Updating Student Contact Information in Progress Book

Parents can now update existing student contact information in Progress book. We are asking you do this to ensure the district has the most up-to-date contact and emergency numbers for your children. **Please note you can ONLY edit existing contacts.** If you need to update your home address or add a new contact please contact your child's building.**

Please log into your Parent Progress Book Account at http://www.springboro.org/progressbook.   If you have forgotten your Progress book password, please click the link to have your password reset (https://parentaccess.swoca.net/Account/Recovery) If you have problems with your account, please contact your building secretary.
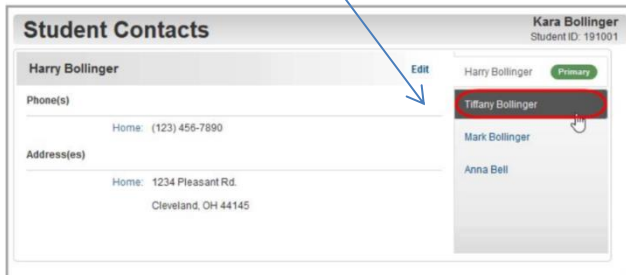
Follow the steps below to update:
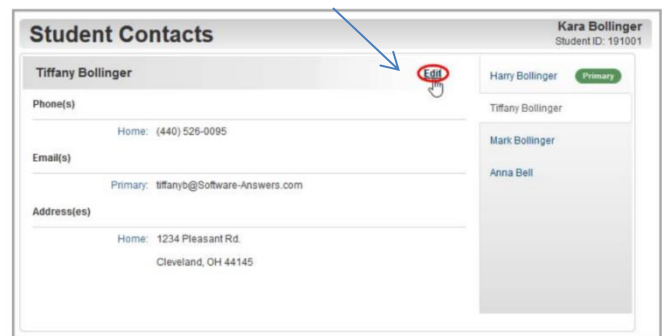
- Once you are logged in click on Student Contacts

- On the Student Contacts Screen, click the name of the contact whose information you wish to view; once opened you can edit it.

- To update contact information, click Edit.
    - Scroll down to add phone numbers, addresses, and e-mail. Save when finished
    - To delete existing contact information (not the primary contact)
        - Scroll down to the item you want to delete, click Delete.