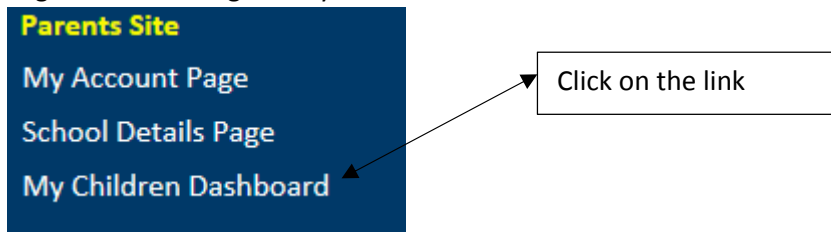


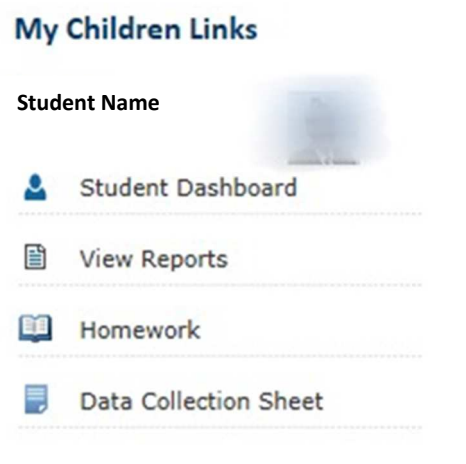
TOP TIP FOR DATA COLLECTION IN SIMS LEARNING GATEWAY

Has any of your information changed recently (e.g. phone numbers, new address etc.)? If so, please follow the simple steps below to use SLG to update your information quickly and easily.

1. Log on to SLG and go to my children dashboard:



2. Once on this page, please scroll down to the bottom of the page where you will see 'My Children Links':



3. To update or change any information, please click on 'Data Collection Sheet':



4. This will take you to a new page as shown below:

Shirley High School
DATA COLLECTION SHEET

Welcome
Student Name, Year Group, Tutor Group

Welcome
Welcome to the data collection wizard. This wizard is designed for you to check and update key information held by the school about your child so that the school have current information on their records.

- Student Details**
Basic details of your child e.g. preferred name, address and date of birth
- Contacts**
Basic details of contacts associated to your child
- Medical**
Medical information eg medical practices and medical conditions
- Travel**
Information about how your child gets to school, travel route
- Ethnicity**
Ethnicity and culture details about your child eg nationality, first language
- Parental Consent**
Ensure the school has up to date consent on school activities involving your child
- Finish**
Review changes and submit to school for processing

Click here to start



5. Please use the wizard to check and update key information held in school about your child to ensure we have current information on our records - click on the blue arrow to navigate through each section.
6. **Please be aware that once you have made changes and pressed 'submit', the link will be disabled. The link will become available again as soon as the school has received and actioned the changes as required.**