Updating Student Contacts in ProgressBook

To update contact phone numbers and email, login to your parent ProgressBook account. If you do not have a ProgressBook account contact your student's school for directions and a Registration Key.

From ProgressBook, Select **Student Contacts** in the left side menu. Then select the account marked with a green "**P**" or a green "**Primary**" button.

- Click the **Edit** button. From here you can change an existing phone number or email.
- To add a new phone number or email, click the **Plus Sign**. Enter information.
- Click **Save**.

The Lebanon City School District has a limit of two numbers for the ALL CALL and two numbers for the TEXT Notification contacts. The first two numbers listed will be utilized by our messaging system and all additional numbers will be ignored. *Please do not enter more than two numbers for either contact type.*

Additions/deletions to the contact list are not available in ProgressBook and can only be made by contacting your Building Secretary.

Note: If you have moved, a change of address form must be completed in person at your student's school building. Updating ProgressBook will not update your student's address.

> *Forgot your ProgressBook login information? Click on "Forgot your user name or password?" on the website/app. A link to ProgressBook can be found at lebanonschools.org.*
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> *Need to set up a ProgressBook account? If you have never set up a ProgressBook account, a Parent Registration Key and directions can be obtained from your Building Secretary.*