

HCSD Home Access – Updating Student Contact Information or to Change an Address

(5/5/24)

It is extremely important that student Guardians and Emergency Contacts have the most current contact information (email, phone number, etc...) updated via Home Access. This information is used for all communications to parents from Hilliard City Schools. In particular, in accordance with Ohio House Bill 66, this contact information is used to notify parents of a student absence within 2 hours of the start of school.

To view and update student/contact related information, login to [Home Access Center](#), click on the 'Registration' Button, and then click the 'Update Enrollment' tab. Next, click the link that says 'Start' beside the **Information Update Form**.

To apply to change your address, login to [Home Access Center](#), click on the 'Registration' Button, and then click the 'Update Enrollment' tab. Next, click the link that says 'Start' beside the **Change of Address Application Form**.

Login to HCSD Home Access - <http://homeaccess.hboe.org>

Select 'Registration', then 'Update Enrollment' from the Registration Screen, then click 'Start' on the appropriate form

The screenshot shows the Home Access Center interface. At the top, there is a navigation bar with icons for Home, Attendance, Classes, Grades, Student Support, and Registration. The 'Registration' icon is highlighted with a red box. Below the navigation bar, there is a tabbed interface with 'Update Enrollment' selected and highlighted with a red circle. Underneath, there is a section titled 'Available Forms' with a table:

Form Name	
Change of Address Application	Start ←
Information Update Form	Start ←

On the Information Update Form the, be SURE to review and Update Student Emergency/Contact Information

All students must have at least one Guardian contact record and one additional Emergency Contact record. District staff/your student's teachers use Main Phone and eMail as a primary means of communication. **Please be sure that your MAIN Phone # and EMAIL address is correct.**

For the Address Change Application Form, you will have the ability to upload the required documentation.

To **Submit** either Form, Scroll Down to bottom of Form and: **1.** Click 'Agree', **2.** Type your name as the Signature, and select date, **3.** Click Submit

Certification

I certify that I am the legal parent or guardian of this student and that the information represented herein is complete and accurate.

I Agree (required)

- Select -

I agree that the Hilliard City School District, should it be deemed necessary, has the right to investigate my residency, including but not limited to conducting unscheduled home visits. I agree to allow the release of housing information, and also utility customer information, to a representative of the Hilliard City School District. I realize that should any of the above statements be false, I am liable under the Criminal Code for any penalties that the law allows. I understand that lack of proper proof of residency or falsification of information provided may result in my student's withdrawal from Hilliard City Schools.

Electronic Signature (required)

type name of parent/guardian

Date (required)

mm/dd/yyyy