

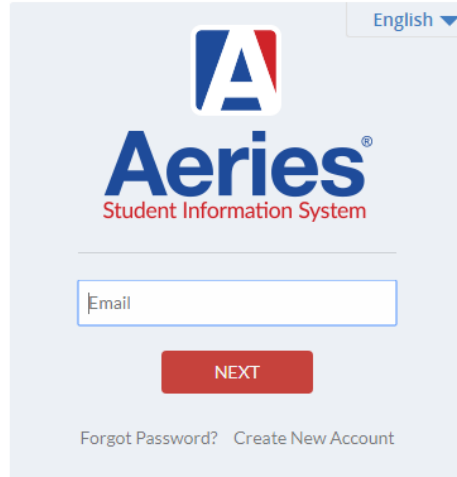
## DATA CONFIRMATION THROUGH THE PARENT PORTAL

In order to update the school with any changes that have occurred, parents are now required to re-register their student using the Data Confirmation process. Data Confirmation through the Parent Portal opens July 9, 2018 and will remain open until September 30, 2018. Please review the directions below for information on completing the Data Confirmation process.

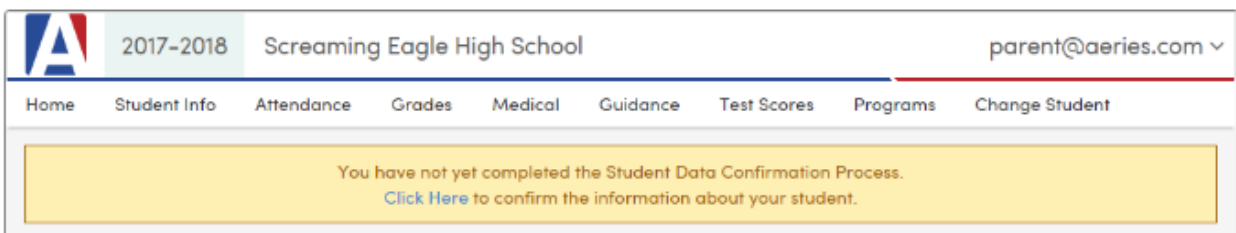
**NOTE:** You need to already have a parent account, please visit: <https://www.busd.k12.ca.us/Page/194> to learn how to create an account.

Go To: <https://parentportal.busd.k12.ca.us>

### Bellflower Unified School District



1. To start Data Confirmation process, log into the Parent Portal. Once you have logged in, you will see a message in yellow, that you have not completed the Student Data Confirmation process. Click Here to confirm the information about your student. Click the Click Here link to start the process.



## DATA CONFIRMATION THROUGH THE PARENT PORTAL

- Read the descriptions of the Family Information options and select the option that best fits the home type situation for your student. Click **Confirm and Continue** to move to the next step.

The screenshot shows a web form with a sidebar on the left containing navigation links: Family Information (selected), Income, Student, Medical History, Documents (highlighted with a '5'), Authorizations, and Final Data Confirmation. A green 'Confirm and Continue' button is at the bottom of the sidebar. The main content area has a red timestamp 'Last Confirmed: 6/25/2016 4:20:10 AM'. It asks the user to select whether at least one parent/guardian is active in the United States Armed Forces. The 'Yes' option is selected and highlighted in green. Below, it asks to complete a residence survey with options for Temporary Shelters and Hotels/Motels, both unselected.

- You will now move on to the Student Demographics section. Click on the **Change** button to make any necessary changes, then **SAVE**. Click **Confirm and Continue** to move to the next step after each area is completed.

The screenshot shows the 'Student Demographics' section. The sidebar on the left has 'Family Information' selected, and 'Student' is highlighted with a '5'. The main content area has a red timestamp 'Last Confirmed: 7/6/2016 9:32:02 AM'. It contains several instructions: 'Please update parent/guardian contact information AND additional emergency contacts...', 'Be sure each parent is listed and identified as a parent/guardian in the "CODE" field...', 'Please also include a contact who resides out of the area or state for communication purposes...', 'Include contact phone numbers for the the student's physician and dentist.', and 'Some contacts may be listed and coded as "Do No Contact". Please do not delete those individuals...'. A note states: 'NOTE: If you CHANGE the name listed on a contact it will NOT reflect on the "Contact List" here until the next time you log in but you will see the change in the contact details.' Below this is a table titled 'Select Record to Change' with columns for Name, Address, and Relation. The table lists several contacts, with 'Alice Abbott' highlighted in grey. At the bottom are 'Change', 'Add', and 'Delete' buttons.

Name	Address	Relation
Alice Abbott		DO NOT CONTACT
Adam Abbott	5647 Elm St	Father
Sara Abbott		Stepmother
Bonnie Johnson		Emergency Contact
George Abbott		Grandfather
Paul Smith	125 N Oak St	Agency Representative

DATA CONFIRMATION THROUGH THE PARENT PORTAL

- To make changes to the Medical History, click on the Change, Add, or Delete buttons, then **SAVE**.

**Medical History and Current Medical Conditions**

Condition	Effective Date	Age	Grade	Comment
Save				

**Additional Conditions**  
Please Check All That Apply

<input type="checkbox"/> overheats easily or running problem	<input type="checkbox"/> wears glasses all the time	<input type="checkbox"/> grass/pollen allergies, takes med.
<input type="checkbox"/> frequent nose bleeds	<input type="checkbox"/> wears glasses for reading	<input type="checkbox"/> moderate bee sting allergy
<input type="checkbox"/> severe headaches or migraines	<input type="checkbox"/> wears glasses for distance	<input type="checkbox"/> bee sting allergy Rx Benadryl
<input type="checkbox"/> mild skin problem	<input type="checkbox"/> wears contacts	<input type="checkbox"/> animal hair allergies
<input type="checkbox"/> other non-life threatening problems	<input type="checkbox"/> failed color vision screening	<input type="checkbox"/> dust, mold allergies
<input type="checkbox"/> sit in front to help focus	<input type="checkbox"/> hearing loss Right ear, sit R side	<input type="checkbox"/> mild, occ. asthma, bronchitis
<input type="checkbox"/> sit in front to help see board	<input type="checkbox"/> hearing loss Left ear, sit L side	<input type="checkbox"/> occ. inhaler use for breathing

- Download** and **SAVE** the documents to your computer for future reference. Complete and print out all mandatory documents needed for Walk-through-registration. To complete the step, you must also check the box to the right of the document link. If you are having difficulty with this process, please read the [Using Different Browsers](#) document on the login page.

**Documents**

<b>Student Handbook</b> Please download and review the updated Student Handbook.	<input checked="" type="checkbox"/> I have read the required document.
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- To complete the Authorizations step, **check allow/deny** or **yes/no**, whatever best applies to your student for all listed, then SAVE.

Last Confirmed: 7/6/2018 9:32:39 AM

Please review the following and allow/accept or deny/decline your consent. EACH Authorization & Prohibitions Item must have a STATUS response in order to complete the registration process. SAVE.  
 IF \* Response Required still appears, one or more items has not yet saved. Once all items have been completed, the Red Message "Response Required" will disappear.

Authorizations and Prohibitions	
Description	Status
Include in Student Address Directory Listing	<input type="checkbox"/> Deny
Voluntary Student Accident Insurance	<input type="checkbox"/> Interested <input type="checkbox"/> Not Interested
Use the Internet	<input type="checkbox"/> Deny
Release Records to Military	<input checked="" type="checkbox"/> Allow <input type="checkbox"/> Deny
Photo Use in District Brochures and Press Releases	<input checked="" type="checkbox"/> Allow <input type="checkbox"/> Deny
Surveys Permitted	<input type="checkbox"/> Deny
Release of Student Transcripts	<input type="checkbox"/> Deny
Use on District Website	<input type="checkbox"/> Allow

- Final Data Confirmation – Be sure to click on the Print New Emergency Card button in order to print the new Emergency Card. Bring this to your school’s office on the first day of school.

Thank you for confirming the student data in the system.  
 By printing the emergency card, you are "confirming" that you have completed the required steps. Please sign and return this to school on Registration Day.

## DATA CONFIRMATION THROUGH THE PARENT PORTAL

- If you have forgotten to print out and complete the final confirmation page, you can access this by going to the Student Info. Tab, then select Data Confirmation.

