



Annual Verification (Formerly Registration)

How to register your Downey Unified student:

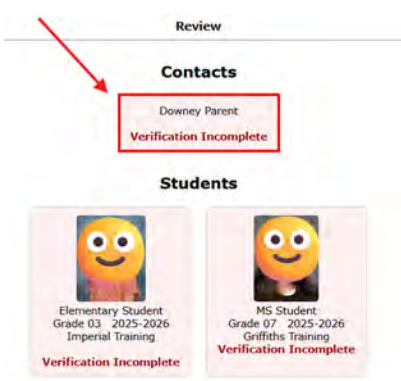
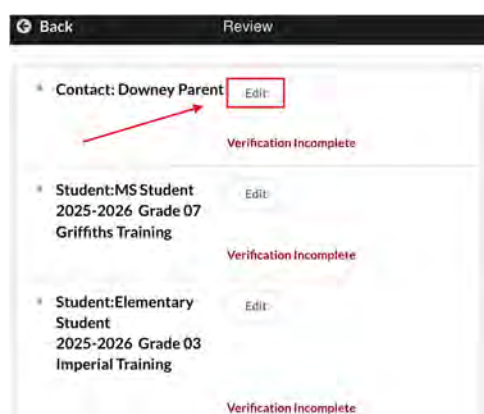
- Login using your Q ParentConnection pin and password:
 1. If you do not remember your Q ParentConnection pin and password, you will be able to reset your password by using the “Forgot Your PIN?” or “Forgot Your Password?”.
 2. Parents of newly enrolled students that have not yet received the account information, your log-in and temporary password will be sent to you via email from our Student Information System “Q”. Please be sure to check your junk or spam folder. If you do not receive an email before the start of the school year, please contact your student’s school after August 1st.
- After logging in, click on the Annual Verification (Formerly Registration) link in the upper right-hand side.

Desktop Computer	Mobile Device
Click on the Annual Verification (Formerly Registration) link in the upper right.	Click on the 3 lines in the upper right, then on Annual Verification (Formerly Registration).
	

Contact Steps

There are three steps for Contact, 1) Demographics, 2) Housing Questionnaire and 3) Income Form. Each step will need to be confirmed or authorized to complete the Annual Verification (Formerly Registration).

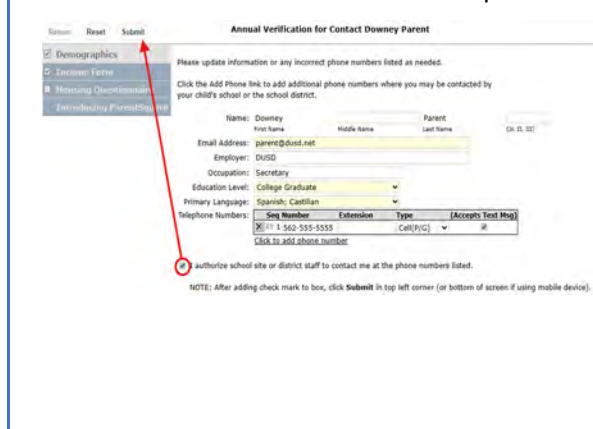
- Click on the Contact’s name or Edit to complete the **Contact – Annual Verification (Formerly Registration) Steps**.

	
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Contact – Annual Verification (Formerly Registration) Steps:

- For each step, you will review the information, complete details, make any necessary changes, add a check mark to the confirmation box and submit.

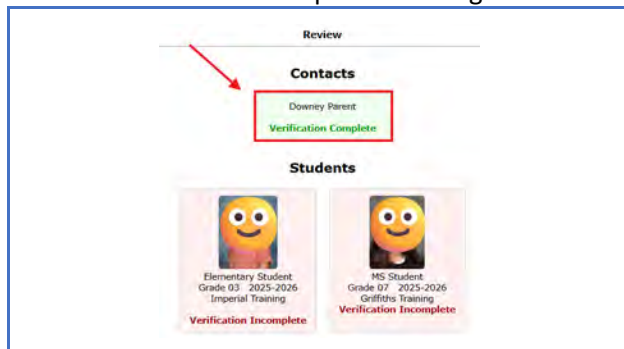
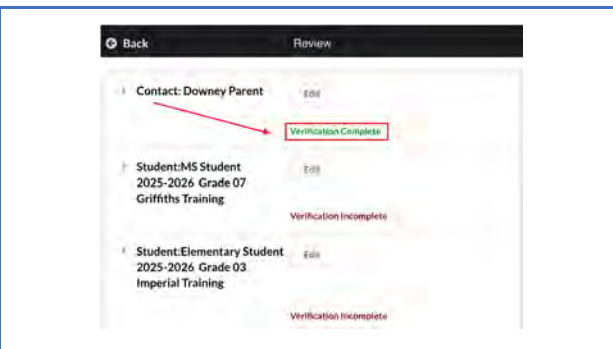
Add check mark and click Submit on top left.



Add check mark at bottom and click submit.



- All **Contact – Annual Verification (Formerly Registration) Steps** should show with the “Verification Complete” message on the Review screen

Student Steps

There are multiple steps under each student’s name. Each step will need to be confirmed or authorized to complete the Annual Verification (Formerly Registration).

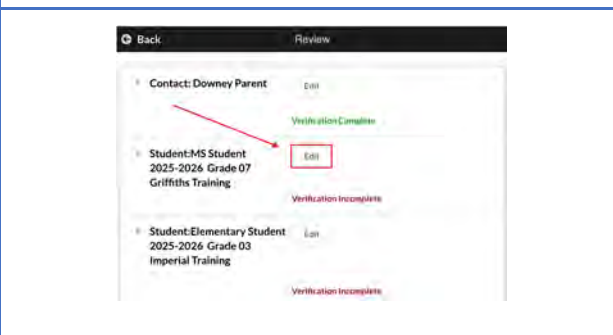
- Click on the Student to complete the **Student – Annual Verification (Formerly Registration) Steps**.

NOTE: If you have multiple students, all of the steps for each student will need to be completed.

Desktop Computer

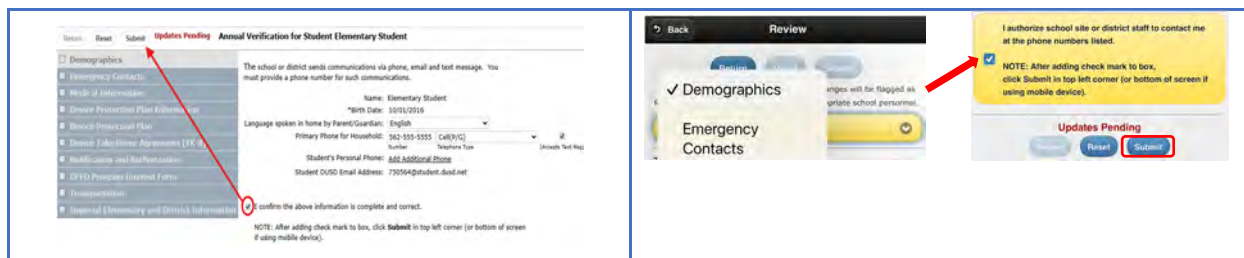


Mobile Device



Student – Annual Verification (Formerly Registration) Steps:

- In each step, you will review the information, complete details, make any necessary changes, add a check mark to the confirmation box and submit. (Top left or bottom on mobile device).
- Begin with Demographics, then move through completing each step.



Annual Verification for Student Elementary Student

Demographics

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

Name: Elementary Student
Birth Date: 10/10/2014
Language spoken in home by Parent/Guardian: English
Primary Phone for Household: 562-555-5555 (Cell/Vo)
Student's Personal Phone: Add Additional Phone
Student's Personal Email Address: 750564@student-downey.net

NOTE: After adding check mark to box, click **Submit** in top left corner (or bottom of screen if using mobile device).

Review

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

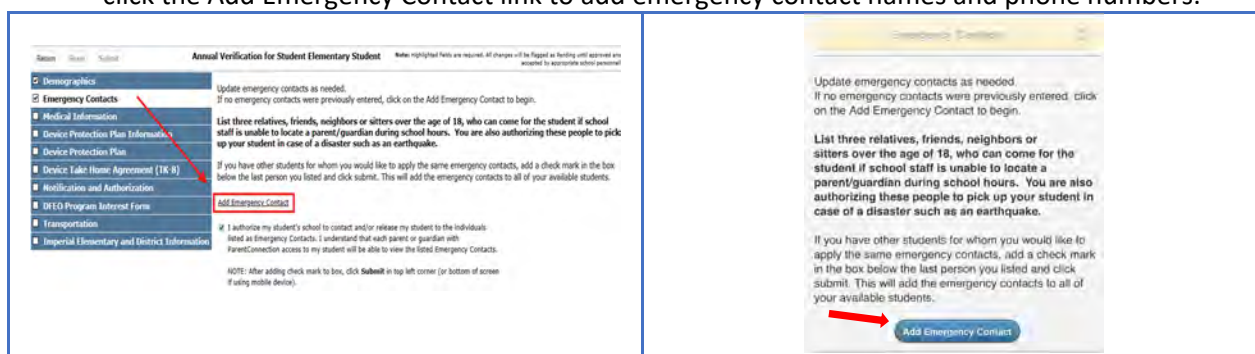
NOTE: After adding check mark to box, click **Submit** in top left corner (or bottom of screen if using mobile device).

Updates Pending

Submit

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.



Annual Verification for Student Elementary Student

Emergency Contacts

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.

If you have other 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.

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 view the listed Emergency Contacts.

NOTE: After adding check mark to box, click **Submit** in top left corner (or bottom of screen if using mobile device).

Add Emergency Contact

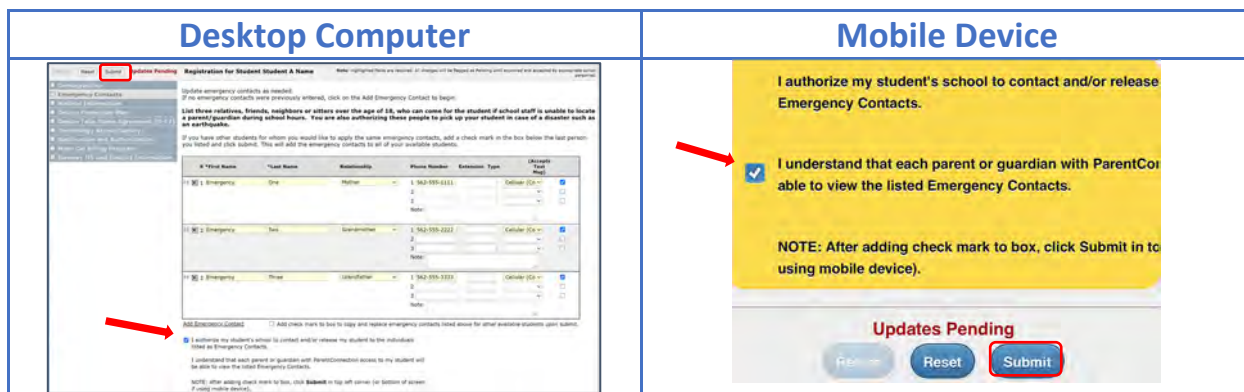
Update emergency contacts as needed. If no emergency contacts were previously entered, click on the Add Emergency Contact to begin.

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.

If you have other 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

- Click on Add Emergency Contact for each additional emergency contacts being added. Please add three or more 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.



Desktop Computer

Annual Verification for Student Elementary Student

Emergency Contacts

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.

If you have other 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.

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 view the listed Emergency Contacts.

NOTE: After adding check mark to box, click **Submit** in top left corner (or bottom of screen if using mobile device).

Add Emergency Contact

Mobile Device

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

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

NOTE: After adding check mark to box, click **Submit** in top left corner (or bottom of screen if using mobile device).

Updates Pending

Submit

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

<input checked="" type="checkbox"/> Add check mark to box to copy and replace emergency contacts listed above for other available students upon submit.	<input checked="" type="checkbox"/> Add check mark to box to copy and replace emergency contacts listed above for other available students upon submit.
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Remaining steps of Student Annual Verification (Formerly Registration)

Medical Information

Device Protection Plan Information

Device Protection Plan

Device Take Home Agreement (TK-8)

Notification and Authorization

DFEO Program Interest Form

Transportation (Elementary only)

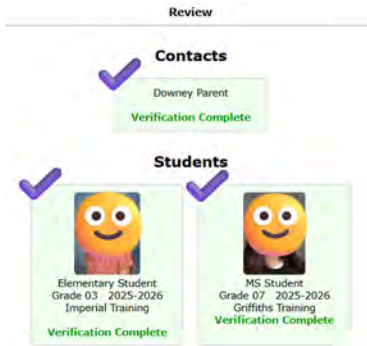
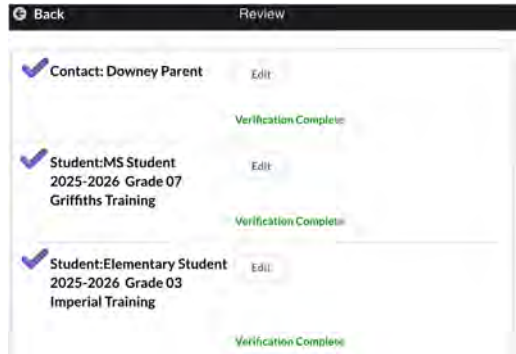
Student Information (Grades 11-12 only)

School and District Information

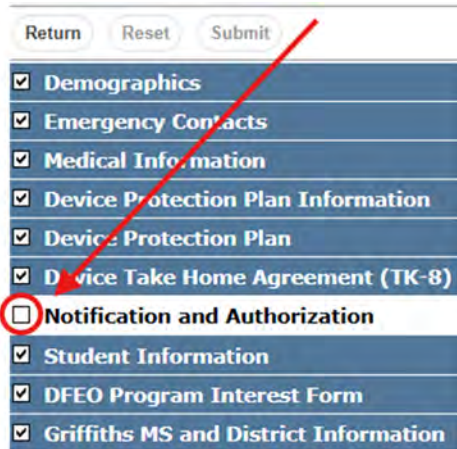

- For each step, read and respond to all listed items. Previously entered responses will appear, review those responses, update as needed, confirm and submit.
- Some steps will include links to enter information or review school or district notices. Use those links to complete the step.
- Scroll through to the bottom to review each step, add a check mark to the confirmation box and click submit to save.
- If you have more than one student, repeat the these steps for each of your students.

Annual Verification (Registration) Complete

- **Annual Verification (Registration) Complete** will show in green for the Contact and Student(s).

Desktop Computer	Mobile Device
 <p>The desktop screen shows a 'Review' section with a green checkmark and 'Verification Complete' status for the Contact (Downey Parent) and two Students (Elementary Student Grade 03 and MS Student Grade 07). Both students also show 'Verification Complete' with green checkmarks.</p>	 <p>The mobile screen shows a 'Review' section with a green checkmark and 'Verification Complete' status for the Contact (Downey Parent) and two Students (MS Student 2025-2026 Grade 07 and Elementary Student 2025-2026 Grade 03). Both students also show 'Verification Complete' with green checkmarks.</p>

- If **Annual Verification (Registration) Incomplete**, review the steps and edit that step to complete. All steps should show confirmed.

Desktop Computer	Mobile Device
 <p>The desktop screen shows a list of steps with checkboxes. The 'Notification and Authorization' step is unchecked and circled in red. A red arrow points from the 'Return' button to the 'Notification and Authorization' step.</p>	 <p>The mobile screen shows a list of steps with checkboxes. The 'Notification and Authorization' step is unchecked and circled in red. A red arrow points from the 'Return' button to the 'Notification and Authorization' step. The status 'Not Confirmed' is shown at the bottom.</p>