



## How to use the Data Collection Sheet feature

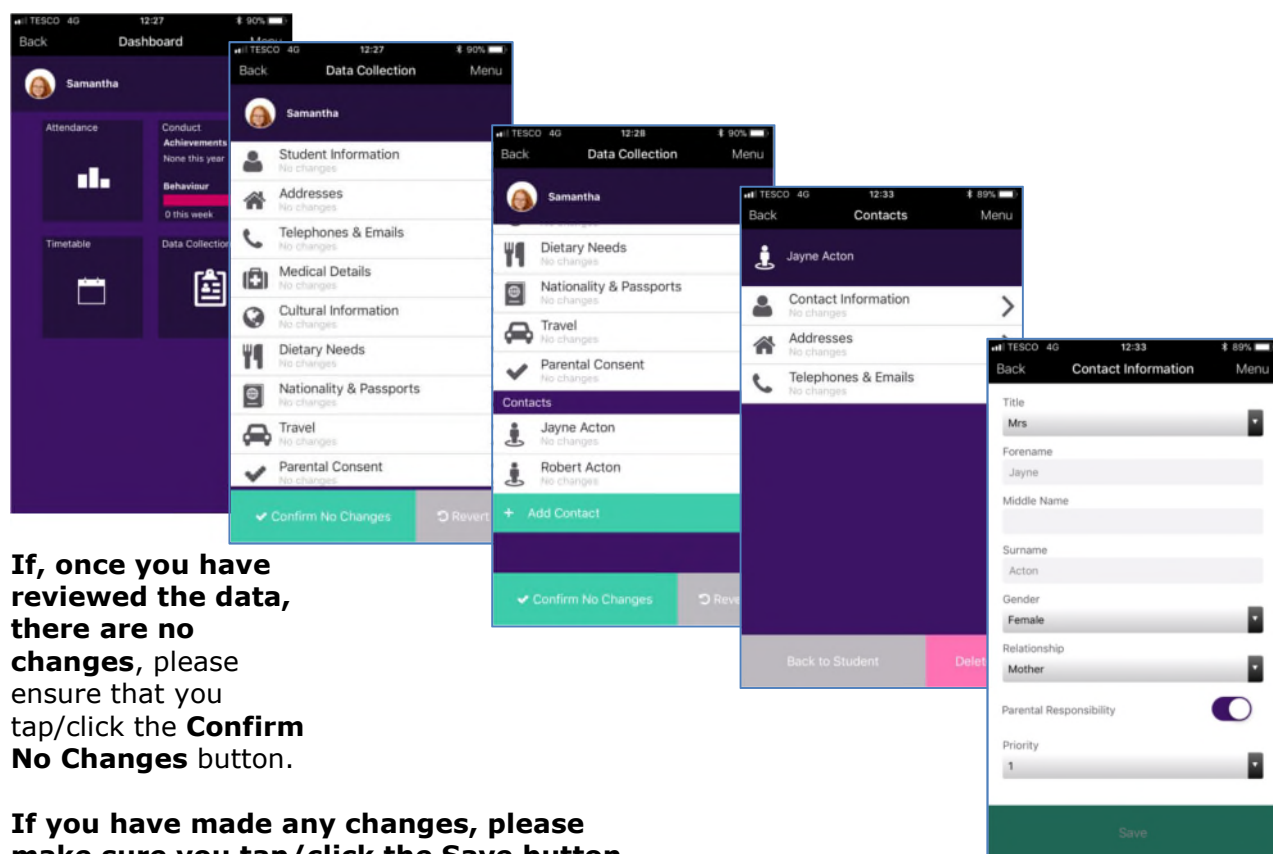
Once you have signed into the SIMS Parent App or SIMS Parent website, you will be able to see your child or children.

Tap on each child to go through to the options available, in this case Data Collection Sheet. (Other features shown in the example below, Attendance, Conduct, and Timetable etc.)

Tap (or click if you are using a computer/laptop) on the **Data Collection Sheet** to view the data which your school has requested you to add/update. Please note that they may vary from the example below.

**IMPORTANT NOTE:** The first **Addresses** and **Telephone & Emails** section you are able to see, underneath your child's name are their contact details, not your contact details.

If you wish to amend the emergency contacts, including your own, scroll down the page, and you will see a **Contacts** section.



**If, once you have reviewed the data, there are no changes, please ensure that you tap/click the **Confirm No Changes** button.**

**If you have made any changes, please make sure you tap/click the **Save** button to ensure the changes are submitted back to the school.**

Once the school has reviewed your changes, you will receive a message, within the SIMS Parent App **Messages** section to confirm that they have been approved.