

## How to Change a Student Record in the PALS Online System

What are you changing?	How do you change it?	Who can change it?
Student ID	See steps <a href="#">here</a> on how to update ID manually, or you can submit a new SDU with the requested information, and a PALS Team member will approve it within 24 business hours. See steps <a href="#">here</a> .	Division Rep
Student information: First Name Middle Name Last Name Birthday Services Gender Race	Select the appropriate class, go to the <i>Student List</i> tile, and click on the student's name. The <i>Student Information</i> box will open up. Correct the student's information. Select <i>Submit and Close</i> . <div data-bbox="415 695 1269 1262" style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p style="text-align: center; margin: 0;"><b>Student Information</b></p> <hr/> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p><b>Student Name</b></p> <p>First Name <input type="text" value="Harry"/></p> <p>Middle Name <input type="text"/></p> <p>Last Name <input type="text" value="Potter"/></p> </div> <div style="width: 20%;"> <p><b>Birth Date</b></p> <p><input type="text" value="11/05/2013"/> </p> <p><b>Gender</b></p> <p><input type="radio"/> Female <input checked="" type="radio"/> Male</p> </div> <div style="width: 40%;"> <p><b>Is This Student Hispanic or Latino/a</b></p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p><input checked="" type="radio"/> Unspecified</p> <p><b>Race (Choose one or more)</b></p> <p><input type="checkbox"/> American Indian / Alaska Native</p> <p><input type="checkbox"/> Asian</p> <p><input type="checkbox"/> Black or African American</p> <p><input type="checkbox"/> White</p> <p><input type="checkbox"/> Native Hawaiian / Other Pacific Islander</p> <p><input checked="" type="checkbox"/> Unspecified</p> <p><b>Disability</b></p> <p><input type="text" value="None"/></p> </div> </div> <p><b>Services</b></p> <p><input checked="" type="checkbox"/> None <input type="checkbox"/> PALS Intervention <input type="checkbox"/> Title 1 (Reading)</p> <p><input type="checkbox"/> English as Second Language <input type="checkbox"/> Tutor (one-on-one)</p> <p><input type="checkbox"/> Other <input type="text"/></p> <p><b>Validate Student Info</b></p> <p><input checked="" type="checkbox"/> Yes, I verify that all student information is correct</p> <p style="text-align: right;"><span style="background-color: #28a745; color: white; padding: 5px 10px;">Submit and Close</span> <span style="background-color: #343a40; color: white; padding: 5px 10px;">Close</span></p> </div>	Division Rep, Division/School User, Teacher
Disability	See steps <a href="#">here</a> .	Division Rep, Division/School User, Teacher
Student's school within the same division	See steps <a href="#">here</a> .	Division Rep, Division/School User
Student's teacher within the same district (Division user), or within the same school (School user)	See steps <a href="#">here</a> .	Division Rep, Division/School User
Student's grade level	See steps <a href="#">here</a> .	Division Rep, Division/School User