### 2015-2016

## **SDUHSD Re-registration Information**

How to Update Information on the Parent Portal

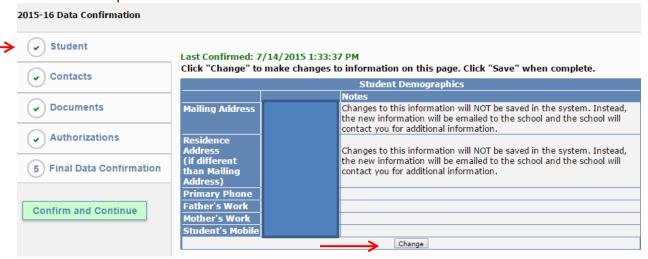
<u>Student Data Confirmation:</u> Prior to the start of each school year parents need to verify and update information, for each child, on the Parent Portal. During the re-registration process, please review, verify and complete each section and make changes to the information when necessary. The re-registration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

To start the process use the **Click Here** link from the homepage.

# You have not yet completed the Student Data Confirmation Process. <u>Click Here</u> 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.



**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.

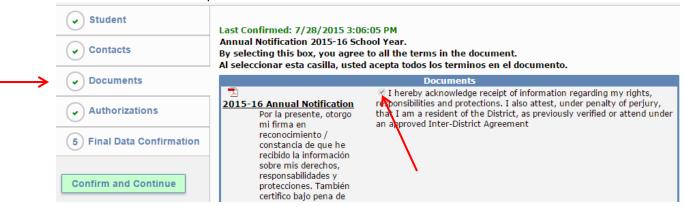


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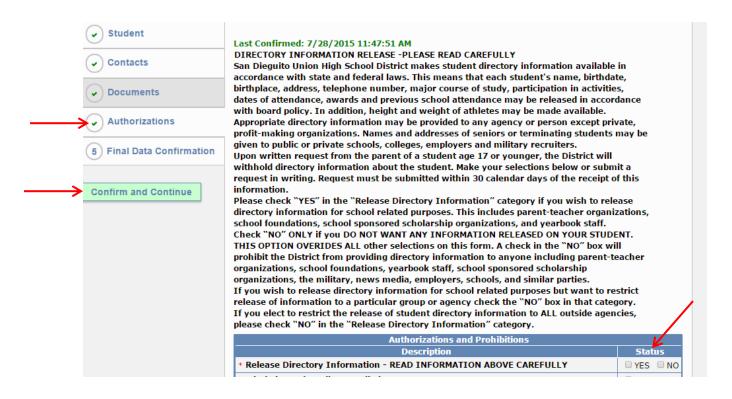
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**3** - "<u>DOCUMENTS</u>" Tab: Please download and review the Annual Notification document. This document is in both English and Spanish. Click in the box to acknowledge receipt of this information and click on Confirm and Continue to proceed to the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



**4 - "AUTHORIZATIONS" Tab:** Please read the <u>DIRECTORY INFORMATION RELEASE</u> 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.



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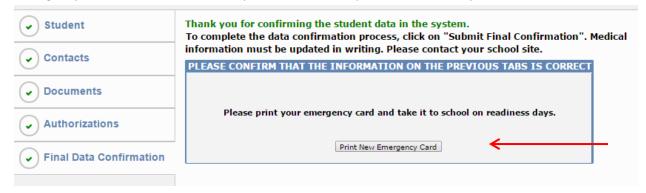
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**5 - "FINAL DATA CONFIRMATION" Tab:** To complete the data confirmation process click on "Submit Final Confirmation".

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

	Student	To complete the data confirmation process, click on "Submit Final Confirmation". Medica information must be updated in writing. Please contact your school site.
	Contacts	PLEASE CONFIRM THAT THE INFORMATION ON THE PREVIOUS TABS IS CORRECT
	Documents	Please print your emergency card and take it to school on readiness days.
	Authorizations	
•	<b>→</b> 5 Final Data Confirmation	
$\longrightarrow$	Submit Final Confirmation	

**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.



**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.