

Registration Verification

Logging in: Q Parent Connection website: <https://parentconnection.dusd.net/>

Or

Use the camera on your phone to scan the QR code:

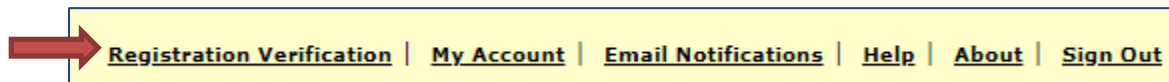


NOTE: If using a phone or mobile device, for better quality change the website settings to request the Desktop Website version.

Registration Verification

How to register your RETURNING Downey Unified student:

- Login using your Q ParentConnection pin and password:
 1. If you do not remember your Q ParentConnection pin and password, please [click here](#) to reset your password.
 2. If you do not currently have a Q ParentConnection account, please contact the Office at your child's school or Student Services at 562-469-6550. You may also download the form from the district website or [click here](#) and return the completed form to your child's school.
- After logging in, click on the Registration Verification link in the upper right-hand side.



There is one step under the Parent/Guardian name and multiple steps under the student's name. Each step will need to be confirmed or authorized to complete the registration.

- Click on the first Edit button to edit **Contact Information**

+ Contact: Parent Name	Changes Pending	Re-Enrollment Incomplete	Edit
+ Demographics			Not Confirmed
+ Student: Student Name, Grade 11 at Warren High Training 2020-2021	Changes Pending	Re-Enrollment Incomplete	Edit
+ Demographics			Not Confirmed
+ Emergency Contacts			Not Confirmed
+ Upload Documents			Not Confirmed

Contact Demographics:

- Review the information, make any necessary changes, add a check mark to the confirmation box and submit in top left corner to save.

Return
Reset
Submit

Registration Verification for Contact Parent Name

Demographics

Please update any incorrect phone numbers listed.

Click the Add Phone link to add additional phone numbers where you may be contacted by your child's school or the school district.

Name: Parent Name
First Name Middle Name Last Name (Jr, II, III)

Email Address:

Employer:

Occupation:

Primary Language:

Telephone Numbers: [Click to add phone number](#)

I authorize school site or district staff to contact me at the phone numbers listed.

NOTE: After adding check mark to box, click **Submit** in top left corner.

- Click on the next Edit button to edit **Student information**, if you have multiple students, it will be necessary to complete all of the following steps for each student.

+ Contact: Parent Name	Changes Pending	Re-Enrollment Incomplete	<input type="button" value="Edit"/>
+ Demographics			Not Confirmed
+ Student: Student Name, Grade 11 at Warren High Training 2020-2021	Changes Pending	Re-Enrollment Incomplete	<input type="button" value="Edit"/>
+ Demographics			Not Confirmed
+ Emergency Contacts			Not Confirmed
+ Upload Documents			Not Confirmed

Student Demographics:

- Review the information, make any necessary changes, add a check mark to the confirmation box and submit in top left corner to save.

Updates Pending
Registration Verification for Student Student Name

- Demographics
- Emergency Contacts
- Upload Documents
- Notification and Authorization
- Active Military/Full-Time National Guard Duty
- Housing Questionnaire
- Student Directory Information
- Medical
- District Important Information
- Athletic Clearance
- Warren HS - Important Information
- Elementary

The **Primary Phone Number** is the number called by the automated system.

The school or district sends communications via phone, email and text message. You must provide a primary phone number for such communications.

Name: Student A Name
 *Birth Date: 10/01/2004
 Language spoken in home by Parent/Guardian:

Primary Phone for Household: (Accepts Text Msg)

Student's Personal Phone: [Add Additional Phone](#)

Student DUSD Email Address:

The phone numbers listed are able to receive automated phone calls or messages.

NOTE: After adding check mark to box, click **Submit** in top left corner.

Emergency Contacts:

- If emergency contacts were previously added, they will display, update as needed. Otherwise, click the Add Emergency Contact link to add emergency contact names and phone numbers.

- Demographics
- Emergency Contacts
- Upload Documents
- Notification and Authorization
- Active Military/Full-Time National Guard Duty
- Housing Questionnaire
- Medical
- District Important Information
- Elementary

Update emergency contacts as needed.
 If no emergency contacts were previously entered, click on the Add Emergency Contact to begin.

List three relatives, friends, neighbors or sitters over the age of 18, who can come for the student if school staff is unable to locate a parent/guardian during school hours. You are also authorizing these people to pick up your student in case of a disaster such as an earthquake.
After adding contacts, scroll down to confirm before clicking submit.

If you have other high school students for whom you would like to apply the same emergency contacts, add a check mark in the box below the last person you listed and click submit. This will add the emergency contacts to all of your available students.

[Add Emergency Contact](#)

I authorize my student's school to contact and/or release my student to the individuals listed as Emergency Contacts.

I understand that each parent or guardian with ParentConnection access to my student will be able to add, change or delete the listed Emergency Contacts.

NOTE: After adding check mark to box, click **Submit** in top left corner.

- Click the Add Emergency Contact link for each additional Contacts being added. Please add three or more contacts.

Registration Verification for Student Student Name

these people to pick up your student in case of a disaster such as an earthquake. After adding contacts, scroll down to confirm before clicking submit.

If you have other high school students for whom you would like to apply the same emergency contacts, add a check mark in the box below the last person you listed and click submit. This will add the emergency contacts to all of your available students.

#	*First Name	*Last Name	Relationship	Phone Number	Extension	Type	(Accepts Text Msg)
1	Jane	Doe	Aunt	562-555-2222		Cellular (Co)	<input checked="" type="checkbox"/>
2							<input type="checkbox"/>
3							<input type="checkbox"/>
Note: Please call Aunt Jane first.							
2	John	Doe	Uncle	562-555-1111		Cellular (Co)	<input type="checkbox"/>
2							<input type="checkbox"/>
3							<input type="checkbox"/>
Note:							
3	Joe	Doe	Sibling	562-555-3333		Cellular (Co)	<input type="checkbox"/>
2							<input type="checkbox"/>
3							<input type="checkbox"/>
Note:							

Add Emergency Contact

I authorize my student's school to contact and/or release my student to the individuals listed as Emergency Contacts.

- **NOTE:** If you have multiple students, you may add the Emergency Contacts to the first student and select to copy them to all of your other students. A check box will appear after the last Emergency Contact, add a check mark to the box and click submit.

Registration Verification for Student Student Name

these people to pick up your student in case of a disaster such as an earthquake. After adding contacts, scroll down to confirm before clicking submit.

If you have other high school students for whom you would like to apply the same emergency contacts, add a check mark in the box below the last person you listed and click submit. This will add the emergency contacts to all of your available students.

#	*First Name	*Last Name	Relationship	Phone Number	Extension	Type	(Accepts Text Msg)
1	Jane	Doe	Aunt	562-555-2222		Cellular (Co)	<input checked="" type="checkbox"/>
2							<input type="checkbox"/>
3							<input type="checkbox"/>
Note: Please call Aunt Jane first.							
2	John	Doe	Uncle	562-555-1111		Cellular (Co)	<input type="checkbox"/>
2							<input type="checkbox"/>
3							<input type="checkbox"/>
Note:							
3	Joe	Doe	Sibling	562-555-3333		Cellular (Co)	<input type="checkbox"/>
2							<input type="checkbox"/>
3							<input type="checkbox"/>
Note:							

Add Emergency Contact

Add check mark to box to copy and replace emergency contacts listed above for other available students upon submit.

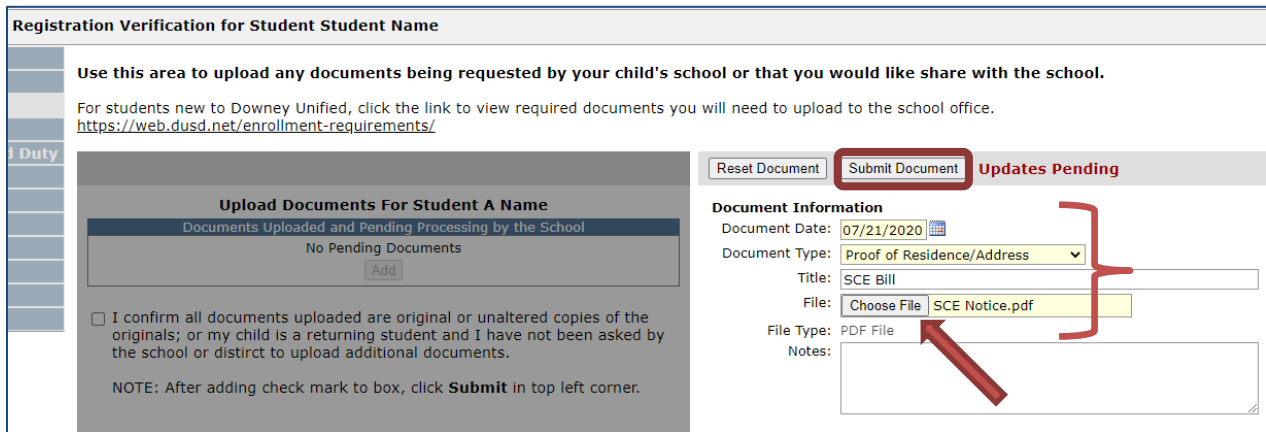
I authorize my student's school to contact and/or release my student to the individuals listed as Emergency Contacts.

- Review the information, make any necessary changes, add a check mark to the authorize box and click submit in top left corner to save.

Upload Documents

If there are any documents being requested of you by your child’s school or if there are documents you would like share with the school, you may do so using the Uploads Documents.

- Today’s date will automatically display in the **Document Date** field, change as needed.
- Select **Document Type** that is being uploaded.
- A **Title** may be entered (optional).
- Be sure you have the file you need to upload saved on your device. Click on the “Choose File” button to upload the **File**. Search for the document to upload, select it and click Open. The name of the document you have uploaded should show in the space after the “Choose File” button.
- **Notes** may be entered (optional).
- Click on the **Submit Document** button to save.



Registration Verification for Student Student Name

Use this area to upload any documents being requested by your child’s school or that you would like share with the school.

For students new to Downey Unified, click the link to view required documents you will need to upload to the school office.
<https://web.dusd.net/enrollment-requirements/>

Upload Documents For Student A Name
Documents Uploaded and Pending Processing by the School
No Pending Documents
Add

I confirm all documents uploaded are original or unaltered copies of the originals; or my child is a returning student and I have not been asked by the school or district to upload additional documents.

NOTE: After adding check mark to box, click **Submit** in top left corner.

Reset Document **Submit Document** Updates Pending

Document Information

Document Date: 07/21/2020

Document Type: Proof of Residence/Address

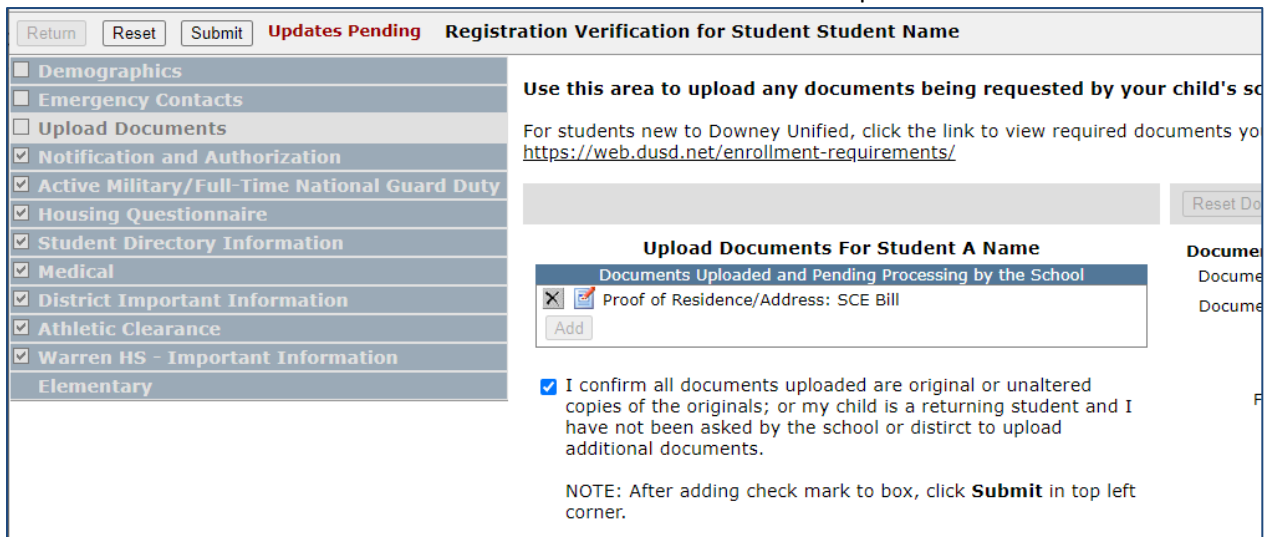
Title: SCE Bill

File: Choose File SCE Notice.pdf

File Type: PDF File

Notes:

- The document will display under “Documents Uploaded and Pending Processing by the School”
- Add a check mark to the confirmation box and click submit in top left corner to save.



Return Reset **Submit** Updates Pending Registration Verification for Student Student Name

Demographics
 Emergency Contacts
 Upload Documents
 Notification and Authorization
 Active Military/Full-Time National Guard Duty
 Housing Questionnaire
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Use this area to upload any documents being requested by your child’s school or that you would like share with the school.

For students new to Downey Unified, click the link to view required documents you will need to upload to the school office.
<https://web.dusd.net/enrollment-requirements/>

Upload Documents For Student A Name
Documents Uploaded and Pending Processing by the School
Add Proof of Residence/Address: SCE Bill

I confirm all documents uploaded are original or unaltered copies of the originals; or my child is a returning student and I have not been asked by the school or district to upload additional documents.

NOTE: After adding check mark to box, click **Submit** in top left corner.

Reset Document

Document Information

Document Date: 07/21/2020

Document Type: Proof of Residence/Address

Title: SCE Bill

File: Choose File SCE Notice.pdf

File Type: PDF File

Notes:

Remaining steps of Registration Verification

Notification and Authorization

Active Military Duty / Full-Time National Guard Duty

Housing Questionnaire

Student Directory Information (High School Only)

Medical Information

District Important Information

Distant Learning Needs

Device Take Home Agreement

Device Protection Plan

School Lunch Program

Medi-Cal Billing Program


School's Important Information / PTA Membership

Sports (Middle School) / Athletic Clearance (High School)

- For each step, read and respond to all listed items.
- Some steps will include documents or links. Click on each document or link to view the information. Note: Documents open in a separate window, after reviewing document, close that separate window before opening the next document.
- Scroll to the bottom of each step, add a check mark to the confirmation box and click submit in top left corner to save.
- If you have more than one student, repeat the steps for each of your students.

Registration Verification Complete:

- Once each area of Registration Verification has been reviewed, completed and shows as confirmed for each line, the Registration Verification for your student will be complete.
- Click on the Printer icon to review and/or print the Registration Verification Review Report.

Registration Verification Review	
Back 	
+ Contact: Parent Name	Re-Enrollment Complete <input type="button" value="Edit"/>
+ Demographics	Confirmed 7/21/2020 8:52AM by Parent Name
+ Student: Student Name, Grade 11 at Warren High Training 2020-2021	Changes Pending Re-Enrollment Complete <input type="button" value="Edit"/>
+ Demographics	Confirmed 7/21/2020 12:15PM by Parent Name
+ Emergency Contacts	Confirmed 7/21/2020 12:15PM by Parent Name
+ Upload Documents	Confirmed 7/21/2020 12:15PM by Parent Name