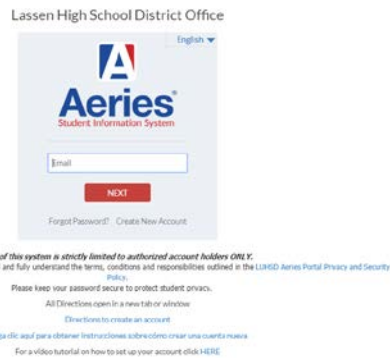


How to complete your yearly registration through the Parent Portal

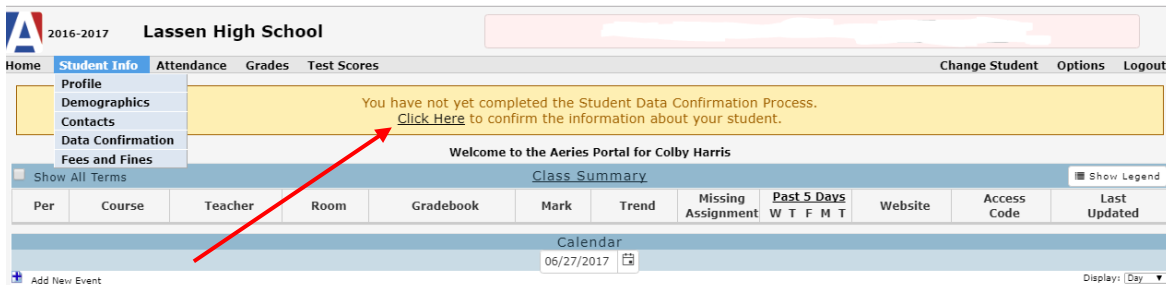
This process usually takes less than 5 minutes and will help save time and paper. The requested information is used to contact you in an emergency, complete the student’s records, and help with funding for the school. All information is confidential.

To begin you will need to create a parent portal account if you do not already have one. Instructions for creating an account are [HERE](#)

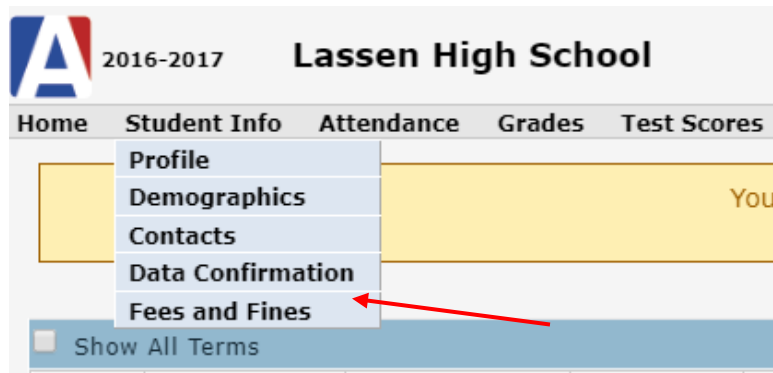
1. Log into your Parent Portal



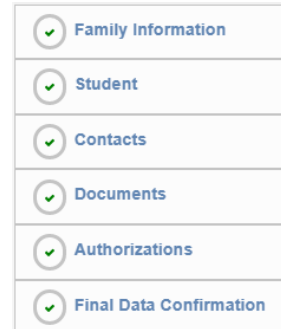
2. If you have not started the registration process, yet it will prompt you at the top by saying **“You have not yet completed the student Data Confirmation Process. Click Here to confirm the information about your student.”**



3. If you have already started the process and need to change something or print your emergency card click on the **Student Info** tab then click on **Data Confirmation**



- The process will guide you through six areas: Family information, Student, Contacts, Documents, Authorizations, and Final Data Confirmation.
- To start, fill out your **Family Information**. This is asking if a parent or guardian of the student is in the United States Armed Forces. You will also need to fill out your current living situation. If you are renting an apartment or home, or own your own home, you would choose “None of the Above.” Make sure you hit the Confirm and Continue button on the left.
- Under the **Student** tab you will verify the mailing address and residence address for the student. To make changes click the **Change** button on the bottom. If all the information is correct, simply hit the **Confirm and Continue button**.



- Family Information
- Student
- Contacts
- Documents
- Authorizations
- Final Data Confirmation

Confirm and Continue

Last Confirmed: 6/21/2017 7:07:15 AM

The primary purpose of directory information is to allow Lassen Union High School District to make sure we have the most up-to-date information in case of emergencies. To include your student in school text messages (only in the event of an emergency) add/update the student's mobile number below.

Student Demographics		Notes
Mailing Address	Susanville CA 96130	Changes to this information will NOT be saved in the system. Instead, the new information will be emailed to the school and the school will contact you for additional information.
Residence Address (if different than Mailing Address)	Susanville CA 96130	Changes to this information will NOT be saved in the system. Instead, the new information will be emailed to the school and the school will contact you for additional information.
Primary Phone	()	
Father's Work		
Mother's Work	(530) 257-	
Student's Mobile		
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.

- The next tab is the **Contacts** tab. Here you should update, add, or change the contacts to accurately reflect who we should be contacting in case of an emergency. Click the Change, add, or delete buttons. Then click the **Save** button on the bottom. You must also click the **Confirm and Continue** button on the left side when you are done. You can also add your student's doctor in this area.

Select Record to Change










Name	Address	Relation
Ani R	545 Howard Court, Unit A	Mother
R. T.	545 Howard Court, Unit A	Step-Father
Me H		Emergency Contact
Shar F		

Contact Details		Notes
Name	Shar	This field is used to address mailings from the school if applicable.
Name Prefix	F.	
First Name		
Middle Name		
Last Name		
Name Suffix		
Address	CA	
Address Type		
Relationship to student		
Mail Tag		
Telephone Number		Should this contact receive an additional copy of mail? You can not flag a contact to receive additional mail unless the contact has an address that is different than the student's.
Work Phone Number		
Cell phone number	(530) -	
Email Address		

Lassen Union High School District – Technology Department

8. The **Documents** section has three different types of documents. The first type are documents that you must read and then click that you have read them, the second type you are reading and agreeing to the terms, and the third type you need can fill out then print and bring into the office. The three forms that must be printed are the Free and Reduced Lunch application, the Title VI form if applicable, and the Medication Administration form. If you do not have access to a printer you can come into the main office or the district office and get a copy. You **MUST** bring in at least the Free and Reduced Lunch application on the 14th to get your Yearbook discount coupon. Make sure you click on the check box for each document and then click the Confirmation button on the left side of the page (you might need to scroll up to see it).

Last Confirmed: 6/21/2017 7:07:38 AM
Please print, fill out, and sign the required documents and bring into the office located at: 1110 Main St. Susanville, CA 96130 to get your Yearbook Discount Coupon! If you do not have access to a printer we have one available during office hours or you may pick up a hard copy of the required forms from the office.

Documents	
<p> Free and Reduced Lunch Application You must return this document on Schedule Pickup day to receive your schedule</p>	<input checked="" type="checkbox"/> I understand I must fill out this document and return it to the school by August 14th 2017
<p> Aplicación Gratuita y Reducida 17-18.pdf Debe devolver este documento el día de recojo pa recibir su horario. No está obligado a llenar este formulario. Sin embargo, si desea enviar el formulario para ver si el niño califica para un almuerzo gratis o reducido, imprima, complete y devuelva el formulario a la oficina principal. Si no tiene acceso a una impresora, no dude en recoger una copia de la oficina principal.</p>	
<p> Indemnity Agreement due to Suspension of Bus Privileges By checking this you are in agreement. Please make sure you read the document.</p>	<input checked="" type="checkbox"/> I have read the required document and agree to the terms stated within.
<p> District Technology Use Policy for Students By checking this you are in agreement. Please make sure you and your student read the document.</p>	<input checked="" type="checkbox"/> I have read the required document and agree to the terms stated within.
<p> Lockers and Combination Locks By checking this you are in agreement. Please make sure you read the document.</p>	<input checked="" type="checkbox"/> I have read the required document and agree to the terms stated within.
<p> HSR Student Insurance Informational Flyer Please contact the main office if you have any questions</p>	<input checked="" type="checkbox"/> I have read the required document.
<p> Title VI ED 506 Indian Student Eligibility Certification Form You are not required to complete or submit this form. However, if you choose not to submit a form, your child cannot be counted for funding under the program. If you would like to submit please print, fill out, and return the form to the main office. If you do not have access to a printer then please feel free to pick up a copy from the main office.</p>	<input checked="" type="checkbox"/> I understand I must fill out this document and return it to the school by August 14th 2017
<p> Pesticide Notification - Healthy School Act Please contact the main office if you have any questions</p>	<input checked="" type="checkbox"/> I have read the required document.
<p> Covered California Letter. You must return this document on the day of collection to receive your schedule. You are not required to complete this form. However, if you would like to submit the form to see if your child qualifies for Covered California Insurance, print, complete and return the form to the main office. If you do not have access to a printer, do not hesitate to pick up a copy of the main office.</p>	<input checked="" type="checkbox"/> I have read the required document.

9. The **Authorizations** section has all the important authorizations for the school year. If you do not want to authorize something, you will need to come into the main office and sign a form denying authorization.

Last Confirmed: 6/21/2017 9:09:57 AM

Please review the following and allow/accept or deny/decline your consent. If you select that you have questions we will contact your as soon as possible. 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
<p>Release of Student Directory Information The district makes student directory information available in accordance with state and federal law. The term "Directory Information" means one or more of the following items: Student name, Address (Military and institutions of higher education), Major field of study, Participation in officially recognized activities and sports, weight and height of members of athletic teams, degrees and awards received, and Photograph (Yearbooks, class composite pictures, newspaper media)</p>	<input checked="" type="checkbox"/> Allow <input type="checkbox"/> I have questions please contact me
<p>If Parent/Guardians live at separate addresses should each receive school mailings?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> N/A
<p>Surveys Permitted (Includes Healthy Kids Survey)</p>	<input checked="" type="checkbox"/> Allow <input type="checkbox"/> I have questions please contact me
<p>Medical Authorization to Treat a Minor I do hereby authorize and consent to any X-ray, examination, anesthetic, medical or surgical diagnosis rendered under the general or emergency room staff licensed under their provisions of the Medicine Practice Act or a Dentist licensed under the provisions of the Dental Practice Act and on the staff of any acute general hospital holding a current license to operate a hospital from the State of California department of Public Health. It is understood that this authorization is given to provide authority and power to render care which a physician in the exercise of their best judgment may deem advisable. It is understood that effort shall be made to contact the parent/guardian prior to rendering treatment to the patient, but that of any of the above treatment will not be withheld if the parent/guardian cannot be reached. This authorization is given pursuant of section 25. 8 of the Civil Code of California. This consent shall remain effective until the last day of school June 2, 2017 If you so choose you may also print this consent from the document screen and include any restrictions; however, if printed you must return a physical copy to the main office.</p>	<input checked="" type="checkbox"/> Allow <input type="checkbox"/> I have questions please contact me
<p>Student Media Consent and Authorization Photo Use in District Brochures, Media (including social media), and Press Releases</p>	<input checked="" type="checkbox"/> Allow <input type="checkbox"/> I have questions please contact me

10. You can print your emergency card, sign it and then bring it in on Schedule Pickup day with the free and reduced lunch application, on August 14th, so your student can get their schedule. You can also take a screen shot of the emergency card and send it to your student's phone so they can bring it along with the form.

Please make sure all the information is accurate so we can communicate with you during the school year and in emergency situations.

Thank you for confirming the student data in the system.

This is your final data confirmation. Thank you for taking the time to update your student's records.

PLEASE CONFIRM THAT THE INFORMATION ON THE PREVIOUS TABS IS CORRECT

This is your final data confirmation. Thank you for taking the time to update your student's records.

1. **Confirm the information**
2. **Click SAVE**
3. **Click Print Emergency Card**
4. **Review the Emergency Card and Sign**
5. **Return page to school with the required forms on Schedule Pickup Day (August 14th, 2017) to receive your student's schedule.** The required forms are the **Free and Reduced Lunch form**, the **Order for Administration of Medication During the School Day**, and the **Title VI form if applicable (Native American Education)**. If you have any questions, or are unable to print these forms please contact the front office at 530-257-2141.

Print New Emergency Card