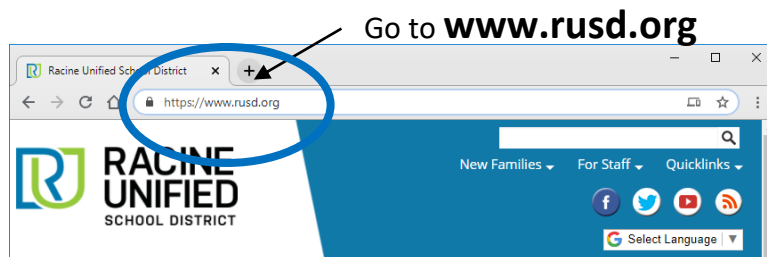


Update Child's Emergency Information Online

in 5 easy steps

STEP 1

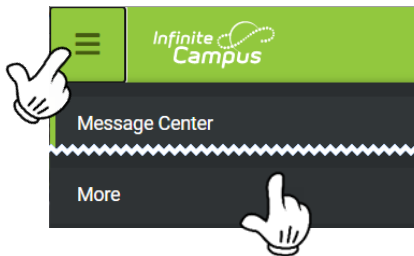
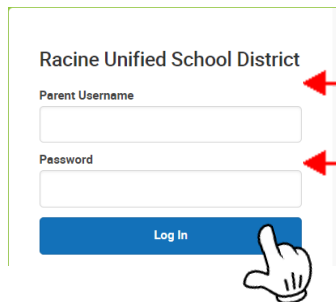
Open a web browser and go to www.rusd.org



A

STEP 2

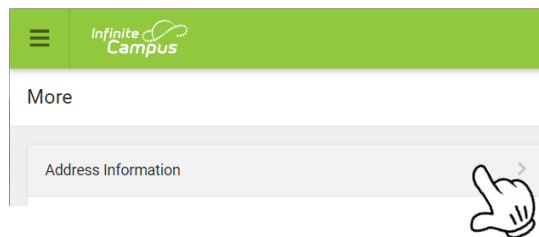
Sign In using your username and password.



STEP 3

Click **Menu**, then **More**.

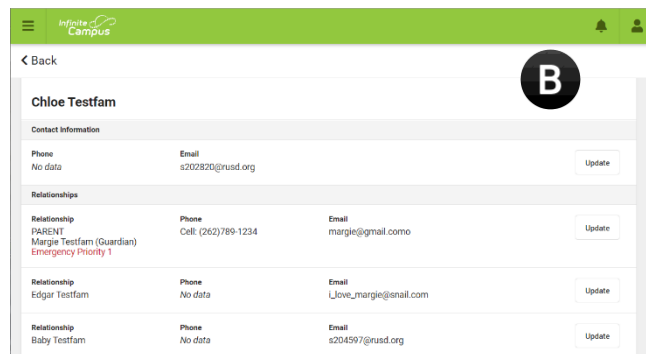
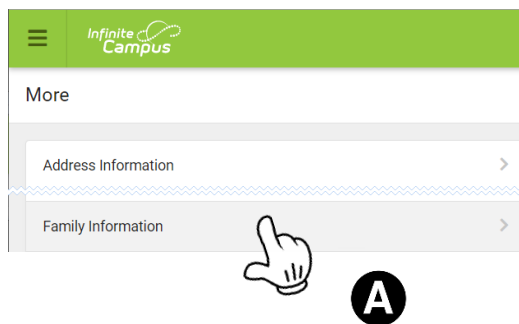
Click **Address Information** and update the phone number. Note, address changes will need to be verified by submitting a utility bill, a lease or a deed to the RUSD Welcome Center in person or by emailing enrollment.center@rusd.org.



STEP 4

Update the names and relationships of family members in the household.

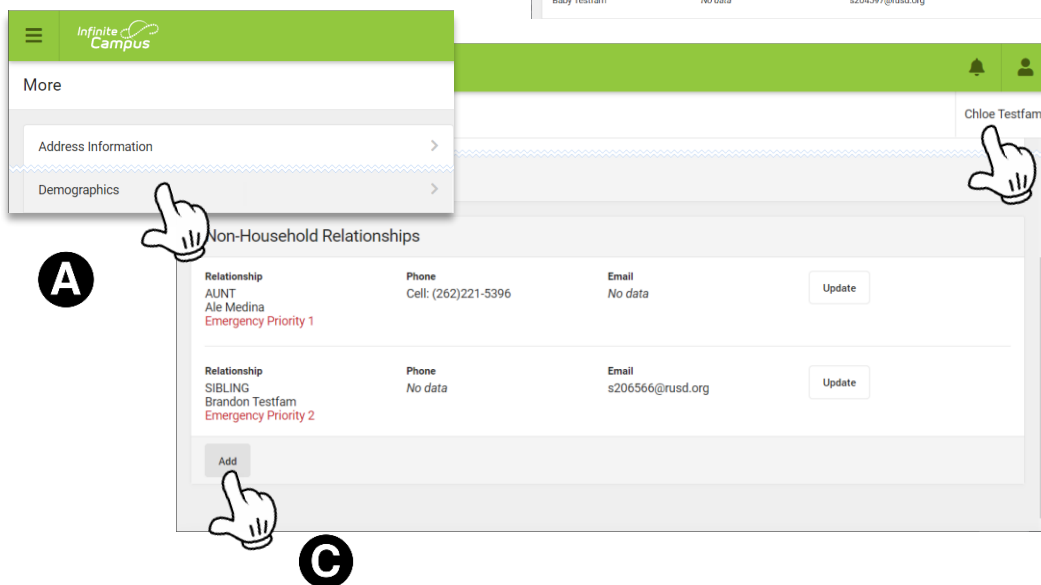
You may also provide family contact information.



STEP 5

Enter non-household emergency contact information.

Note, this is also where you can add names of people you do not want to contact your child.



Note: Step B is only for families with multiple students.