

Directions for Viewing and Changing Your Emergency Contact Information

1. Go to the following website to log into PowerSchool Parent

<http://ps.ccsd180.org:8080>

2. Enter your username and password . If you don't know your username call the school secretary.



The image shows the PowerSchool login interface. At the top, the word "PowerSchool" is written in a large, blue, sans-serif font. Below the logo is a rounded rectangular form with a light gray border. Inside the form, the word "Username" is written in bold black text above a white text input field. Below that, the word "Password" is written in bold black text above another white text input field. At the bottom of the form, the text "Forget your member name or password?" is written in a smaller, blue font. Below the form is a blue, rounded rectangular button with the word "Enter" written in white text.

For Burr Ridge Middle School Call **(630) 734-6670**

For Anne M. Jeans Elementary School Call **(630) 325-8186**

3. Click on the logo that says Emergency Phone Number Change



4. On this page you will see your child's emergency contact information. If anything needs to be changed press the link below for the school that your child attends:

[CLICK HERE TO CHANGE ANNE M. JEANS CONTACT INFO](#)

[CLICK HERE TO CHANGE BURR RIDGE MIDDLE SCHOOL CONTACT INFO](#)

5. Enter in any information that needs to be updated and press Submit. You are required to enter in your child's name and agree to CCSD 180 contacting the above phone numbers.
6. Please allow up to 48 hours for the school secretary to update your child's phone number. When it is updated you will see the current phone number in PowerSchool. If you have any questions please call your school secretary at

For Burr Ridge Middle School Call **(630) 734-6670**

For Anne M. Jeans Elementary School Call **(630) 325-8186**