



Dear Neshaminy families,

We are excited to introduce a new, more efficient way of gathering vital information about our students and their parents and guardians. This streamlined process will make it easier for you to update your student's address of residency, parent/guardian contact information, and permission forms each year. The new system, accessible on any smartphone, computer, or other web-based device, will save you time and effort. We appreciate your cooperation in using this new system every school year.

Beginning **Friday, May 31**, we kindly ask all Neshaminy parents and guardians to log into Home Access Center and update their current residency and contact information. This process will be available from **May 31 through August 1**, with a one-week pause during the week of July 1-5 for system updates. It's crucial to complete this online form **as soon as possible to ensure we have the most up-to-date information for your child before the new school year begins.**

You will be asked to complete the following:

- Confirm or update your address of residency
- Confirm or update parent / guardian names
- Confirm or update emergency contact information
- Confirm or update contact email address, phone, and text numbers
- Review and accept the Neshaminy Technology agreement
- Review and check other policy and permission items

If your address of residency has changed within the district, you will be asked to provide documentation of your new address. ALL Parents and Guardians of students entering fifth grade and ninth grade will also be required to "re-prove" residency by providing documentation confirming their address. This process can also be completed easily online using the same system. Specific instructions on how to complete this process can be found below.

Please note: If you are new to the district and have registered your student within the past three months, you do NOT need to complete this process this year. Recently registered students entering kindergarten for the 2024-2025 school year also do not need to have their information updated.

We thank you in advance for your cooperation as we use this new system to serve our Neshaminy families better.

How do I get started?

After logging in to Home Access Center, complete the following steps:

1. Check the student name. Click the drop down circle to change student if needed.
2. From the Registration page, click "Update Enrollment" tab.
3. Click "Start" link to access Yearly Student Demographic Update.
4. If it is the first time you accessed PS Enrollment from HAC, you will need to set COPPA checkbox ON and click the "Begin Forms" button.
5. For security purposes, enter the student's birthdate to access the Yearly Student Demographic Update application.
6. Read through all information on the form and answer all required questions.

Q&A

Do I have to answer all the questions?

Required fields are marked as "Required".

What if I make a mistake?

If you would like to make a change, click on the underlined field, or click "Previous" to return to a previous page.

I've completed the form, now what?

When you have finished entering your information, click "Submit." This will send all of the information you've entered to the school. If you cannot click on this button, you will need to make sure that you have answered all required questions.

What if I have more than one student at Neshaminy School District?

Do I need to do this for each child? Yes, because you'll need to provide information that is specific for each child. We recommend that you submit one Yearly Student Demographic Update and then start another – this will allow you to "snap over" shared family information, which will save you time.

I don't know what a question is asking.

You can contact Neshaminy School District at **(215) 809-6547** or email them at residency@neshaminy.org to ask any general questions about the form or the Yearly Student Demographic Update process.

Help! I'm having technical difficulties.

For technical support, visit our [PowerSchool Community](#) help center or click "Help" or "Contact Us" from any form page.