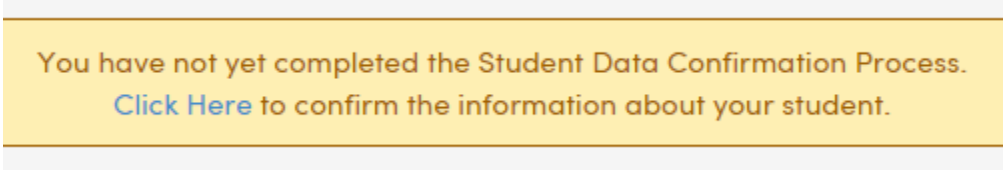


# SDUHSD Data Confirmation Information

## Instructions 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 data confirmation window will be open beginning August 7, 2017.

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



**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 data confirmation window. Upon the next logon you will not see this link, you will need to select Data Confirmation from the "Student Info" tab.

**1- "FAMILY INFORMATION" Tab:** Please select whether or not at least one of the student's parent/guradian is active in the United States Armed Forces. Click on Confirm and Continue to proceed to the "Student" information tab.



# SDUHSD Data Confirmation Information

## Instructions to Update Information on the Parent Portal

**2 - "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.

Family Information

Student

Contacts

Documents

Authorizations

6 Final Data Confirmation

Confirm and Continue

Last Confirmed: 8/1/2016 9:50:35 AM  
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

**3 - "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.

Family Information

Student

Contacts

Documents

Authorizations

6 Final Data Confirmation

Confirm and Continue

Last Confirmed: 8/1/2016 9:50:38 AM  
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
		Mother
		Father
		Family Member
		Family Member

Change Add Delete

Contact Details

# SDUHSD Data Confirmation Information

## Instructions to Update Information on the Parent Portal

**4 - “DOCUMENTS” Tab:** Please download and review all of the documents. The Annual Notification 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.

2017-18 Data Confirmation

- Family Information
- Student
- Contacts
- Documents**
- Authorizations
- 6 Final Data Confirmation

Confirm and Continue

Annual Notification 2017-18 School Year.  
By selecting this box, you agree to all the terms in the document.

Documents

2017-18 Annual Notification  
Por la presente, otorgo mi firma en reconocimiento / constancia de que he recibido la información sobre mis derechos, responsabilidades y protecciones. También certifico bajo pena de perjurio, que soy residente del

I hereby acknowledge receipt of information regarding my rights, responsibilities and protections. I also attest, under penalty of perjury, that I am a resident of the District, as previously verified or attend under an approved Inter-District Agreement

**5 - “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.

2017-18 Data Confirmation

- Family Information
- Student
- Contacts
- Documents
- Authorizations**
- 6 Final Data Confirmation

Confirm and Continue

Last Confirmed: 8/1/2016 9:50:52 AM

**DIRECTORY INFORMATION RELEASE -PLEASE READ CAREFULLY**  
San Dieguito Union High School District makes student directory information available in accordance with state and federal laws. This means that each student's name, birthdate, birthplace, address, telephone number, major course of study, participation in activities, dates of attendance, awards and previous school attendance may be released in accordance with board policy. In addition, height and weight of athletes may be made available. Appropriate directory information may be provided to any agency or person except private, profit-making organizations. Names and addresses of seniors or terminating students may be given to public or private schools, colleges, employers and military recruiters. Upon written request from the parent of a student age 17 or younger, the District will withhold directory information about the student. Make your selections below or submit a request in writing. Request must be submitted within 30 calendar days of the receipt of this information. Please make your selections below.

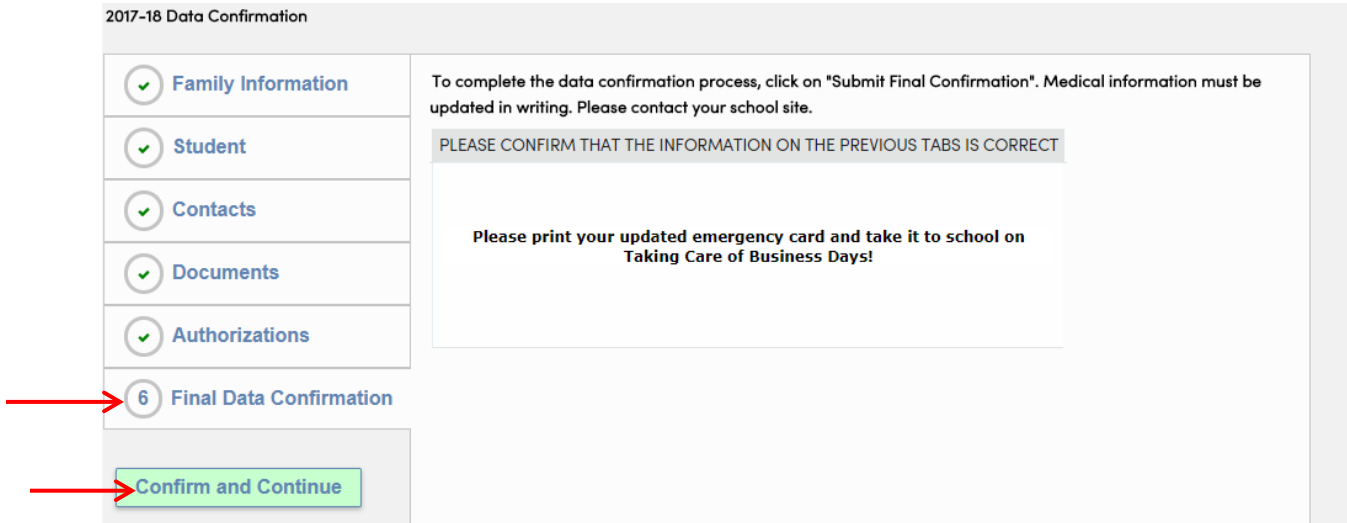
Description	Status
<p><b>* DO NOT RELEASE ANY Information for this student - READ INFORMATION ABOVE CAREFULLY</b> Selecting "Do Not Release" for this option is a complete opt out. It will prevent the release of information for all school related purposes including yearbook staff, school foundations, and school sponsored scholarship organizations.</p>	<input type="checkbox"/> OK to Release <input type="checkbox"/> Do Not Release
<p><b>* Release Student Information for School Related</b></p>	

# SDUHSD Data Confirmation Information

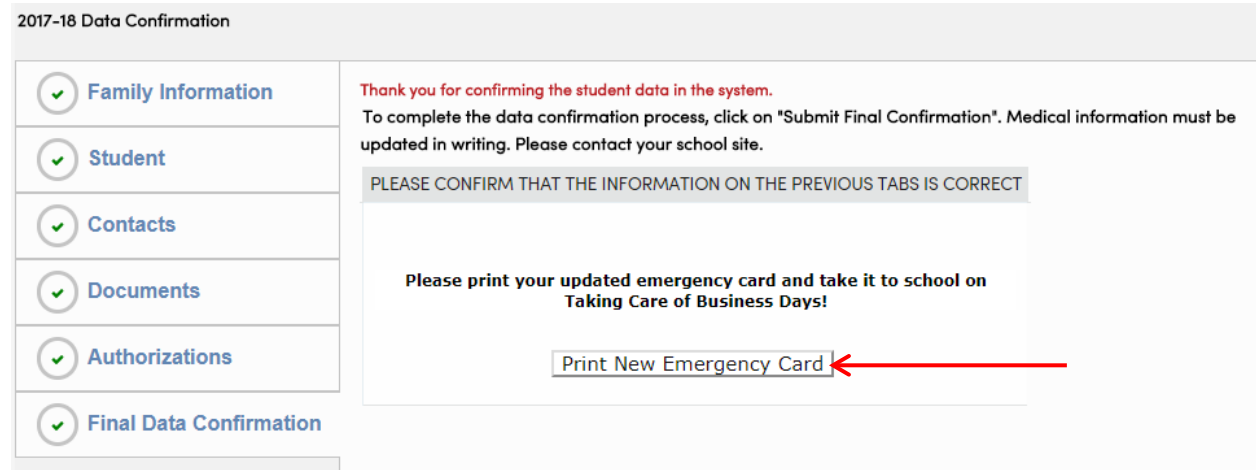
## Instructions to Update Information on the Parent Portal

**6 - "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.*



**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.



**Data Confirmation:** After you have completed the entire process, you will receive an email at your login email address confirming that the data confirmation process is complete.

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