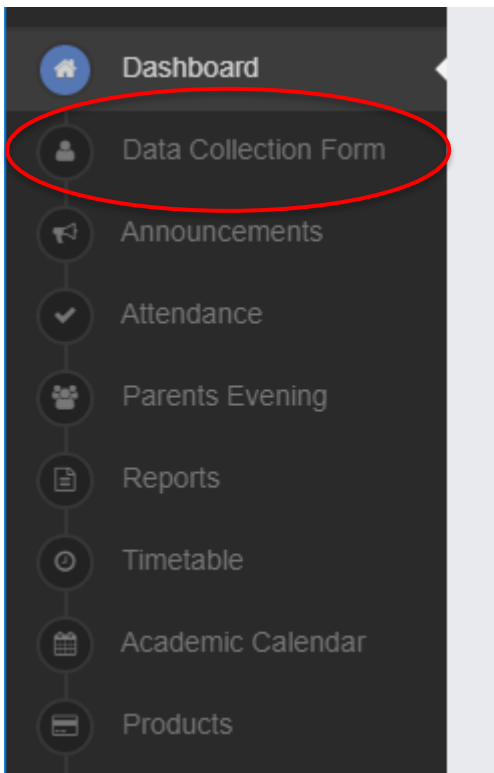


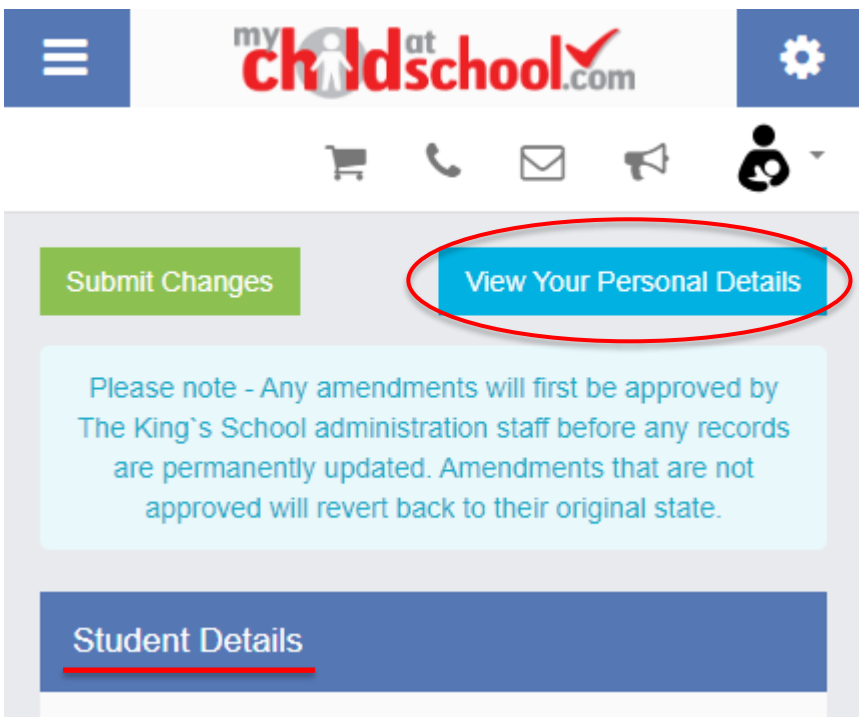


How to Update Contact Details via My Child at School (MCAS)

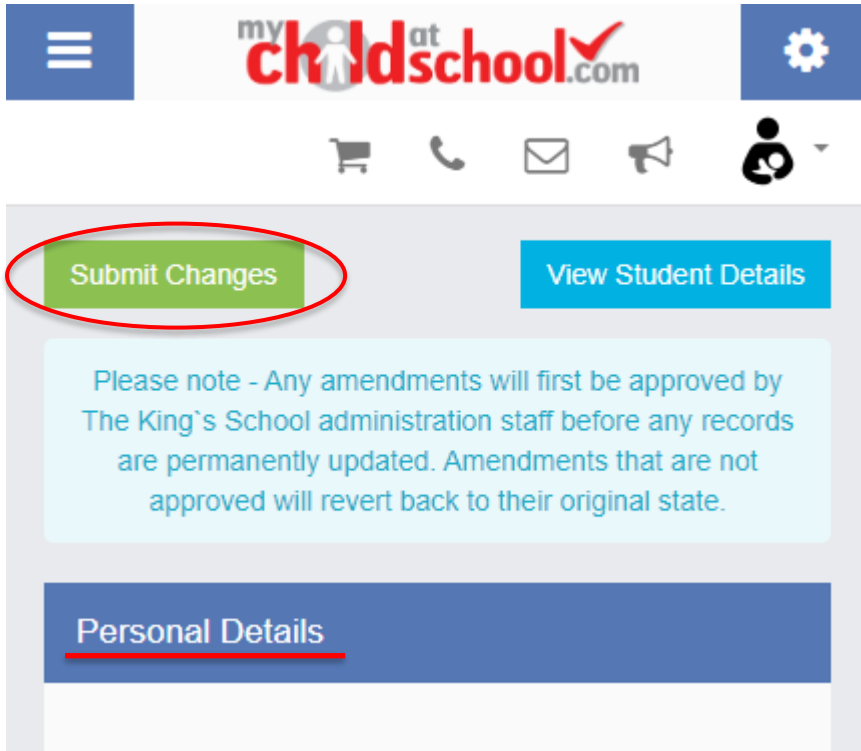
Open the menu in MCAS, select 'Data Collection Form'.



This page will show the student's details, please do not enter your own details here. Select the 'View Your Personal Details' button, which can be found either at the top, or the bottom of this page.



You should then see your own details here, please ensure everything is up-to-date and correct. Any changes can be made by typing in the corresponding boxes, then select 'Submit Changes' once changes are complete.



Please note that these changes will not appear instantly, as they will need to be approved by The King's School administration staff before the permanent change is made.