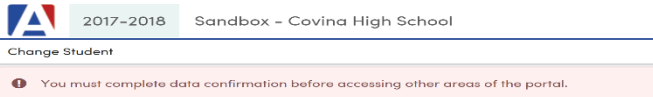


# Online Data Confirmation

Enter your Parent Portal account.

You will be prompted with the following message below.

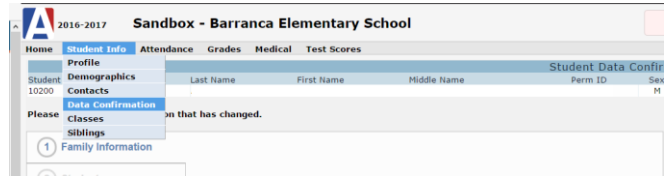


If no pink message appears, select over **Student Info** tab and down to **Data Confirmation**. If available, you will be able to continue with the Data Confirmation process.

## Begin the Online Data Confirmation process:

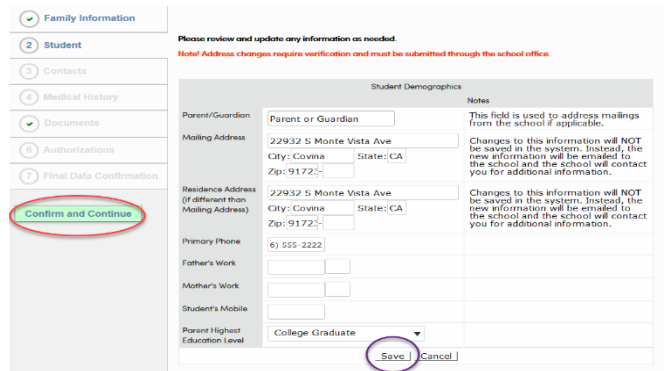
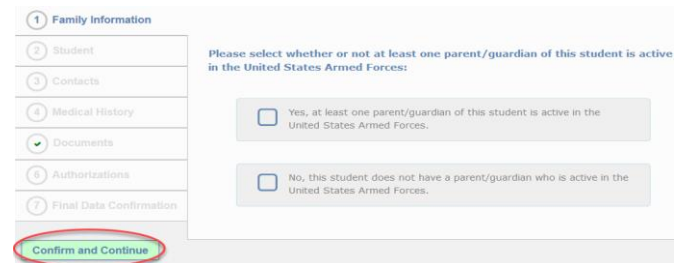
### (1) Family Information

- Check the appropriate boxes for the survey questions listed.
- When completed, select **Confirm and Continue** button.



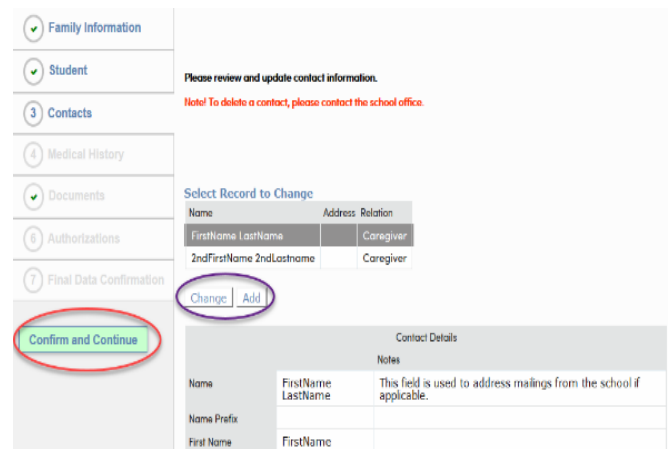
### (2) Student

- Please review and update any information that has changed.
- **NOTE: Address Changes require proof of residence submission to school office.**
- To make a change, select the **Change** button. Make all necessary changes and select the **Save** button.
- When completed, select **Confirm and Continue** button.



### (3) Contacts

- Please review and update any information that has changed.
- To make a change, select the record to change from the list, followed by the **Change** button. Make all necessary changes and select the **Save** button.
- To add a new contact, select the **Add** button. Input the information and select the **Save** button.
- **To remove a contact from your list, contact school office.**
- When completed, select **Confirm and Continue** button.



#### (4) Medical History

- Please review and update any health concerns or conditions.
- To remove an existing item, click on the **No Longer Applies** button and click the **Save** button.
- To add an item, click the check box next to the condition, enter age, grade, comments and click the **Save** button.
- When completed, select **Confirm and Continue** button.

Condition	Effective Date	Age	Grade	Comment
Special Medical Condition (List in comments)	01/01/2018	0	0	Can not drink milk

#### (5) Documents

- For this item, select **Confirm and Continue** button.

#### (6) Authorizations

- Please review and update any information.
- To add/update check the appropriate box and click the **Save** button.
- When completed, select and **Confirm and Continue** button.

Description	Status
Parent consent of Acceptable Use Policy Consent for student to use technology and internet as described in the Internet and Technology Acceptable Use Policy	<input type="checkbox"/> Allow <input type="checkbox"/> Deny
Parent permission to Videotape / Record / Photograph Student Consent for student to be photographed, videotaped and/or recorded by Covina-Valley Unified School District or any other association connected with Covina-Valley Unified School District	<input type="checkbox"/> Allow <input type="checkbox"/> Deny

#### (7) Final Data Confirmation

- Prior to completing the process, please review the information on the previous tabs.
- When done reviewing, select the **Finish and Submit** button. Lastly, review any important messages that may be available.

Thank you for confirming the student data in the system.

**IMPORTANT MESSAGES:**

**If you are having problems with your Online Data Confirmation process, please contact your school office for assistance.**