parentsportal.scot

Annual Data Check

Quick Guide
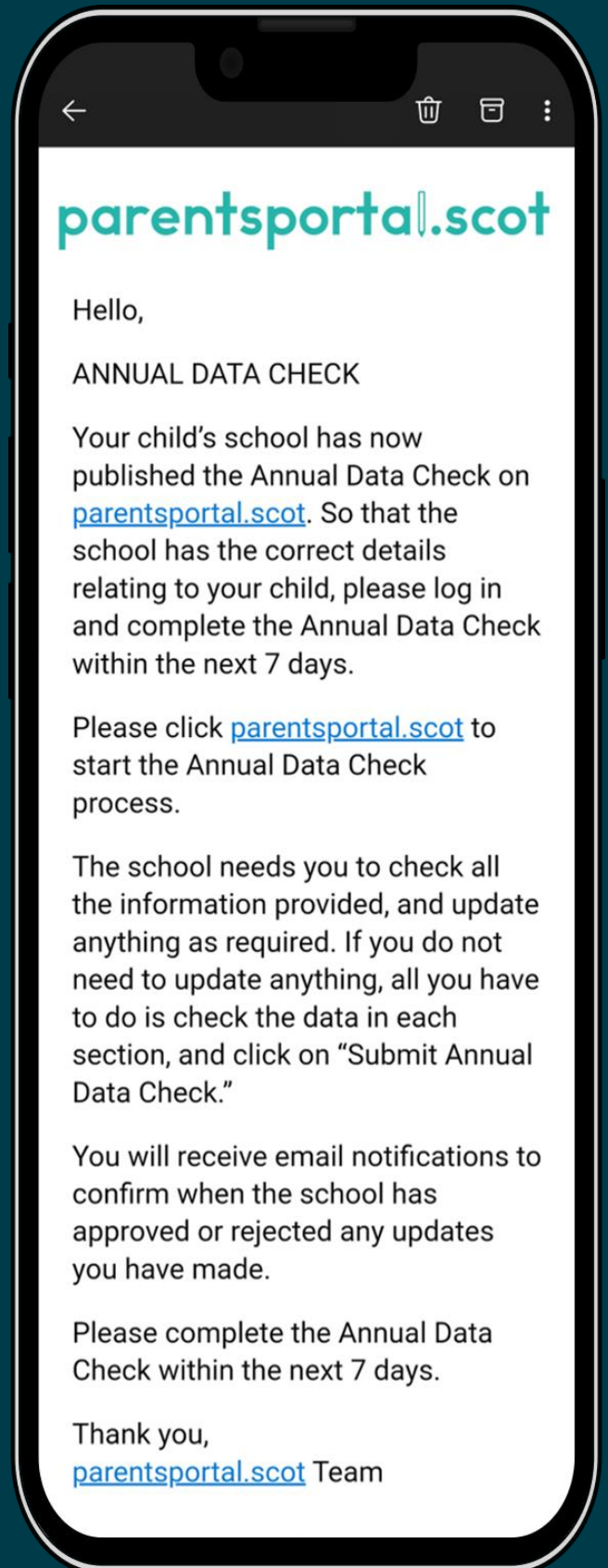## for Parents

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
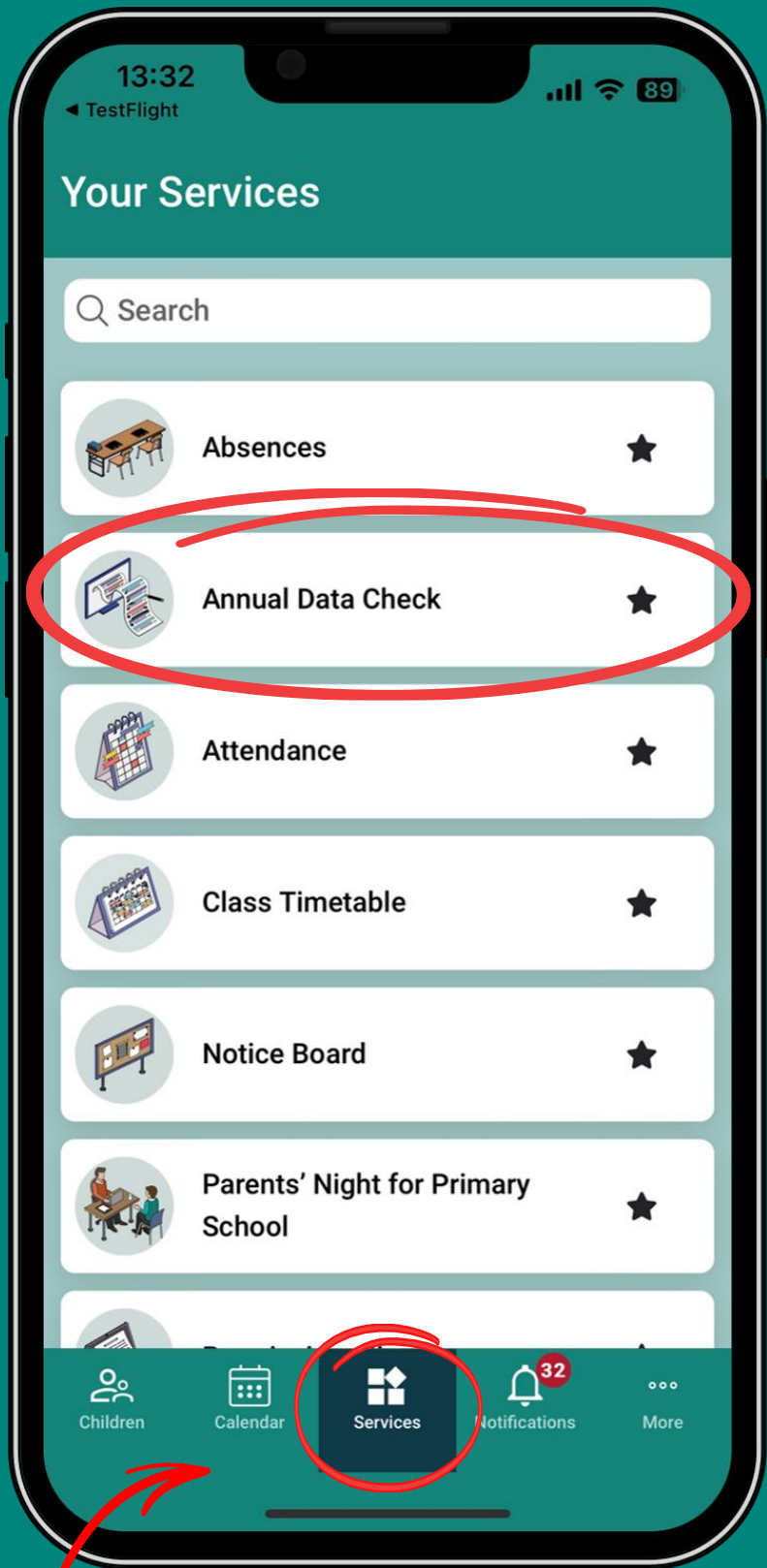**Main Contact**
can complete the
Annual Data Check

parentsportal.scot

Hello,

ANNUAL DATA CHECK

Your child's school has now published the Annual Data Check on parentsportal.scot. So that the school has the correct details relating to your child, please log in and complete the Annual Data Check within the next 7 days.

Please click parentsportal.scot to start the Annual Data Check process.

The school needs you to check all the information provided, and update anything as required. If you do not need to update anything, all you have to do is check the data in each section, and click on "Submit Annual Data Check."

You will receive email notifications to confirm when the school has approved or rejected any updates you have made.

Please complete the Annual Data Check within the next 7 days.

Thank you,
parentsportal.scot Team

parentsportal.scot

Using the parentsportal.scot mobile app...

Tap
Annual Data Check

13:32
◀ TestFlight

Your Services

🔍 Search

	Absences	★
	Annual Data Check	★
	Attendance	★
	Class Timetable	★
	Notice Board	★
	Parents' Night for Primary School	★

| 👥 Children | 📅 Calendar | ▣ Services | 🔔32 Notifications | ••• More |

In the
Services tab

If you have multiple children...

You'll need to **Select a child**

Your Services

🔍 Search

Absences ⭐

Annual Data Check ⭐

Attendance ⭐

Class Timetable ⭐

Select Child

Chloë Holding

Gemma Holding

Stephen Peter Holding

Cancel

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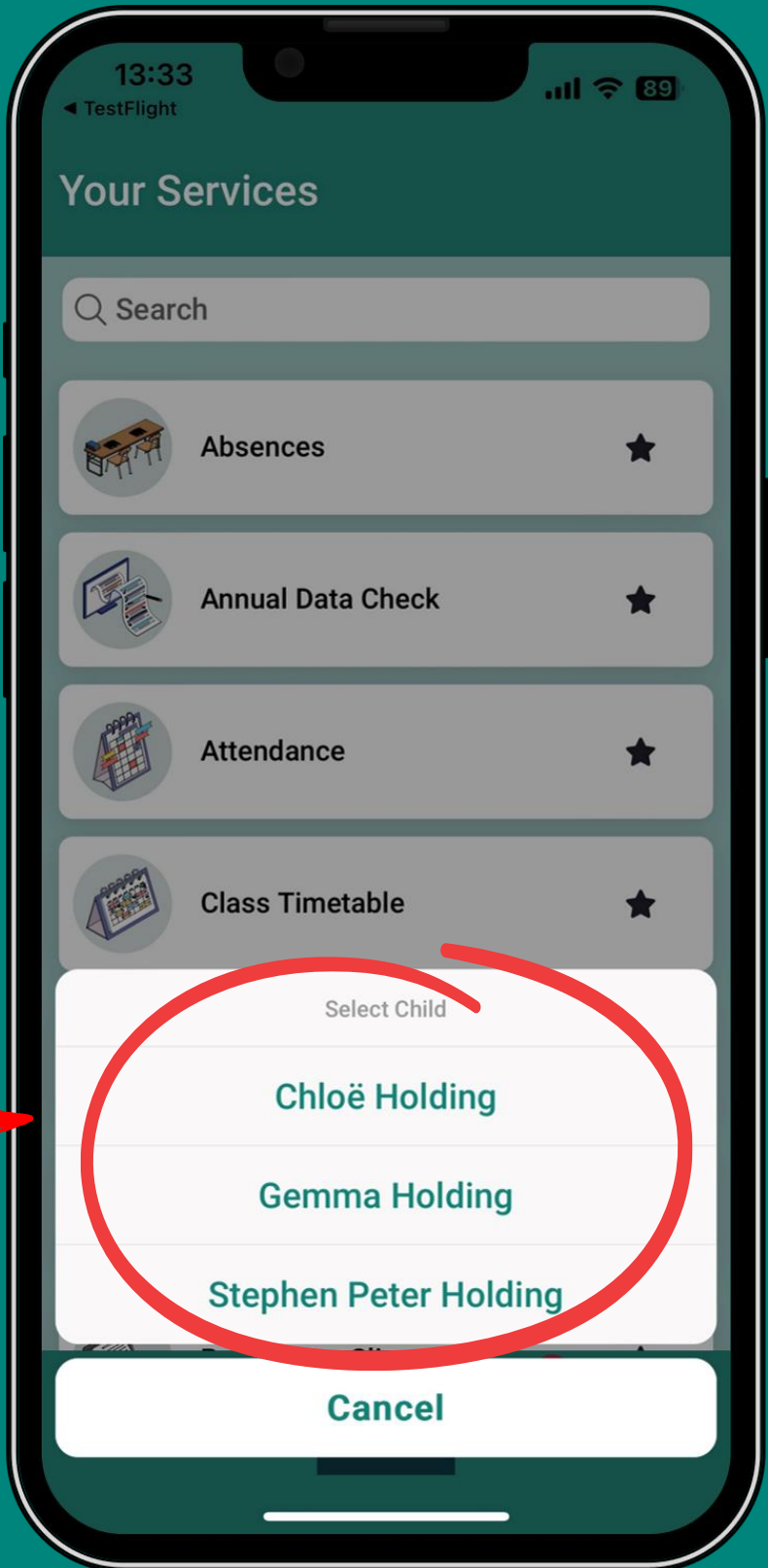
Only the child's **Main Contact** will see this screen.

13:33
◀ TestFlight

< **Annual Data Check**

Stephen Peter Holding ⇕

What is the Annual Data Check? **LEARN MORE**

Progress
Completed : 0/8
Awaiting school approval: 0/8

Personal Details
Please check details **VIEW**

Address
Please check details **VIEW**

Contacts
Please check details **VIEW**

Additional Details
Please check details **VIEW**

Armed Forces
Please check details **VIEW**

Languages
Please check details **VIEW**

Children   Calendar   **Services**   Notifications 32   More

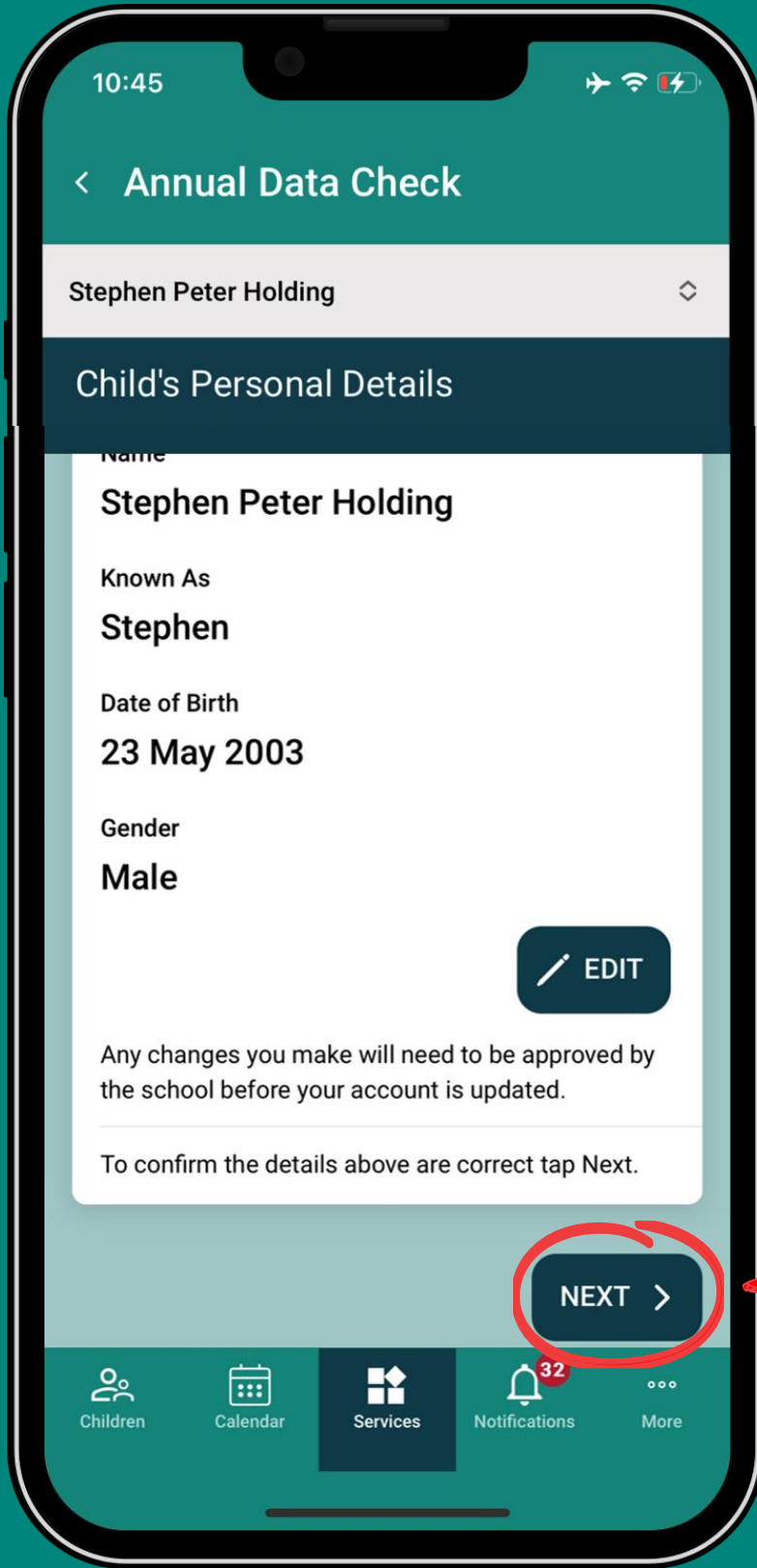You can find out more about the **ADC** by tapping **Learn More**

The **Main Contact** starts the **ADC** by tapping **View** on **any** section.
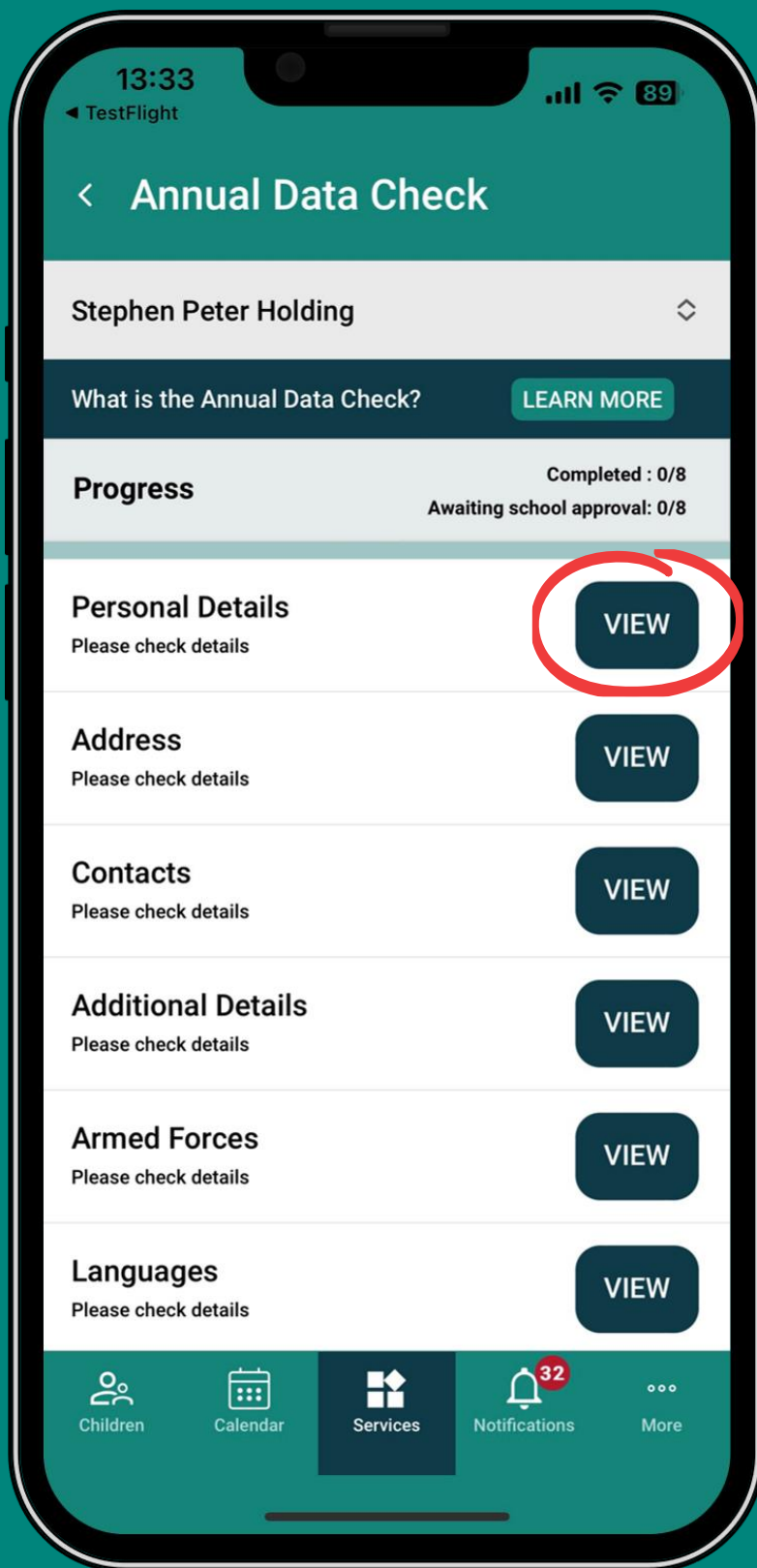
You can start on any section and the app will take you through all 8 sections.

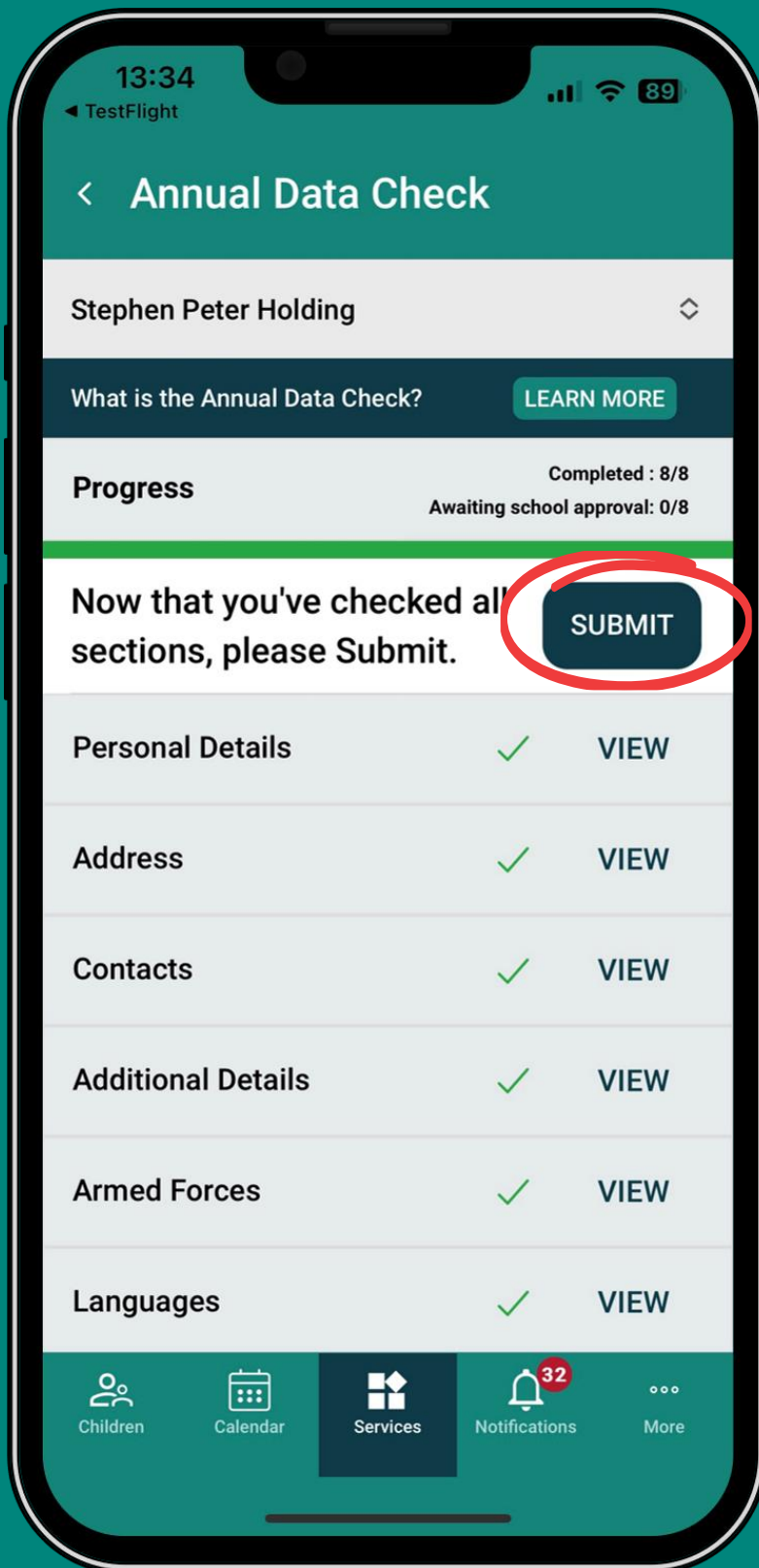# If you do not need to edit anything...

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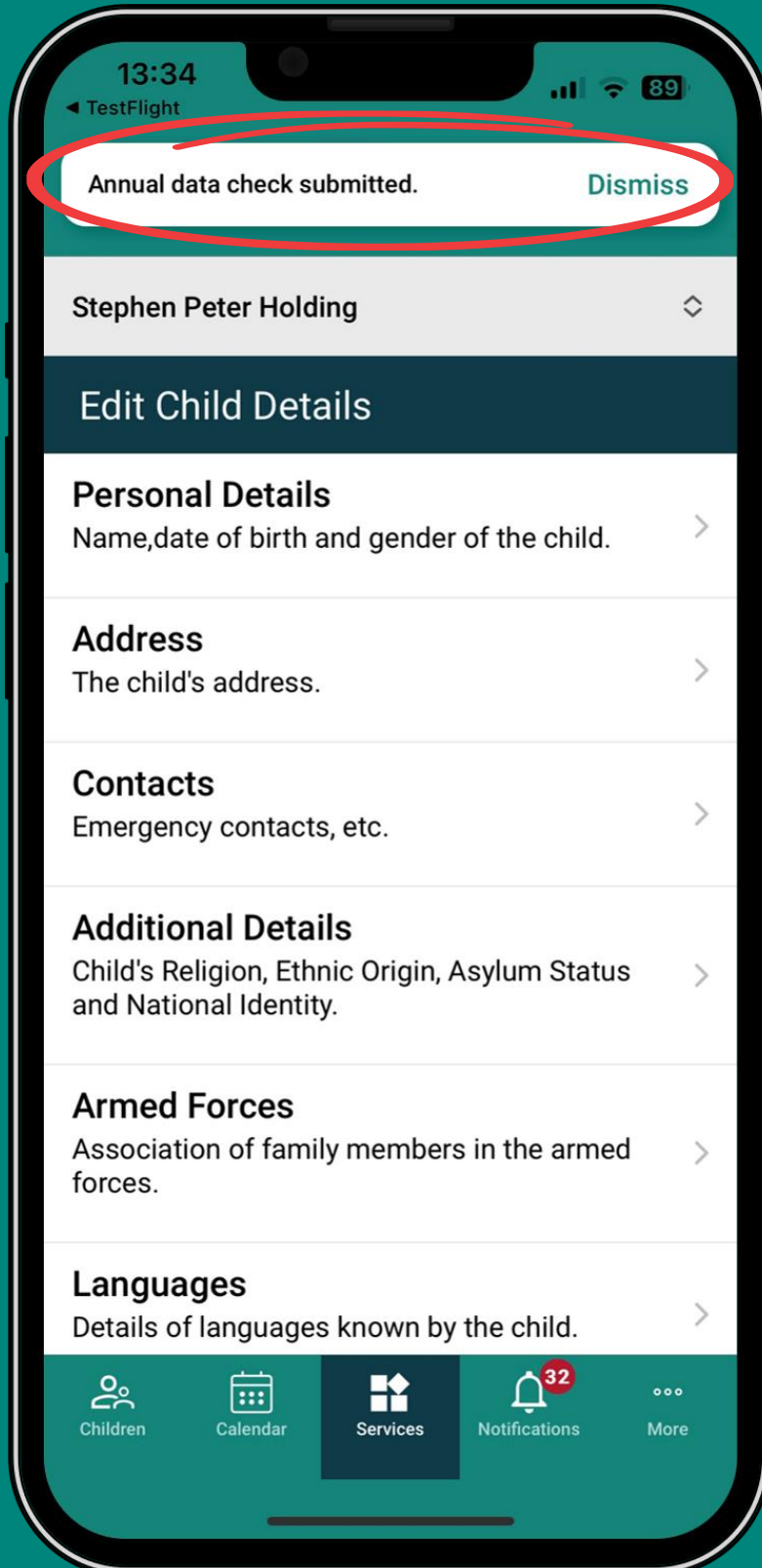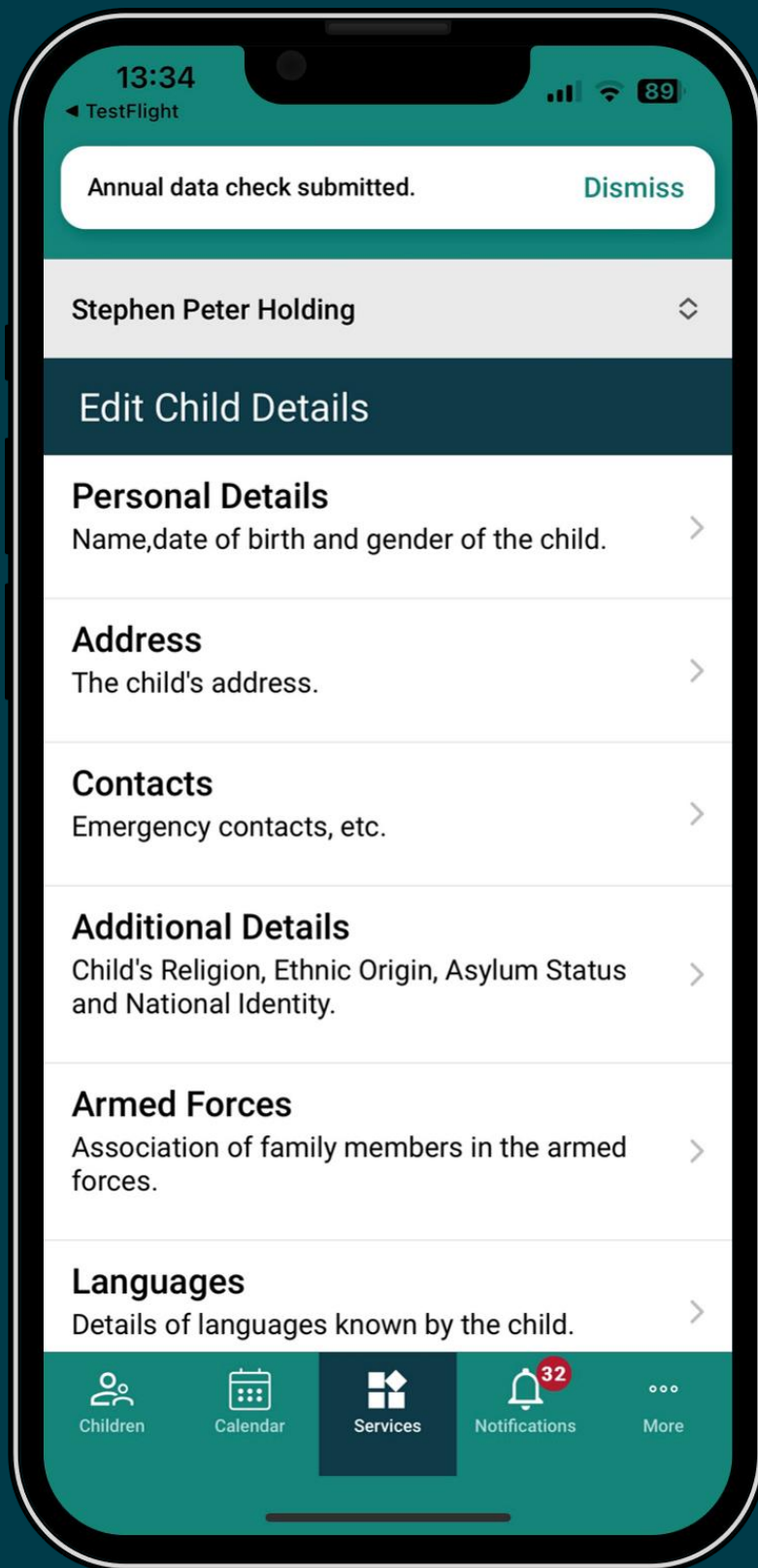It will take you to the next section

parentsportal.scot

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.

13:34
◀ TestFlight

< **Annual Data Check**

Stephen Peter Holding

What is the Annual Data Check?   **LEARN MORE**

Progress   Completed : 8/8
                        Awaiting school approval: 0/8

Now that you've checked all sections, please Submit.   **SUBMIT**

Personal Details   ✓   VIEW

Address   ✓   VIEW

Contacts   ✓   VIEW

Additional Details   ✓   VIEW

Armed Forces   ✓   VIEW

Languages   ✓   VIEW

Children   Calendar   **Services**   Notifications 32   More

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

13:34
◀ TestFlight

Annual data check submitted.   Dismiss

Stephen Peter Holding   ⬍

Edit Child Details

Personal Details
Name,date of birth and gender of the child.   ›

Address
The child's address.   ›

Contacts
Emergency contacts, etc.   ›

Additional Details
Child's Religion, Ethnic Origin, Asylum Status
and National Identity.   ›

Armed Forces
Association of family members in the armed
forces.   ›

Languages
Details of languages known by the child.   ›

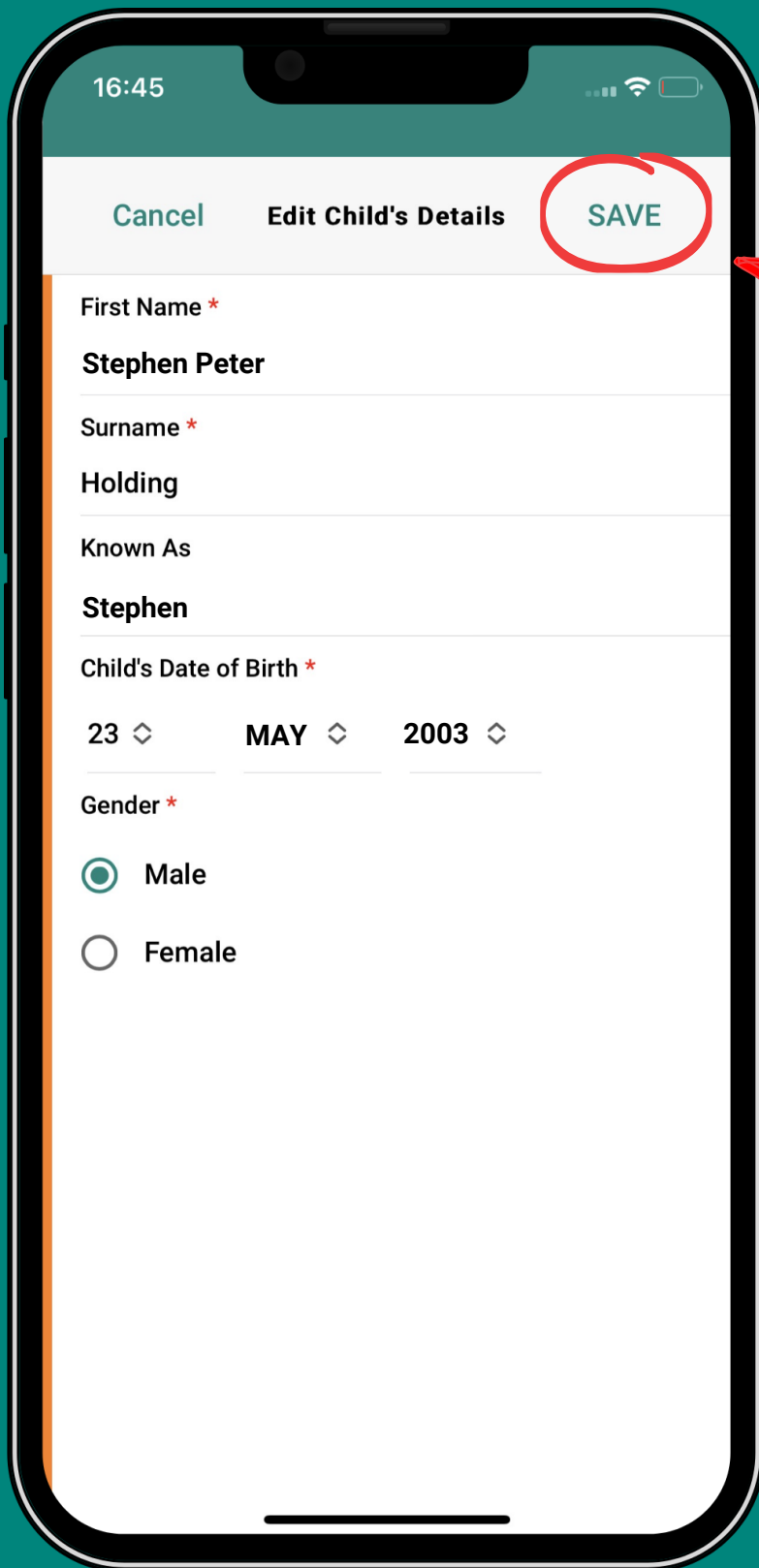Children   Calendar   Services   Notifications 32   More

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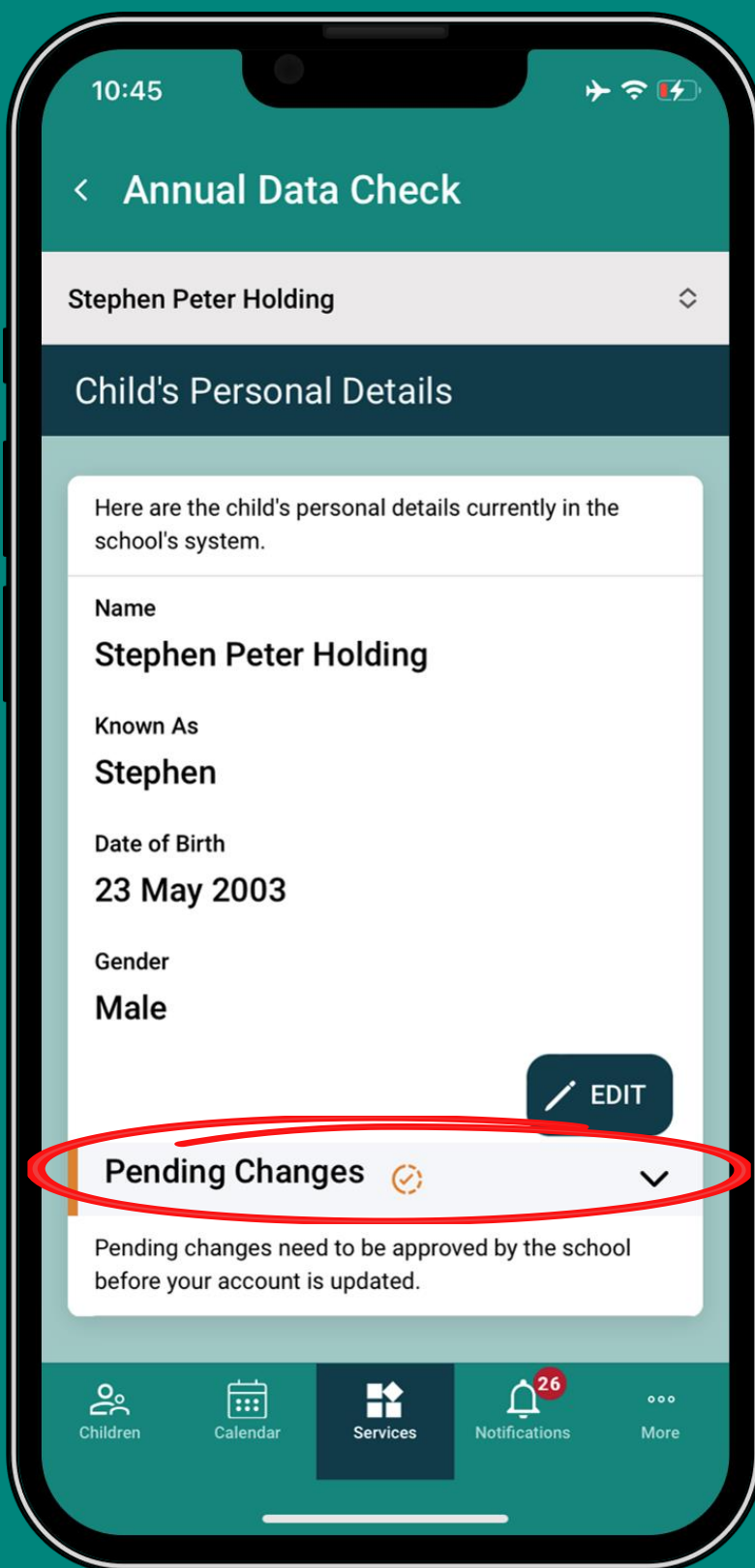
If changes are required in any section...

Tap **Edit**

16:45

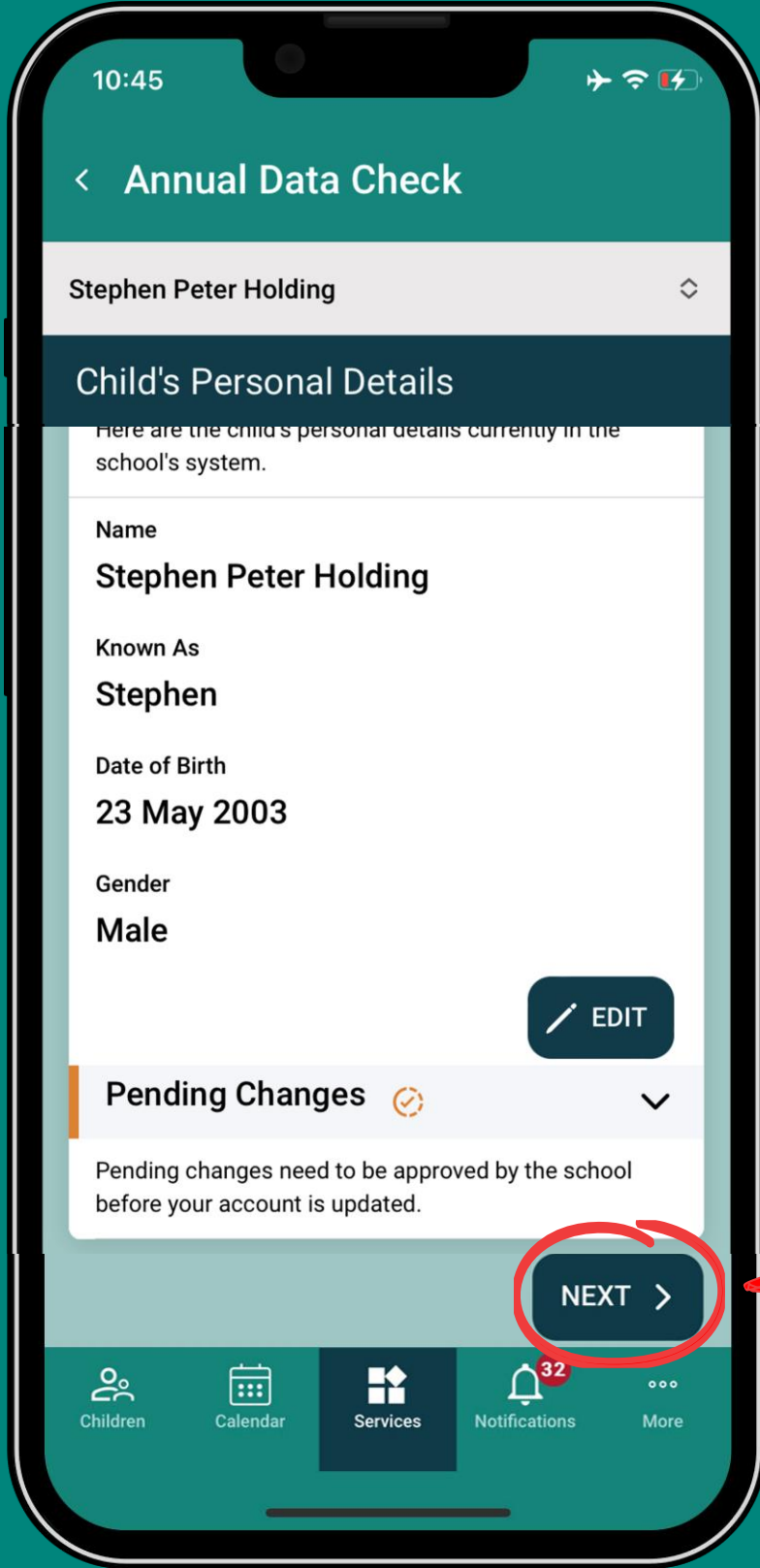Cancel   **Edit Child's Details**   SAVE

First Name *

Stephen Peter

Surname *

Holding

Known As

Stephen

Child's Date of Birth *

23 ⌄   MAY ⌄   2003 ⌄

Gender *

◉ Male

◯ Female
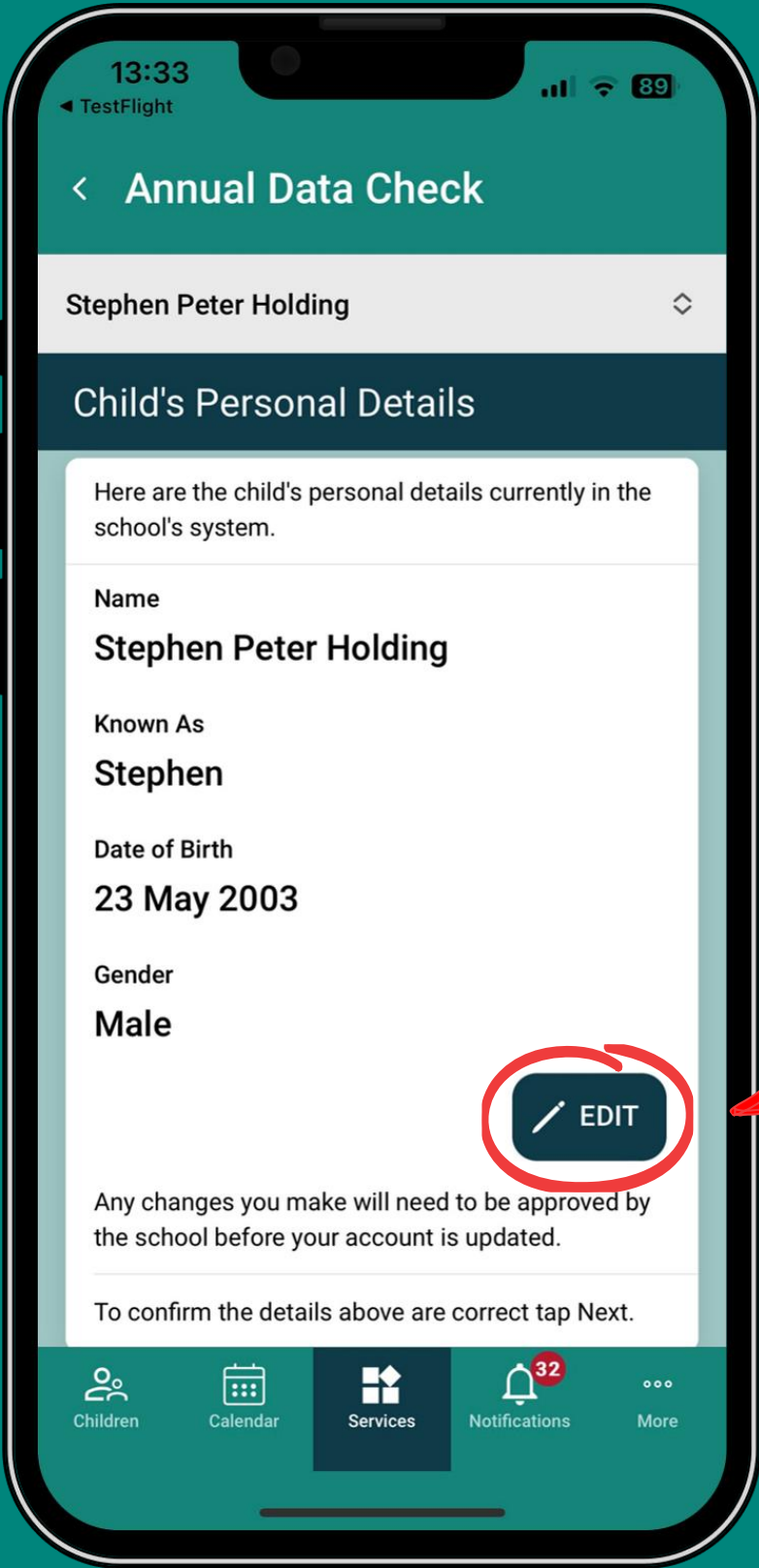
Enter the new details and hit **Save**

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

10:45

< **Annual Data Check**

Stephen Peter Holding

Child's Personal Details

Here are the child's personal details currently in the school's system.

Name
Stephen Peter Holding

Known As
Stephen

Date of Birth
23 May 2003

Gender
Male

✏ EDIT

Pending Changes ⟳ ⌄

Pending changes need to be approved by the school before your account is updated.

Children | Calendar | Services | Notifications 26 | More

because the school needs to check and approve them.

10:45

< **Annual Data Check**

Stephen Peter Holding

Child's Personal Details

Here are the child's personal details currently in the school's system.

Name
Stephen Peter Holding

Known As
Stephen

Date of Birth
23 May 2003

Gender
Male

✏ EDIT

Pending Changes ⟳ ⌄

Pending changes need to be approved by the school before your account is updated.

NEXT >

Children | Calendar | Services | Notifications 32 | More

Tapping **Next** will take you to the next section

parentsportal.scot

Emergency contact details will be shown in the Contacts section.

15:13

‹ Annual Data Check

Gemma Holding

Contacts

Parents living at a different address will not be able to see the other parents details and cannot be added as additional contacts.

Here are the child's Contacts currently in the school's system.

Erin Holding ⌄

+ NEW CONTACT

New contacts will need to be approved by the school before your account is updated.

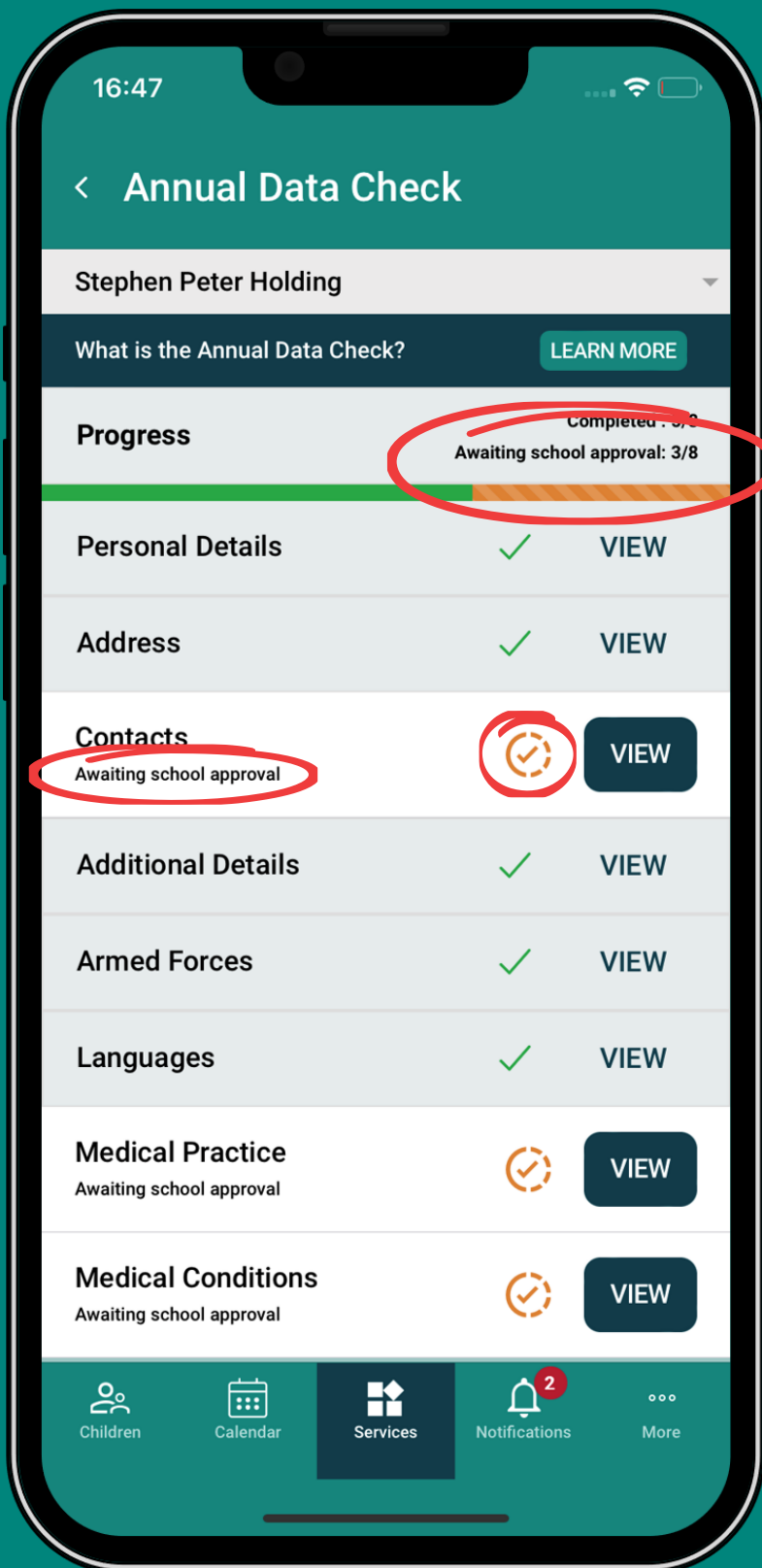Children   Calendar   Services   Notifi
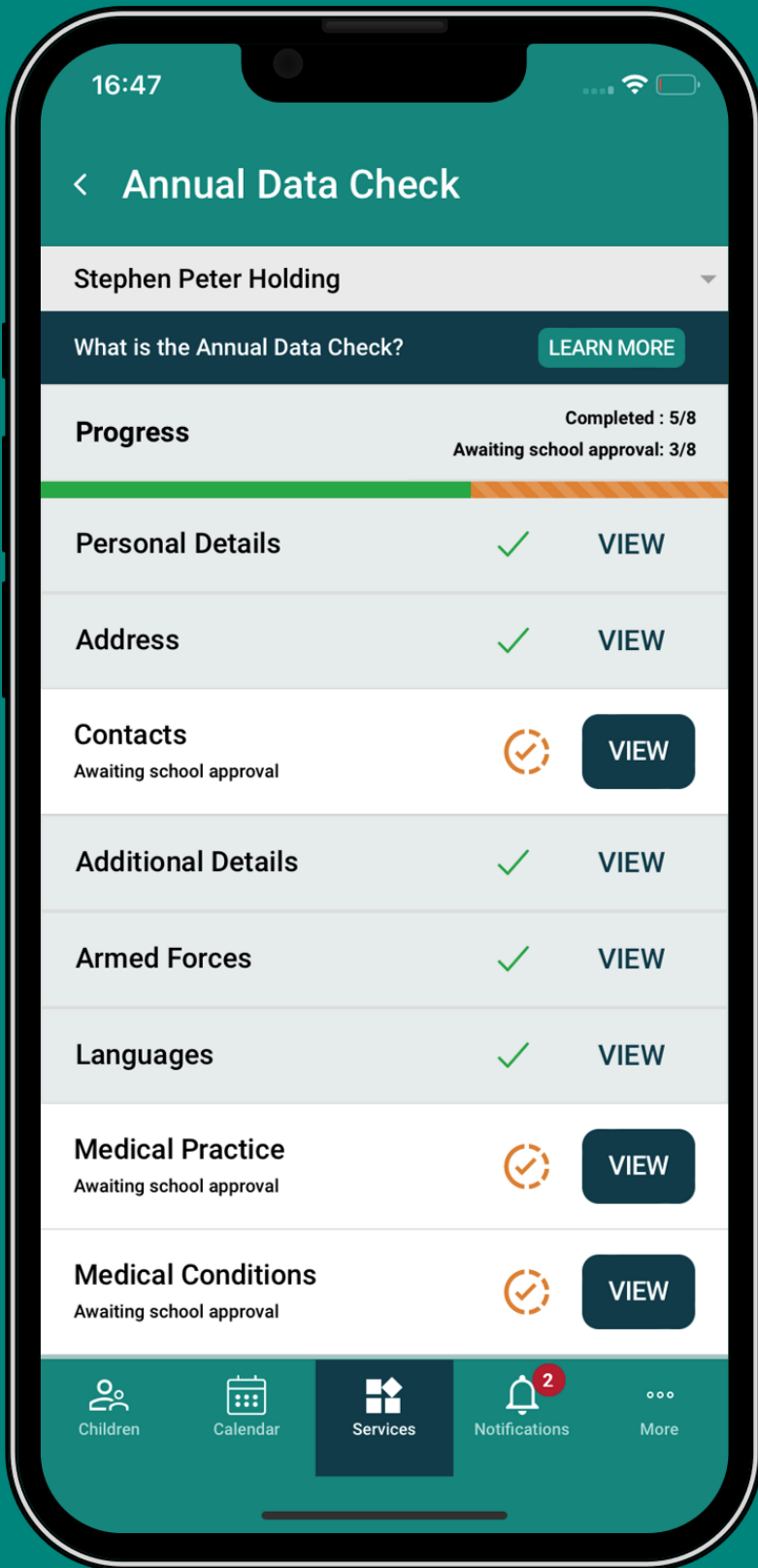
NEXT ›

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.

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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
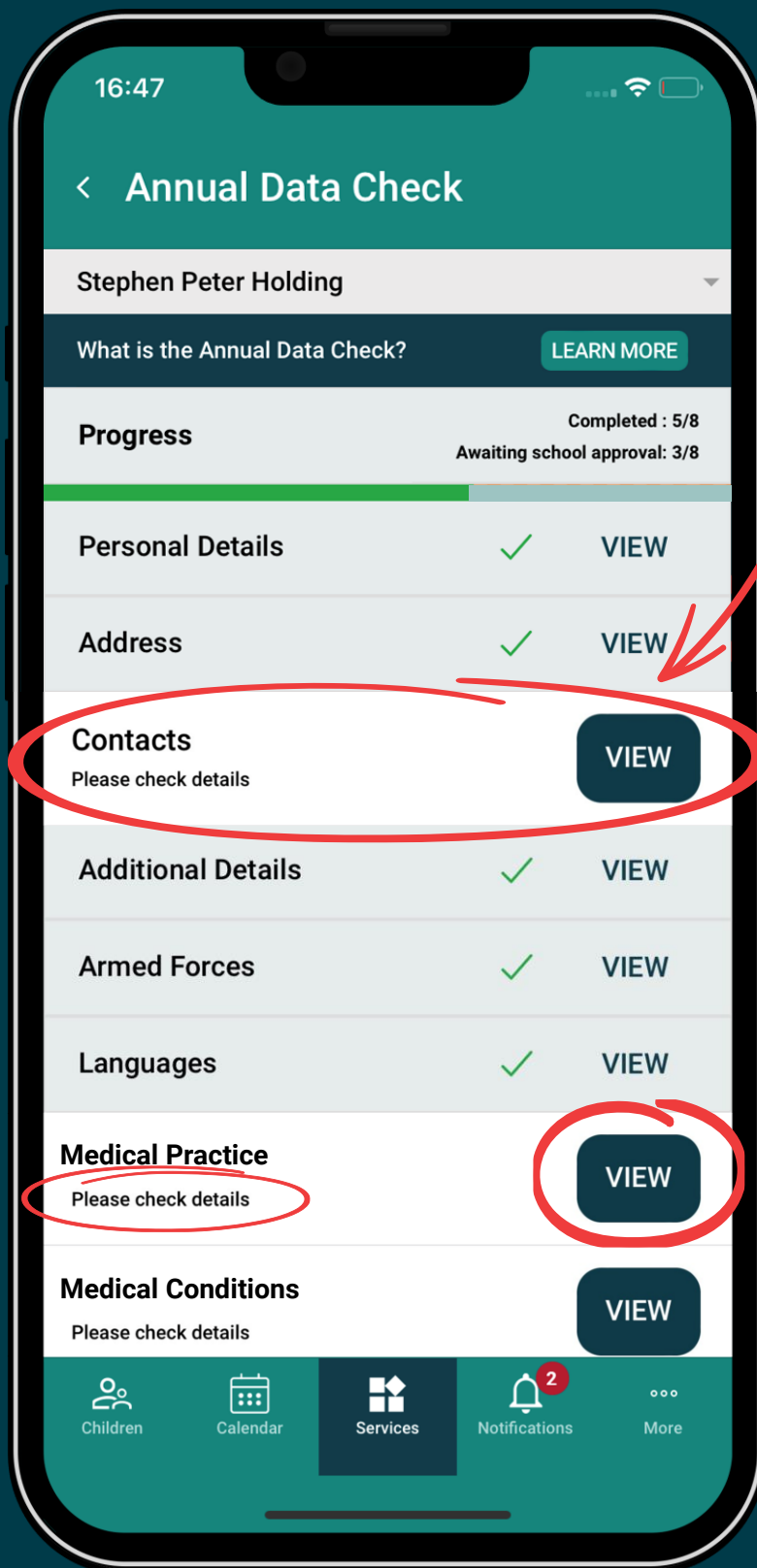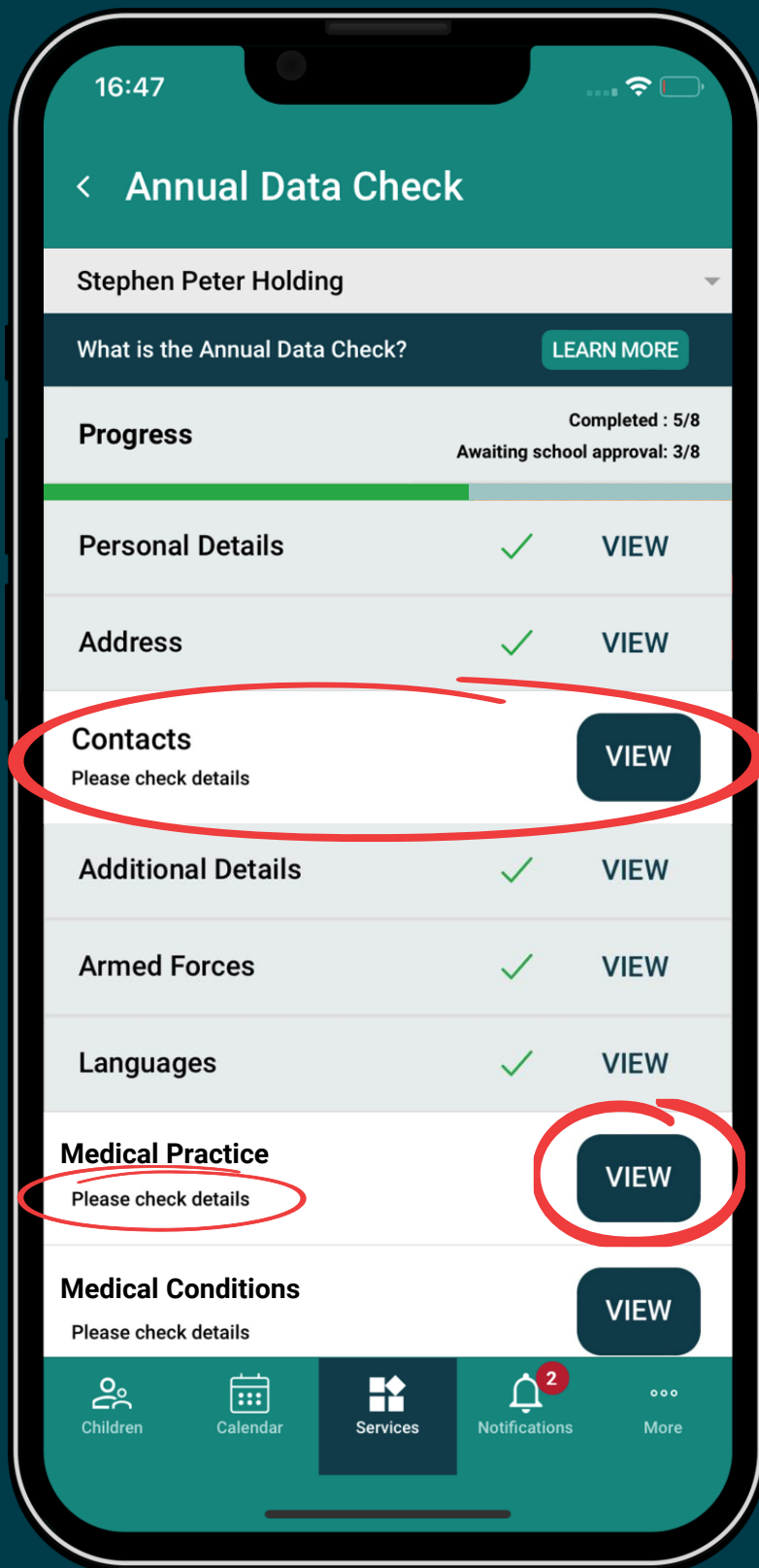
Annual Data Check

Stephen Peter Holding

What is the Annual Data Check? LEARN MORE

Progress
Completed : 5/8
Awaiting school approval: 3/8

Personal Details	✓	VIEW
Address	✓	VIEW
Contacts — Awaiting school approval	⟳	VIEW
Additional Details	✓	VIEW
Armed Forces	✓	VIEW
Languages	✓	VIEW
Medical Practice — Awaiting school approval	⟳	VIEW
Medical Conditions — Awaiting school approval	⟳	VIEW

Children   Calendar   Services   Notifications   More

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.

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16:47

‹ **Annual Data Check**

Stephen Peter Holding ▾

What is the Annual Data Check? **LEARN MORE**

Progress   Completed : 5/8
                        Awaiting school approval: 3/8

Personal Details   ✓   **VIEW**

Address   ✓   **VIEW**

Contacts
Please check details   **VIEW**

Additional Details   ✓   **VIEW**

Armed Forces   ✓   **VIEW**

Languages   ✓   **VIEW**

Medical Practice
Please check details   **VIEW**

Medical Conditions
Please check details   **VIEW**

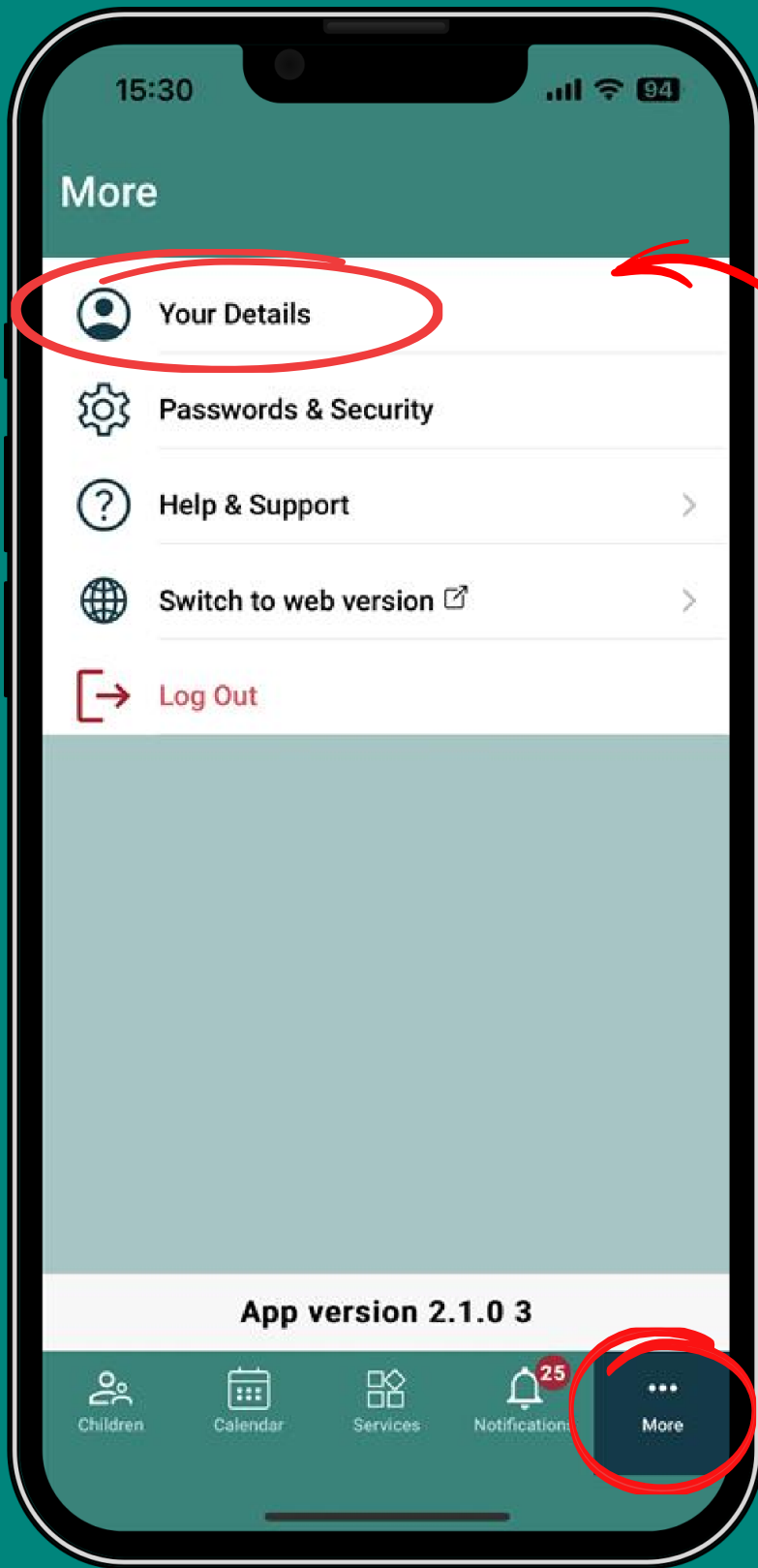Children | Calendar | Services | Notifications ² | More

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...


09:51
◄ TestFlight

‹ **Annual Data Check**

Eleanor Nicol

What is the Annual Data Check?

Once a year your child's school needs you to confirm they have the correct details relating to your child.

You are not the main contact for Eleanor Nicol. Therefore, you cannot complete the Annual Data Check.

Making Changes

Any changes you make will need to be approved by the school before you're able to finish the Annual Data Check process.

Confirmation

You will receive email notifications to confirm when the school has approved or rejected any any updates you have made.

Separated Parents

Parents living at different addresses will not be able to see the other parent's details and cannot be added as additional contacts on their account.

Parents that are not the main contact cannot view the

Children   Calendar   Services   Notifications   More

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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

parentsportal.scot
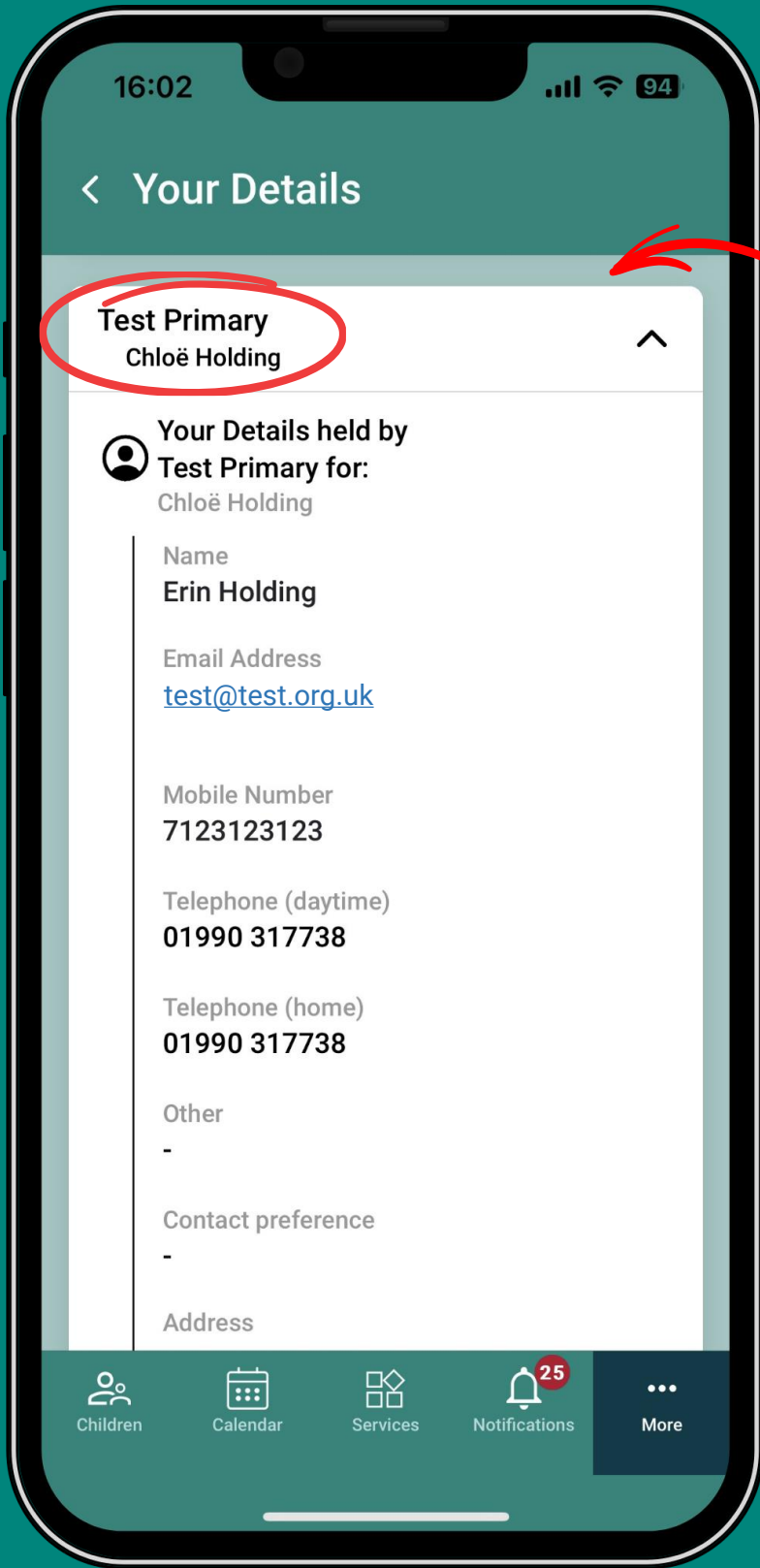
In the section with your child's school
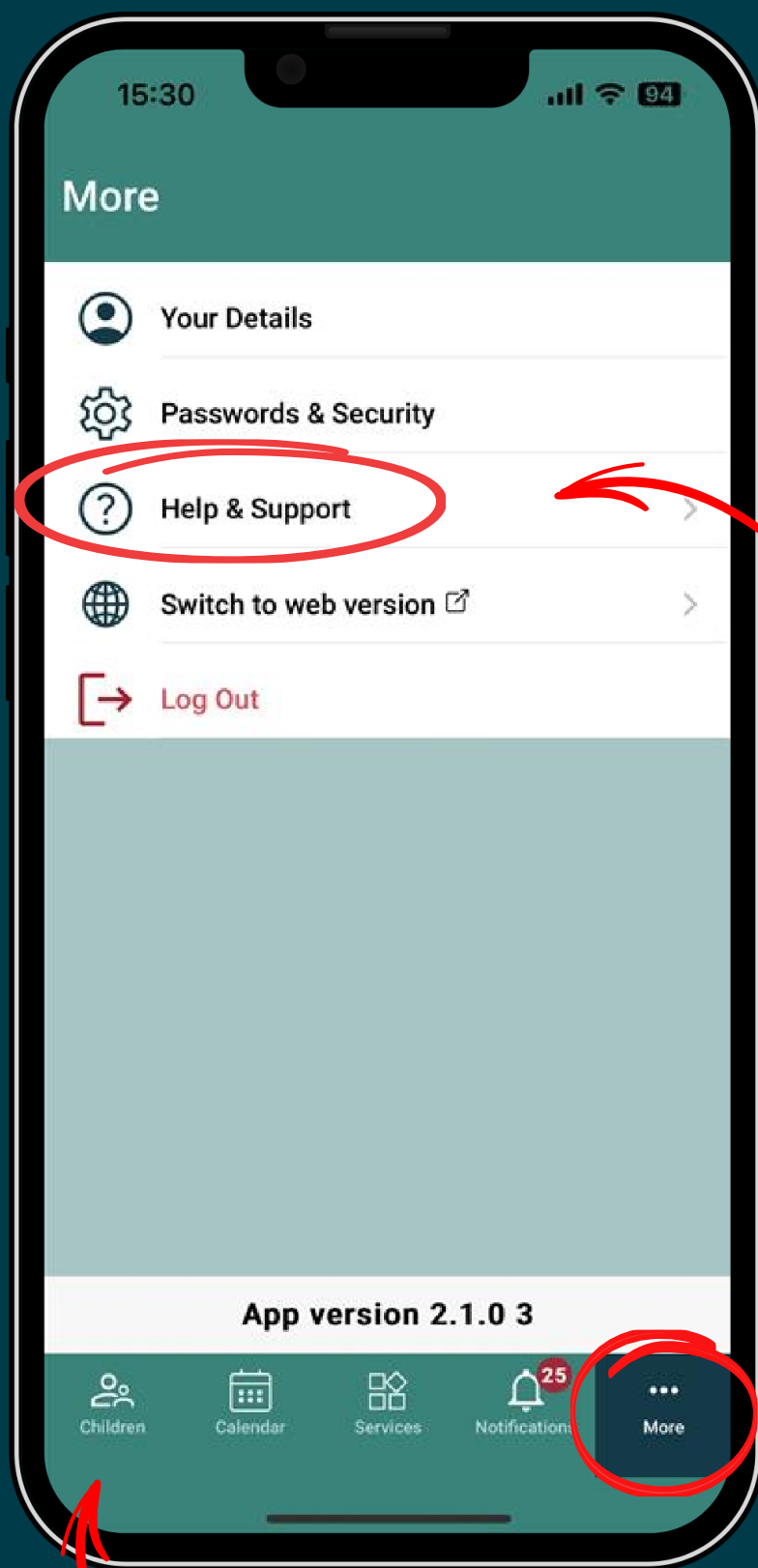
Scroll Down

parentsportal.scot
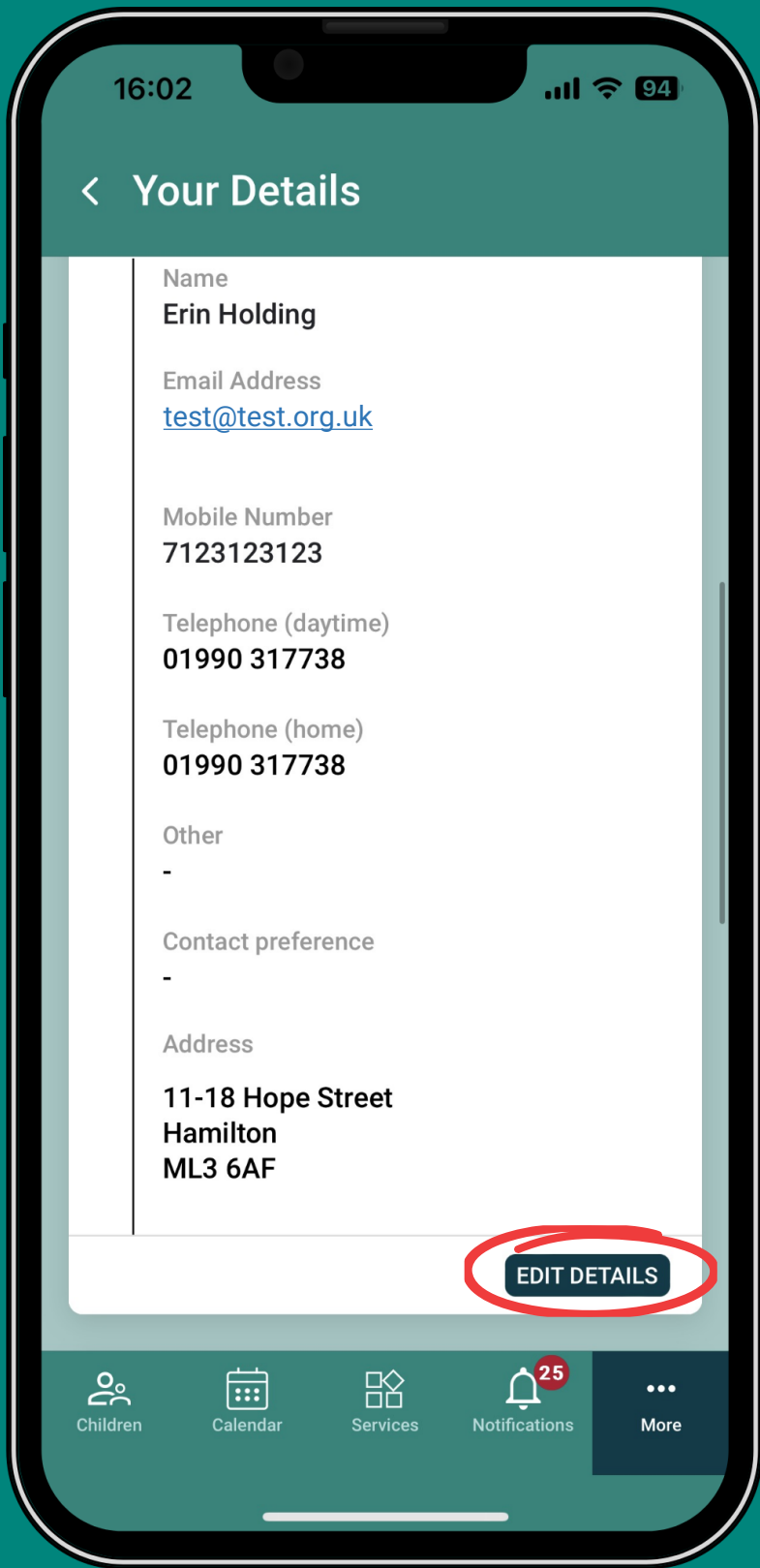
Tap
Edit Details

and follow the instructions

parentsportal.scot

Still having trouble?

Try the **Help & Support** section

found in the **More** tab

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