How to add a student contact on ParentVUE

1. You will need to login to ParentVUE (not on the app, but via the browser)
2. Click on the "Change My Information" tab on the bottom left menu you see once you log in
3. Click on "student information" in the middle of the screen
4. Click on "edit student information" for the student
5. Scroll down and click on "add contact"
6. Fill out last name, first name, and relationship to student, then click SAVE CONTACT
7. Click on "phone numbers" then "add new record"
8. Add phone number AND CLICK CHECKMARK UNDER EDIT TO SAVE PHONE NUMBER
9. Click "back to contacts"
10. **FINAL AND SUPER IMPORTANT STEP... CHECK THE BOX THAT SAYS "release to" AND "contact allowed" THEN CLICK SAVE** (at the top next to student's name)

To add the "release to" and "contact allowed" option to an existing student contact.

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