

# 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, 2016.

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- "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.

**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.

Student Demographics	
	<b>Notes</b>
<b>Mailing Address</b>	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.
<b>Residence Address (if different than Mailing Address)</b>	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.
<b>Primary Phone</b>	
<b>Father's Work</b>	
<b>Mother's Work</b>	
<b>Student's Mobile</b>	

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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 “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.

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

Name	Notes
Name Prefix	

**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.

Last Confirmed: 7/28/2015 3:06:05 PM  
**Annual Notification 2015-16 School Year.**  
 By selecting this box, you agree to all the terms in the document.  
 Al seleccionar esta casilla, usted acepta todos los terminos en el documento.

Documents

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

**2015-16 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 Distrito ó atiendo con la

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**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.

**Last Confirmed: 8/17/2015 1:08:17 PM**  
**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.

Authorizations and Prohibitions	
Description	Status
DO NOT RELEASE ANY Information for this student - READ INFORMATION ABOVE CAREFULLY	

**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.*

To complete the data confirmation process, click on "Submit Final Confirmation". Medical information must be updated in writing. Please contact your school site.

**PLEASE CONFIRM THAT THE INFORMATION ON THE PREVIOUS TABS IS CORRECT**

Please print your emergency card and take it to school on Taking Care of Business Days!

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**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.

<input checked="" type="radio"/> Family Information	<p><b>Thank you for confirming the student data in the system.</b> To complete the data confirmation process, click on "Submit Final Confirmation". Medical information must be updated in writing. Please contact your school site.</p> <p><b>PLEASE CONFIRM THAT THE INFORMATION ON THE PREVIOUS TABS IS CORRECT</b></p> <p>Please print your updated emergency card and take it to the health office in the administration building.</p> <p><input type="button" value="Print New Emergency Card"/> ←</p>
<input checked="" type="radio"/> Student	
<input checked="" type="radio"/> Contacts	
<input checked="" type="radio"/> Documents	
<input checked="" type="radio"/> Authorizations	
<input checked="" type="radio"/> Final Data Confirmation	

**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.