Data Collection using SIMS Parent

How do I confirm/update my child(ren)'s details

Once you have successfully registered with SIMS Parent, it is a good idea to confirm that your child(ren)'s details are correct. If there are any errors or changes that need to be made, you can submit them through the data collection section of SIMS Parent or you can just confirm that all details are correct.

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(ren), tap on each child to go through to the options available...
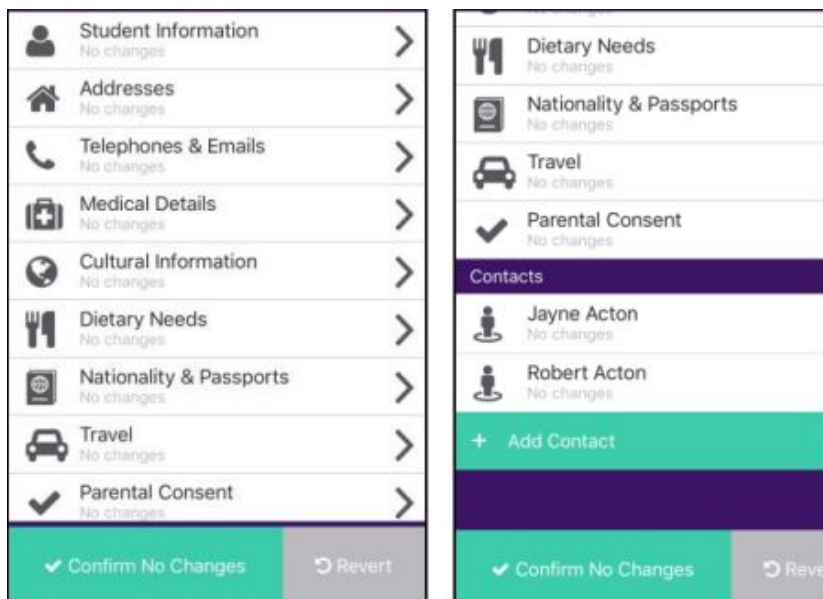
in this case Data Collection Sheet.

Click on the Data Collection Sheet to view the data which Ulidia has requested you to confirm/update.

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.

Once you have reviewed the data, if there are no changes, please ensure that you tap/click the Confirm No Changes button, as this allows Ulidia to see when you last reviewed the data.

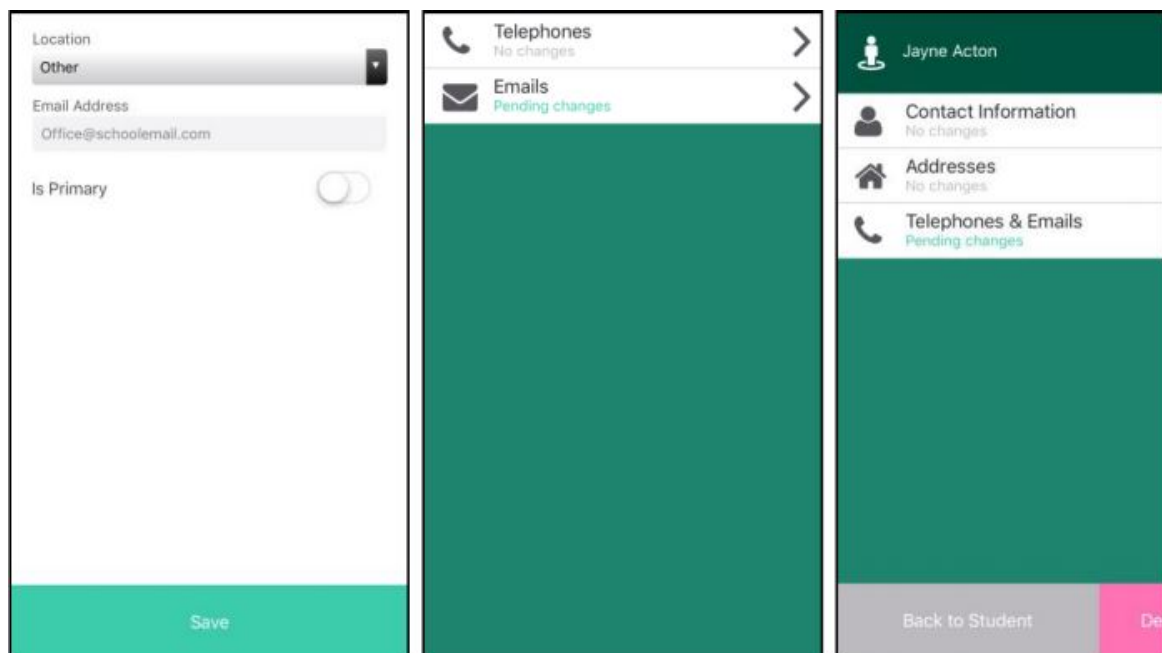## How to submit changes within the Data Collection Sheet feature

If you have made an amendment to a piece of data or added some new information, you will need to tap on the Save button for each change made.

You will then see a
message 'Pending Changes' within each section you've made a change in.

To go back to the main Student record, either tap on the Back button (top left hand corner) or tap the Back to Student button at the bottom of the screen.

Once all your amendments have been made, you must tap on the Finish Changes button (bottom of the screen).

You will then be asked to Submit Changes and will be warned that the app will become 'Read only' until the school have approved the changes at their end.

Please note:

If you have submitted Changes, but haven't had them approved, the Data Collection Sheet will show with a Padlock icon.

This means no further changes can be made until the school has approved the last submission. Once they have approved the previous changes, the Padlock icon will disappear.