STEP 1:

➡ Access Parent Connect on our website under PARENT LINKS

STEP 2:

Q ParentConnection

ParentConnection Login

PIN: [_____]

Password: [_____]

[Log In]
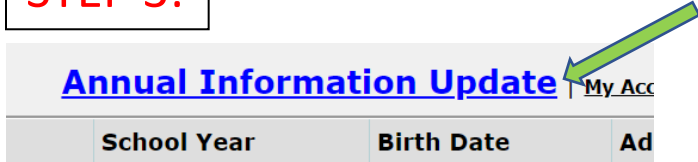
Need Your Login Information?

~~District Links~~

Enter your PIN and Password for Parent Connect and Log In.

STEP 3:
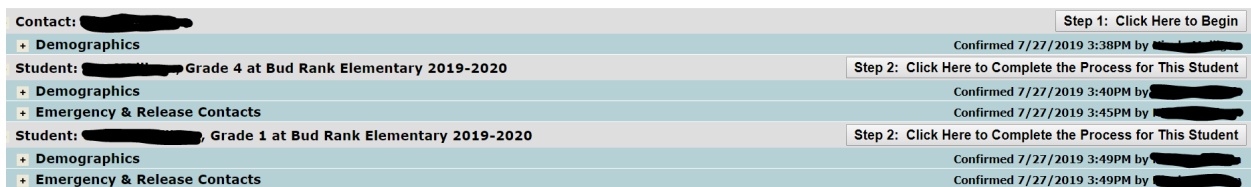
Annual Information Update | My Acc

School Year	Birth Date	Ad

Click on Annual Information Update

STEP 4:

Contact: ▓▓▓▓▓	Step 1: Click Here to Begin
+ Demographics	Confirmed 7/27/2019 3:38PM by ▓▓▓▓
Student: ▓▓▓▓ Grade 4 at Bud Rank Elementary 2019-2020	Step 2: Click Here to Complete the Process for This Student
+ Demographics	Confirmed 7/27/2019 3:40PM by ▓▓▓
+ Emergency & Release Contacts	Confirmed 7/27/2019 3:45PM by ▓▓▓
Student: ▓▓▓▓, Grade 1 at Bud Rank Elementary 2019-2020	Step 2: Click Here to Complete the Process for This Student
+ Demographics	Confirmed 7/27/2019 3:49PM by ▓▓▓
+ Emergency & Release Contacts	Confirmed 7/27/2019 3:49PM by ▓▓▓

Click "Step 2: Click Here to Complete the Process for This Student"

STEP 5:

Return   Reset   Submit

☑ **Demographics**
☑ **Emergency & Release Contacts**
☑ **Student Medical Information**
☑ **Documents and Downloads**
☑ **Student Release Authorization**
☑ **Title VII**
☑ **Student Info**

Click Student Release Authorization

STEP 6:

Student Release Authorization

☑ I acknowledge that I have received, read and understand the **Release of Pupil Information.**

Select option for Release*: Do Not Release Any Student Data ▼

If you selected the LIMITED o   nd 3 below:

Release All Student Data

1) I authorize the District to relea   **cept** the categories of information that
I have checked below (mark each   Release LIMITED Student Data   at you **do not authorize** be released):

Do Not Release Any Student Data

☐ Email Address   ☐ Address
☐ Date of Birth   ☐ Phone Number
☐ Participation record in officially recognized activities and   ☐ Major field of study
sports   ☐ Weight and height of athletic team members
☐ Dates of attendance   ☐ Degrees and awards received
☐ Most recent previous school attended

2) I authorize the District to release my student's directory information **except** the organizations that I have
checked below (mark each type of organizations to which you **do not authorize** the release of directory information):

☐ Employers
☐ Potential employers and employment recruiters
☐ Private businesses or organizations related to school activities or professional schools or colleges

You must choose from the "Select option for Release*:" drop down box….
Release LIMITED Student Data

Or

Release All Student Data

STEP 7:

Student Release Authorization

☑ I acknowledge that I have received, read and understand the **Release of Pupil Information.**

Select option for Release*: [Release LIMITED Student Data ▼]

If you selected the LIMITED option, you must complete 1, 2, and 3 below:

1) I authorize the District to release my student's directory information, **except** the categories of information that I have checked below (mark each category of directory information that you **do not authorize** be released):

☐ Name   ☐ Address
☐ Email Address   ☐ Phone Number
☐ Date of Birth   ☐ Major field of study
☐ Participation record in officially recognized activities and   ☐ Weight and height of athletic team members
sports
☐ Dates of attendance   ☐ Degrees and awards received
☐ Most recent previous school attended

If you choose "Release LIMITED Student Data" you must complete sections 1, 2, and 3…..the options you check will NOT be shared.

2) I authorize the District to release my student's directory information **except** the organizations that I have checked below (mark each type of organizations to which you **do not authorize** the release of directory information):

☐ Employers
☐ Potential employers and employment recruiters
☐ Private businesses or organizations related to school activities or professional schools or colleges approved by the state superintendent (names and addresses of graduating seniors)
☐ News Media (local TV, radio, newspaper, etc.) related to awards and participation in athletics and other school activities, scholastic awards and honors, etc.
☐ District and school publications (CUSD Today, District's Website, School Website and social media platforms, etc
☐ Yearbook (student's name and photograph will appear in the yearbook unless this box is marked).
☐ Boosters club and parent club room mothers (names, addresses, and phone numbers of the students they represent)
☐ Insert the name(s) of any other organization(s) that you do not want to have directory information released:

Others: [0]

If you have the Yearbook box "checked" your students picture WILL NOT appear in the Yearbook.

STEP 8:

By typing my initials in the box below, I am _____ing my electronic signature, which shall constitute my signature for all legal purpose

Initials: NM

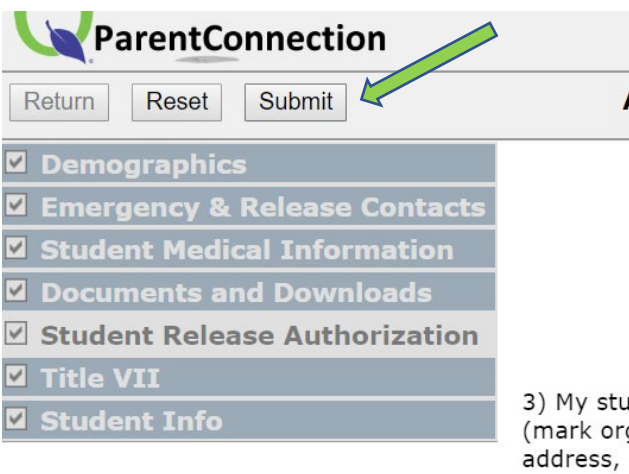☑ **I agree that I have reviewed all the information above and confirm that it is complete and accurate to the best of my knowledge.**

<<click the SUBMIT button in the upper left corner to proceed>>

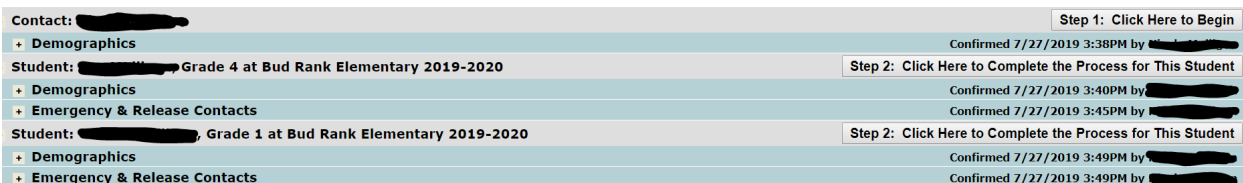Type your initials, check the box that you agree with the information above.

STEP 9:

ParentConnection

| Return | Reset | Submit |

☑ **Demographics**
☑ **Emergency & Release Contacts**
☑ **Student Medical Information**
☑ **Documents and Downloads**
☑ **Student Release Authorization**
☑ **Title VII**
☑ **Student Info**

3) My stu
(mark org
address, a

Click "Submit" in the upper left corner.

STEP 10:

Contact: ▮▮▮▮▮	Step 1: Click Here to Begin
+ Demographics	Confirmed 7/27/2019 3:38PM by ▮▮▮▮
Student: ▮▮▮▮▮ Grade 4 at Bud Rank Elementary 2019-2020	Step 2: Click Here to Complete the Process for This Student
+ Demographics	Confirmed 7/27/2019 3:40PM by ▮▮▮▮
+ Emergency & Release Contacts	Confirmed 7/27/2019 3:45PM by ▮▮▮▮
Student: ▮▮▮▮▮, Grade 1 at Bud Rank Elementary 2019-2020	Step 2: Click Here to Complete the Process for This Student
+ Demographics	Confirmed 7/27/2019 3:49PM by ▮▮▮▮
+ Emergency & Release Contacts	Confirmed 7/27/2019 3:49PM by ▮▮▮▮

You must **REPEAT** all these steps for each child.