October 20, 2020 Student number:

Parent(s)/Guardians(s) of: first last name

Dear Warren Woods Family,

We require parents/guardians go through the Gateway update website to update their student(s) contact information. This process involves updating information on a few forms and introducing you to agreements and policies. Please make sure that the email and phone contact information is correct. Please add at least one additional person besides the parent to the contact information and at least one parent in the alert contact area. This update system is much quicker and it reduces the number of papers you are filling out and returning to the school. Your child’s information will be updated directly from the information you enter into Gateway.

**Directions for completing online registration update process in the Gateway update site:**

1. Go to the website address: <https://warrenwoods-update.hosted.src-solutions.com>
2. Login using the following unique username and password:

**Username** – **Your student’s student number**

**Password** - **MM/DD/YYYY** of your student’s birthdate

**Must include the dashes**

1. Once logged into the system the program will take you through the registration update process. **Make sure you have entered ALERT information, this will be used by our School Messenger system to send emergency information home from Warren Woods Public Schools!**
2. You will be prompted to complete the necessary information on parents/guardians, free and reduced lunch, student information, medical conditions, concussion awareness, emergency contact and social restrictions, technology agreement, etc. Complete all required forms that are available this this website (ex. Medical, Technology Agreement, etc.)
3. **Please complete this process for all your children before the site closes on November 24, 2020.**

If you are unable to login, please contact Pupil Services at 586-439-4443 or 586-439-4468.

Sincerely,

Warren Woods Public Schools

Pupil Services Department