



Parent Data Confirmation Guide

MHUSD is now using Online Parent Data Confirmation for Summer Re-Registration. The system allows parents to quickly review student data currently on file, review and/or print required documents and print an updated Emergency Card to be turned in to the school.

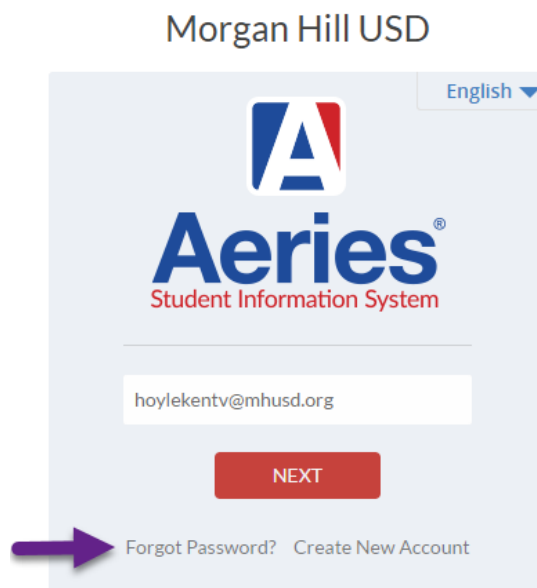
In some cases, you must complete this process before being able to use the parent portal for other purposes such as viewing grades, assignments and attendance.

To begin, click on the [MHUSD Online](#) link found on school and district websites and select **Student and Parent Portal**.

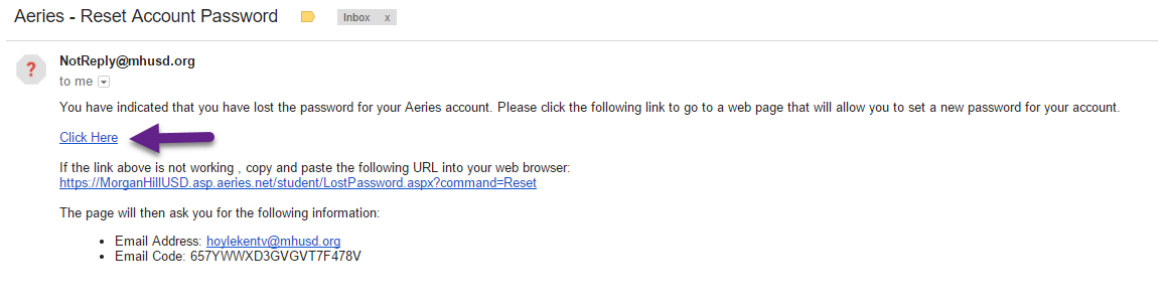


Enter your email address and password. If you have not provided an email address to your school, please contact the school office. Once an email account is added, a portal account will automatically be created and you will receive an email with instructions for accessing the portal.

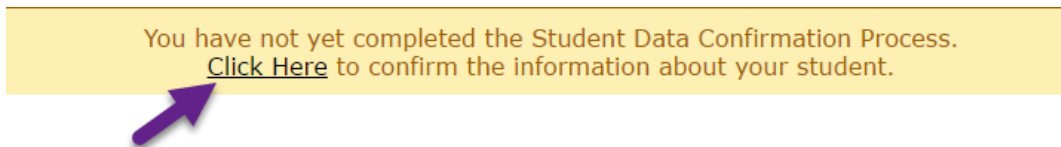
If you've forgotten your password, click on Forgot Password. The system will confirm your email address by sending you a verification email and allow you to reset your password.



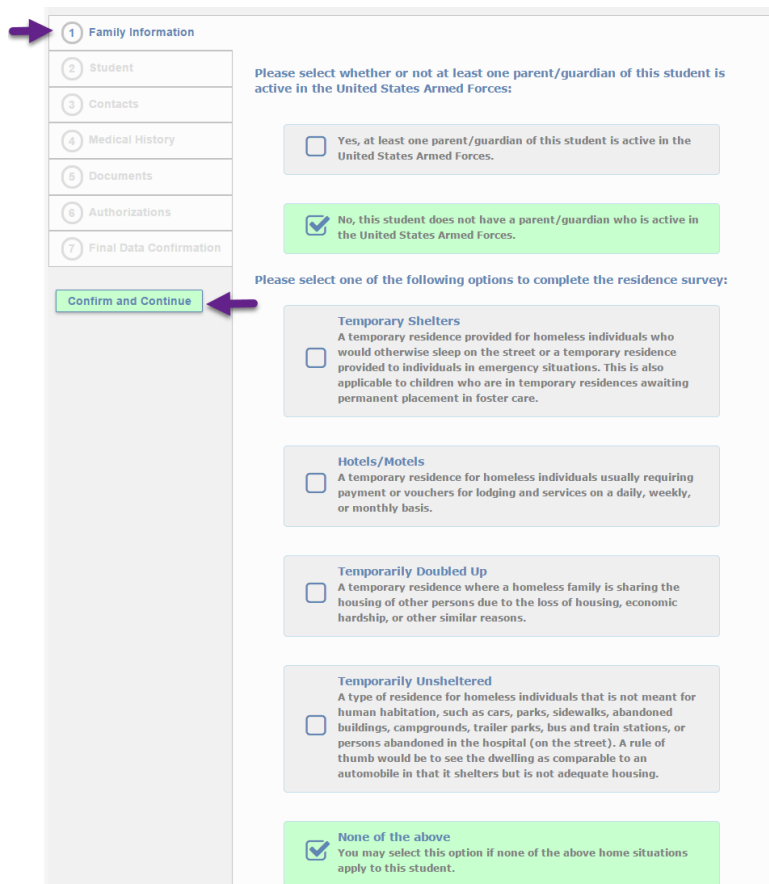
Click on “Click Here” and you will be redirected to the portal and allowed to reset your password.



When it’s time to confirm your student’s data, a banner will appear on the home page of the parent portal. Use the “Click Here” link to access the data confirmation screens.



The first screen is the **Family Information** page. On this page, you will confirm if the student has a parent or guardian in the United States Armed Forces. You will also need to complete the residence survey. After answering these two questions, click **Confirm and Continue**. Note: You can return to any previous page by clicking on the appropriate tab on the left. You cannot move forward until you have completed each screen in order.



The **Student** screen will allow you to review and modify a limited amount of student data. Click on **Change** if you need to modify any of the information displayed. If you need to change information not displayed, such as home address or email address, please complete the data confirmation process and contact the school office for additional changes. When finished, click **Confirm and Continue** to move to the next screen.

Family Information

Student

Contacts

4 Medical History

Documents

6 Authorizations

7 Final Data Confirmation

Confirm and Continue

Last Confirmed: 5/2/2017 4:19:42 PM

Address changes require proof of residency and must be done through your school office. Acceptable documents are utility bill, escrow papers, a copy of your lease/rental agreement indicating the manager's or owner's name and phone number or an Affidavit of Residency (available at your school or the District Enrollment Center).

Student Demographics		Notes
Primary Phone	(408) [REDACTED]	
Correspondence Language	English	Letters and Report Cards sent home from the school will be sent in this language. Not all languages listed are supported by the district.
Parent Highest Education Level	College Graduate	
Race(s)	White	
Birth City	San Jose	
Birth State	California	
Birth Country	United States Of America	

Change

The **Contacts** screen will list all current contact information. To modify a contact record, select the record, then use choose **Change** or **Delete**. Click **Add** to add a new contact record. When finished, click **Confirm and Continue** to move to the next screen.

IMPORTANT: If you enter an email address for a contact, a portal account will be created providing access to grades, attendance and other student information. If you do not want a contact to have access to this information, leave the email field BLANK.

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Last Confirmed: 4/24/2017 3:14:25 PM

If you have a court order limiting shared information, please bring your document to the school office.

Email Addresses cannot be changed on this screen. Please contact the school office to update email addresses.

IMPORTANT: If you enter an email address for a contact, a portal account will be created providing access to grades, attendance and other student information. If you do not want a contact to have access to this information, leave the email address blank.

Select Record to Change

Name	Address	Relation
[REDACTED]	[REDACTED]	Mother
[REDACTED]	[REDACTED]	Father
[REDACTED]	[REDACTED]	Friend
[REDACTED]	[REDACTED]	Aunt
[REDACTED]	[REDACTED]	Doctor
[REDACTED]	[REDACTED]	Friend

Change Add Delete

Contact Details

Name	Notes
Name	This field is used to address mailings from the school if applicable.
First Name	[REDACTED]
Last Name	[REDACTED]
Address	[REDACTED]
Relationship to student	Morgan Hill CA 95037
Lives With Student?	Mother
Work Phone Number (408)	Yes
Cell phone number (408)	[REDACTED]
Email Address	[REDACTED]@icloud.com Email Address is Locked

The **Medical History** screen will allow you to indicate any medical condition that should be known by the school staff. Click on any that apply and click **Save**. When finished, click **Confirm and Continue** to move to the next screen.

Note: If your child requires medication at school, a completed “Medical Instructions from Physician” form must be turned in to the school health office. This form will be available in the **Documents** section of this process.

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Confirm and Continue

If your child requires medication at school, a completed "Medical Instructions from Physician" form must be turned in to the school health office.

Medications must be in the original labeled box or container and delivered to the office by a parent or guardian.

Condition	Effective Date	Age	Grade	Comment
Save				

Additional Conditions
Please Check All That Apply

- ADHD Medication
- Anemia
- Anxiety disorder
- Arthritis
- Asthma/Breathing Disorder
- Autism
- Back Problems
- Bee/Wasp/Insect Stings/Bites
- Bladder/Bowel Condition
- Bleeding Disorders
- Diabetes
- Egg Allergy
- Hearing Impaired
- Heart Condition
- Hypertension
- Insulin
- Kidney Disease/Failure
- Medication Allergy
- Migraines
- Taking Multiple Medicines
- Other Food Allergy
- Other Medical
- Peanut/Nut Allergy
- Red Dye #40
- Respiratory Condition
- Sickle Cell Anemia
- Seasonal Allergies
- Seizures/Epilepsy
- Sight Impaired
- Skin Condition
- Soy Allergy
- Surgery, transplant and cancer patients
- Tourette Syndrome

Save

The **Documents** page will display documents provided by your school. Some may be downloaded, printed, signed and returned to the school. Others may be optional forms. If the document requires you to acknowledge that you have read it, you will need to click **I have read the required document** before you can continue. When finished, click **Confirm and Continue** to move to the next screen.

Family Information

Student

Contacts

Medical History

5 Documents

6 Authorizations

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Confirm and Continue

Documents

Student Handbook
Please download and review the updated Student Handbook.

I have read the required document.

The **Authorizations** screen will contain additional questions required by your school. Click on the appropriate response and then click **Save**. A red asterisk (*) indicates that a response is required. When finished, click **Confirm and Continue** to move to the next screen.

The screenshot shows a multi-step form. On the left is a vertical navigation menu with steps: Family Information (checked), Student (checked), Contacts (checked), Medical History (checked), Documents (checked), 6 Authorizations (selected with a purple arrow), and 7 Final Data Confirmation. The main content area is titled 'Authorizations and Prohibitions' and contains a table with columns 'Description' and 'Status'. The table has three rows, each with a red asterisk indicating a required response. The first row is 'Include in Student Address Directory Listing' with a 'Deny' radio button selected. The second row is 'Use the Internet' with an 'Allow' radio button selected. The third row is 'Photo Use in District Brochures and Press Releases' with an 'Allow' radio button selected. A red box highlights the text '* Response Required' at the bottom of the table. A 'Save' button is located below the table. At the bottom of the screen is a green 'Confirm and Continue' button with a purple arrow pointing to it.

Authorizations and Prohibitions	Status
* Include in Student Address Directory Listing If you check "Deny" your student's contact information will not be released to graduation apparel companies, scholarship organizations and school photographers.	<input type="checkbox"/> Allow <input checked="" type="checkbox"/> Deny
* Use the Internet	<input checked="" type="checkbox"/> Allow <input type="checkbox"/> Deny
* Photo Use in District Brochures and Press Releases For more information regarding this please see "Withhold authorization to film/photograph minors for publications" which is available in the Rights and Responsibilities Handbook for Parents and Students.	<input checked="" type="checkbox"/> Allow <input type="checkbox"/> Deny

* Response Required

Save

Confirm and Continue

The **Final Data Confirmation** screen will ask you to confirm that the information on the previous screens is correct. At this time, you can return to any previous screen to review and/or change your responses. When finished, click **Finish and Submit** to complete the data confirmation process.

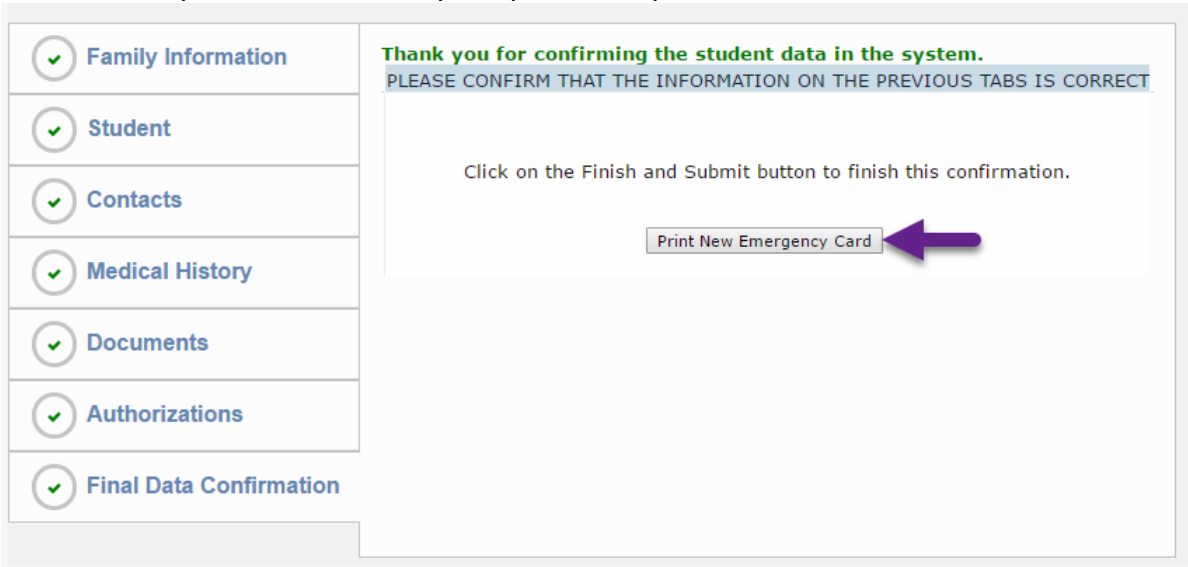
The screenshot shows the 'Final Data Confirmation' screen. The left navigation menu has steps: Family Information (checked), Student (checked), Contacts (checked), Medical History (checked), Documents (checked), Authorizations (checked), and 7 Final Data Confirmation (selected with a purple arrow). The main content area contains the text: 'PLEASE CONFIRM THAT THE INFORMATION ON THE PREVIOUS TABS IS CORRECT' and 'Click on the Finish and Submit button to finish this confirmation.' At the bottom of the screen is a green 'Finish and Submit' button with a purple arrow pointing to it.

PLEASE CONFIRM THAT THE INFORMATION ON THE PREVIOUS TABS IS CORRECT

Click on the Finish and Submit button to finish this confirmation.



Finish and Submit

The final screen displayed with confirm that you have completed the data confirmation process and will allow you to **Print New Emergency Card** which will be required to be turned in on the first day of school or to pick up schedules for middle and high school students along with any other required documents designated by your school. If you are unable to print the emergency card, contact your school and they can print it for you.





You will receive an email confirmation that you have completed the process. If changes were made, an additional email with details of the changes will be sent to your email address. If the email address used to access the data confirmation process is different than the primary parent/guardian address on file, they will receive an email with details of the changes as well.

Student Data Confirmation for: [REDACTED] (School #=12, Student #=[REDACTED] Permanent ID=10[REDACTED])

 NotReply@mhusd.org
to me 
DATA CONFIRMATION RECEIPT
Thank you for confirming the data for your student: Nathan Alexander Webber.
Having accurate information greatly helps the school maintain a healthy and safe learning environment.
This email confirms that you have completed the data confirmation process.

Student Authorization Information Changed for: [REDACTED] (School #=12, Student #=[REDACTED], Permanent ID=10[REDACTED])

 NotReply@mhusd.org
to me 
Changes have been made to the Student Authorization records of [REDACTED] (School #=12, Student #=[REDACTED] Permanent ID=10[REDACTED]).
The changes were made by Parent Account: "hoylekentv@mhusd.org".
The changes are detailed below:

Include in Student Address Directory Listing (A) Added
Date=6/1/2017, SQ=1
AUT.SDT (Status DT) = "6/1/2017"
[AUT.ST](#) (Status) = "Granted"

Use the Internet (I) Added
Date=6/1/2017, SQ=2
AUT.SDT (Status DT) = "6/1/2017"
[AUT.ST](#) (Status) = "Granted"

Photo Use in District Brochures and Press Releases (P) Added
Date=6/1/2017, SQ=3
AUT.SDT (Status DT) = "6/1/2017"
[AUT.ST](#) (Status) = "Granted"