

SDUHSD Re-registration Information

How to Update Information on the Parent Portal

Student Data Confirmation: Prior to the start of each school year parents need to verify and update information, for each child, on the Parent Portal. During the re-registration process, please review, verify and complete each section and make changes to the information when necessary. The re-registration window will be open beginning August 1, 2015.

To start the process use the [Click Here](#) link from the homepage.

You have not yet completed the Student Data Confirmation Process. Click Here to confirm the information about your student.

PLEASE NOTE: If you need to make any changes once you have completed the re-registration process, you may do so only during the open re-registration window. Upon the next logon you will not see this link, you will need to select Data Confirmation from the "Student Info" tab.

1 - "STUDENT" Tab: Please review the information in the data columns, this reflects the current information that the school has on file for your child. To update any information on this page, click "Change", make the necessary changes and click "Save". If no changes are necessary, click on Confirm and Continue to proceed to the "Contacts" tab.

2015-16 Data Confirmation

Student

Contacts

Documents

Authorizations

5 Final Data Confirmation

Confirm and Continue

Last Confirmed: 7/14/2015 1:33:37 PM
Click "Change" to make changes to information on this page. Click "Save" when complete.

Student Demographics		Notes
Mailing Address		Changes to this information will NOT be saved in the system. Instead, the new information will be emailed to the school and the school will contact you for additional information.
Residence Address (if different than Mailing Address)		Changes to this information will NOT be saved in the system. Instead, the new information will be emailed to the school and the school will contact you for additional information.
Primary Phone		
Father's Work		
Mother's Work		
Student's Mobile		

Change

2 - "CONTACTS" Tab: Please review the information in the data columns. If no changes are necessary, you may move on to the "Documents" tab by clicking on "Confirm and Continue." If you need to update any of the information, click "Change" to make corrections to the existing contacts, click "Add" to add a new contact, or click "Delete" to remove a contact. Make all necessary changes click "Save" and click on Confirm and Continue to proceed to the "Documents" tab.

Student

Contacts

Documents

Authorizations

5 Final Data Confirmation

Confirm and Continue

Last Confirmed: 7/15/2015 3:09:40 PM
Click on "Change" to make corrections to existing contacts, click "Add" to add a new contact, or click on "Delete" to remove a contact. Make the necessary changes, then click "Save".

Select Record to Change

Name	Address	Relation
		Father
		Mother
		Aunt
		Uncle

Change Add Delete

Contact Details

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3 - "DOCUMENTS" Tab: Please download and review the Annual Notification document. This document is in both English and Spanish. Click in the box to acknowledge receipt of this information and click on Confirm and Continue to proceed to the "Authorizations" tab.

4 - "AUTHORIZATIONS" Tab: Please read the DIRECTORY INFORMATION RELEASE at the top of the page and check any box that applies. After you have made your selections, click "Save" and then click on Confirm and Continue to proceed to the "Final Data Confirmation" tab.

Authorizations and Prohibitions	
Description	Status
* Release Directory Information - READ INFORMATION ABOVE CAREFULLY	<input type="checkbox"/> YES <input type="checkbox"/> NO

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5 - "FINAL DATA CONFIRMATION" Tab: To complete the data confirmation process click on "Submit Final Confirmation".

Note: After you click on "Submit Final Confirmation," you will be prompted to print an Emergency Card.

The screenshot shows a sidebar menu on the left with five items: Student, Contacts, Documents, Authorizations, and Final Data Confirmation. The 'Final Data Confirmation' item is selected and has a red arrow pointing to it. Below the menu is a button labeled 'Submit Final Confirmation', also highlighted with a red arrow. The main content area contains the following text: 'To complete the data confirmation process, click on "Submit Final Confirmation". Medical information must be updated in writing. Please contact your school site.' Below this is a blue-bordered box with the text: 'PLEASE CONFIRM THAT THE INFORMATION ON THE PREVIOUS TABS IS CORRECT' and 'Please print your emergency card and take it to school on readiness days.'

Emergency Card: Upon completion, print and sign the Emergency Card and return to your child's school. Emergency Cards must be on file with your child's school prior to the first day of school.

The screenshot shows the same sidebar menu as the previous image, but now 'Final Data Confirmation' is selected. The main content area contains the following text: 'Thank you for confirming the student data in the system. To complete the data confirmation process, click on "Submit Final Confirmation". Medical information must be updated in writing. Please contact your school site.' Below this is a blue-bordered box with the text: 'PLEASE CONFIRM THAT THE INFORMATION ON THE PREVIOUS TABS IS CORRECT' and 'Please print your emergency card and take it to school on readiness days.' At the bottom of this box is a button labeled 'Print New Emergency Card', which is highlighted with a red arrow.

Re-registration Confirmation: After you have completed the entire process, you will receive an email at your login email address confirming that the re-registration process is complete.

Questions or Troubleshooting: Please contact your child's school site with any questions or concerns.