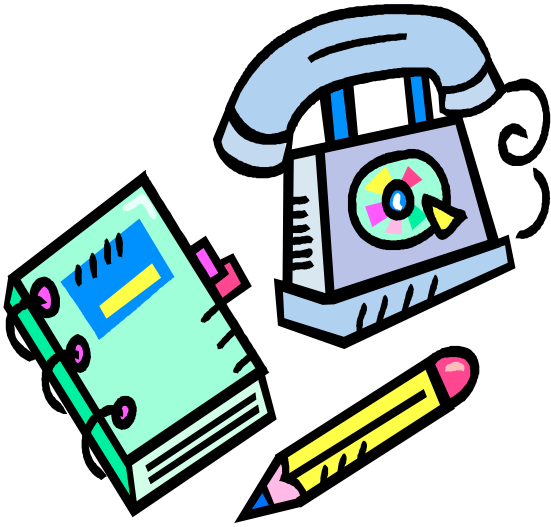


# PIMS

## Request Updates to Phone/Email Contact Info



The Parent Information Management System (**PIMS**) is an online tool that provides a convenient way for the primary parent/guardian of a student to manage changes to the phone and/or email information for the contacts in their child's record. When using **PIMS you can** review, at your convenience, the current contact information that exists for your child. If you need to update the current phone/email/emergency contact information, you can easily submit the update request online.

### It's as Easy as:



1. Access the PIMS link from the LCPS Public Internet site. [www.loudoun.k12.va.us](http://www.loudoun.k12.va.us). From the LCPS home screen, click on the PIMS link on the left-side under "Quick Links".
2. You will be guided through a series of screens where you will be prompted to enter some identifying information, assert your relationship to the student and then enter updated contact information.
3. Once the request has been submitted, your child's school will review the request before accepting.

**Note:** At this time only the parent/guardian listed as their child's First Contact will be able to request updates to phone numbers and emails for all contacts listed in their child's record, including the emergency contact. Parents may choose not to use the PIMS or may not have the means to do so. PIMS is simply a tool that will give those parents who so desire the ability to request changes to contact information online. This will not replace the hard-copy Emergency Card that is sent out to all families with requests for contact information updates — instead it is offered as a convenience *in addition* to the emergency card.