



FOUNDATION ACADEMY

Steps for Parents to Make Changes in Family or Student Info in RenWeb:

(Such as address, phone #, email, medical, approved pick up, insurance, etc.)

-Log in to RenWeb as **PARENT**

-Under "School Information" on the left, select "Web Forms"

-Select "Family and Student Information Change Form"

-Pick appropriate form to update

-Be sure to hit **SAVE** at bottom of form

*** Note: Changes are per student, so please make updates on **EACH** student listed if the change applies to all students in the family ***