

Clovis Unified School District Annual Information Update (Re-enrollment) & Parent Connection for the 2016-17 School Year

«Parent_First_Name» «Parent_Last_Name»
«Parent_Addr»
«Parent_City», CA «Parent_Zip»



Dear «Dear_X»,

Similar to last year, Clovis Unified will be using an online system for completing the yearly forms packet (e.g., emergency card, student release form, zero tolerance form, etc.). Last year, we had over 99% of our parents successfully complete the process. This year, we are going to start allowing parents to fill out forms earlier in an effort to streamline the process. Parents will access the forms through Parent Connection using the included PIN and password (shown below). It is **mandatory** that all elementary students have their forms completed/updated by a parent or legal guardian by **Wednesday, June 15th**. Any information changes during the summer can be made up until August 12th. It is **mandatory** that all intermediate and high school students have their forms completed/updated by a parent or legal guardian by **Thursday, August 11th**. **Students will not receive their schedule or teacher assignments until the forms are completed.**

To access Parent Connection, please visit www.cusd.com, click on the **Annual Information Update** link on the main page. Once you have logged into Parent Connection, click on the Annual Information Update link in the upper right-hand corner. Detailed instructions are provided on the reverse side of this letter. Parent Connection is provided free of charge and is accessible 24 hours a day, 7 days a week from any computer/smartphone with internet access. Clovis Unified is providing access to computers, if needed, at the District Office (1450 Herndon Avenue) and at school sites during regular business hours. If you have questions about the process, please contact your student's school.

**Your Parent Connection Account will be available from
May 30, 2016 – June 15th 2016 and July 25, 2016 – June 30, 2017**

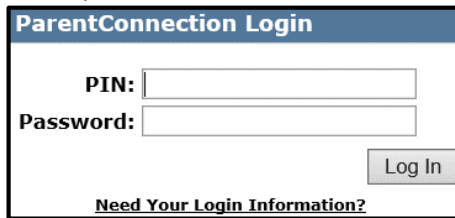
**Your Personal Identification Number (PIN) is: «Contact_ID»
Your Password is: (Note: Passwords are case sensitive) «Contact_Password»**

Please understand that this is your confidential PIN and password and that it is your personal responsibility to safeguard the confidential PIN and password provided to you. Also understand that the privacy of your child/children's school information may be at risk if your PIN and password are lost or shared with others. We recommend that you change your password when you log into the Parent Connection web site (My Account). Avoid using the same password associated with your bank accounts or other sensitive accounts. Please contact your child/children's school if you need assistance to change your password.

Please refer to the Parent Connection instructions located on the Clovis Unified website (www.cusd.com).

2016-17 Annual Information Update (Re-enrollment) Instructions

1. Log into the Parent Connection website: <https://qweb.clovisusd.k12.ca.us/ParentPortal>
 - a. Pins and Passwords will be mailed or you can request your information from the website.
 - b. You must request desktop view on a phone or a tablet.



ParentConnection Login

PIN:

Password:

[Need Your Login Information?](#)

2. Once logged in, click on the **Annual Information Update (Re-enrollment)** link. (upper right corner)
 - a. **Do not click** on your student's name.



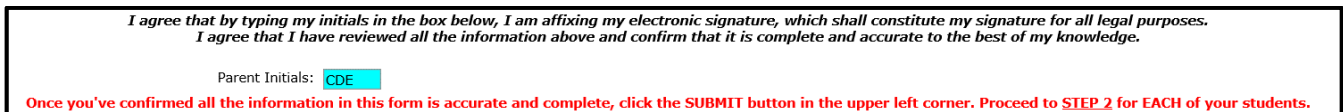
[Annual Information Update \(Re-enrollment\)](#) | [My Account](#)

School Year	Birth Date	Advisor
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3. The Annual Information Update is a **TWO STEP Process**. The first will **update your contact information** and the second will **update each of your student's information**.
4. Click on the **Step 1: Click Here to Begin** link (right side)

[Step 1: Click Here to Begin](#)

5. Update any missing or incorrect data. The fields **highlighted in blue** are mandatory.



*I agree that by typing my initials in the box below, I am affixing my electronic signature, which shall constitute my signature for all legal purposes.
I agree that I have reviewed all the information above and confirm that it is complete and accurate to the best of my knowledge.*

Parent Initials:

Once you've confirmed all the information in this form is accurate and complete, click the SUBMIT button in the upper left corner. Proceed to **STEP 2** for EACH of your students.

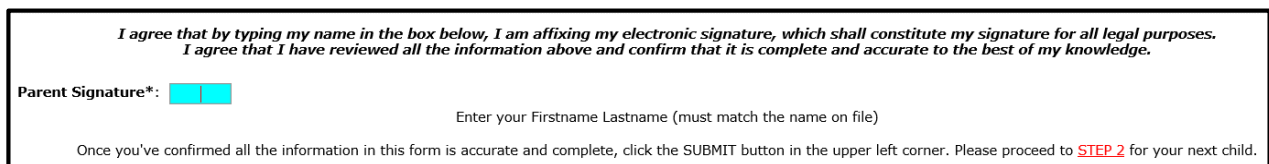
6. Enter your **initials** into the correct field and click the **Submit button** (upper left corner)



7. Click on the **Step 2: Click Here to complete this student's forms** link for your first student (right side)

[Step 2: Click Here to complete this student's forms](#)

8. Update any missing or incorrect data. The fields **highlighted in blue** are mandatory. Make sure you check all the **acknowledgements** and **initial** each section. Finally, **type your name** in the Parent Signature field. Click the **Submit button** (upper left corner). **Repeat Steps #7-8 of these instructions** for each student you have in the Clovis Unified School District.



*I agree that by typing my name in the box below, I am affixing my electronic signature, which shall constitute my signature for all legal purposes.
I agree that I have reviewed all the information above and confirm that it is complete and accurate to the best of my knowledge.*

Parent Signature*:

Enter your Firstname Lastname (must match the name on file)

Once you've confirmed all the information in this form is accurate and complete, click the SUBMIT button in the upper left corner. Please proceed to **STEP 2** for your next child.

9. Contact your student's school site if you have any questions.