

# SDUHSD Data Confirmation

## 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 data confirmation 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 6, 2018.

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 data confirmation 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.

2018-19 Data Confirmation

- Family Information
- Student
- Contacts
- 4 Medical History
- 5 Documents
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Please select whether or not at least one parent/guardian of this student is active in the United States Armed Forces:

Yes, at least one parent/guardian of this student is active in the United States Armed Forces.

No, this student does not have a parent/guardian who is active in the United States Armed Forces.

Confirm and Continue

**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.

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Last Confirmed: 8/18/2017 2:38:16 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	
Student's Mobile	

Change

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**3 - "CONTACTS" Tab:** Please review the information in the data columns. If no changes are necessary, you may move on to the "Medical History" 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.

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**Confirm and Continue**

Last Confirmed: 8/18/2017 2:39:27 PM

Please enter Parent Guardian, Family Member or Emergency Contact and indicate relationship to student: 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
		Grandmother
		Father
		Grandmother
		Other Relationship

Change Add Delete

Contact Details

Notes

**4. "MEDICAL HISTORY" Tab:** Please fill out and check any that apply. If student needs to take medication, during the regular school day, please fill out Medication Authorization Form at school site and bring your students medication. Make all necessary changes click "Save" and click on Confirm and Continue to proceed to the "Documents" tab.

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**Confirm and Continue**

If your student has medical conditions, please check all boxes that apply.  
 If no medical conditions to report at this time, please check the appropriate box.  
 If your student needs to take medication, during the regular school day, please see the following Authorizations section.

Condition	Effective Date	Age	Grade	Comment
Save				

Additional Conditions  
Please Check All That Apply

\*No Medical Conditions to Report  
  Cystic Fibrosis  
  Kidney Disorder  
 Allergy - Food  
  Diabetes  
  Headaches - Severe/Migraine  
 Allergy - Insect Bite/Sting  
  Seizure - Epilepsy  
  Seizure - Disorder  
 Allergy - Other  
  Hearing Condition  
  Vision Loss  
 Asthma  
  Heart Condition  
  OTHER  
 Blood Disorder

Save

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**5 - "DOCUMENTS" Tab:** Please download and review all of the documents. The Annual Notification document is in both English and Spanish. Click all the boxes to acknowledge receipt of these information and click on Confirm and Continue to proceed to the "Authorizations" tab.

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Last Confirmed: 8/1/2018 10:59:13 AM  
Annual Documentation 2018-19 School Year.

Documents	
<p> <b>AUP English and Spanish</b></p> <p>Por la presente, confirmo de recibo la información sobre mis derechos, responsabilidades y protecciones. También atestiguo, bajo pena de perjurio, que soy residente del Distrito, como se verificó previamente o que asisto bajo un Acuerdo Interdistrital aprobado.</p>	<p><input checked="" type="checkbox"/></p> <p>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</p>
<p> <b>Attendance English and Spanish</b></p>	<p><input checked="" type="checkbox"/> By selecting this box, you agree to all the terms in the document.</p>

**6 - "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.

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Last Confirmed: 8/18/2017 2:40:34 PM

**FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA): RELEASE OF DIRECTORY INFORMATION:**  
 FERPA and Education Code 49061 & 49073 permit the District to disclose appropriately designated "directory information" without consent, unless you have advised SDUHSD that you do not want the pupil's directory information disclosed without your prior written consent. The District makes student directory information available in accordance with state and federal laws. "Directory information" means one or more of the following items: pupil's name, address, telephone number, date of birth, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil, which may be released to any agency or person with a legitimate educational interest, except private, profit-making entities other than employers, prospective employers, and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations. Names and addresses of seniors or terminating students may be given to public or private schools, colleges, employers and military recruiters. SDUHSD may post photographs, student work, and identification on the school district's websites and social media websites authorized and monitored by the school staff.

Upon written request from the parent of a student age 17 or younger, the District will withhold student directory information. If a student is 18 or older or enrolled in an institution of post-secondary instruction and makes a written request, the District will withhold student directory information. Requests must be submitted within 30 calendar days of the receipt of this information.

Authorizations and Prohibitions		
	Description	Status

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**7 - "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.*

### 2018-19 Data Confirmation


<input checked="" type="checkbox"/> Family Information	<p>Thank you for confirming the student data in the system. Please print your emergency card and take it to your student's school.</p> <p><input type="button" value="Print New Emergency Card"/></p>
<input checked="" type="checkbox"/> Student	
<input checked="" type="checkbox"/> Contacts	
<input checked="" type="checkbox"/> Medical History	
<input checked="" type="checkbox"/> Documents	
<input checked="" type="checkbox"/> Authorizations	
<input checked="" type="checkbox"/> Final Data 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.

### 2018-19 Data Confirmation

<input checked="" type="checkbox"/> Family Information	<p>Thank you for confirming the student data in the system. Please print your emergency card and take it to your student's school.</p> <p><input type="button" value="Print New Emergency Card"/></p>
<input checked="" type="checkbox"/> Student	
<input checked="" type="checkbox"/> Contacts	
<input checked="" type="checkbox"/> Medical History	
<input checked="" type="checkbox"/> Documents	
<input checked="" type="checkbox"/> Authorizations	
<input checked="" type="checkbox"/> Final Data Confirmation	



**DATA 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.