

## REQUIRED: First Day Forms & Information Updates

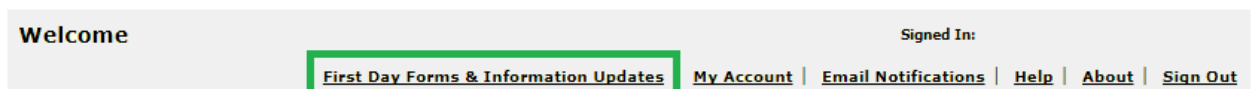
These instructions will assist you in completing the **mandatory** First Day Forms & Information Updates for your student(s) and updating your Contact information. Completion of ALL forms is vital to your student participating in classroom curriculum. Please follow the instructions below.

1. Navigate to the Parent Connect link located at: <http://pvsd.vcoe.org/parentconnect/>
  - a. You can also visit the PVSD Home Page <http://www.pvsd.k12.ca.us/> and locate the Parent Connect portal under the **Quick Links** section on the left. The button looks



like this:

- b. You may be asked to choose your school district – please select Pleasant Valley School District from the list.
2. Enter your PIN and password to login.
    - a. If you don't have your PIN and/or password, click the link **"Need Your Login Information?"** You will then be prompted to enter your email that the school has attached to your student. After entering your email, you will be sent your login information.
    - b. ***In order to view this login via a tablet or smartphone***, please select Links and then choose "Need Your Login Information?" A new window will open where you can enter your email address to request your login information.
  3. When you access Parent Connect, your student(s) will be listed on the home screen. To complete the First Day Forms & Information Updates, click the header on the top right named **"First Day Forms & Information Updates"** as shown below.



- a. Note: You can update your personal contact information and student demographic information **AT ANY TIME** throughout the school year.
4. The next screen, titled **Information Review**, displays your contact information as well as information for all enrolled students. See below for a screenshot.
    - a. At this time, you can update your contact details, student demographics, emergency contacts and complete the **First Day Forms**. **First Day Forms** are found under **Additional Info**. To revise and review information, **click EDIT** on the right-hand side and then select the section you would like to review on the left.
    - b. You must update information and complete the **First Day Forms** for **each student individually**.

- c. You may access the Information Review section at any time to update/submit changes to contacts and demographics.

+ Contact:	Information Update Incomplete	Edit
+ Demographics	Not Confirmed	
+ Student:	Information Update Incomplete	Edit
+ Demographics	Not Confirmed	
+ Additional Info	Confirmed 7/26/2017 10:33:46 AM by	
+ Emergency Contacts	Confirmed 7/26/2017 10:33:49 AM by	

5. At the bottom of each section (Demographics, Additional Info, Emergency Contacts) is the following checkbox and statement:

As the Parent/Guardian, I have reviewed the data and made changes where appropriate. I understand that I may be required to submit additional documentation to support the changes.

- a. Please click this checkbox to verify you have reviewed the data. Once checked, click Submit on the top left. The section you have just reviewed will now show a “Confirmed” message with a date and time.
  - b. **Once all sections have been completed, the “Information Update Incomplete” message will disappear.**
  - c. **Changes Pending** means the school site has not yet accepted the changes into the system.
6. **Please complete this process for every student you have enrolled for the 2017-18 school year.** Thank you for keeping your information up to date!