Madera Unified School District
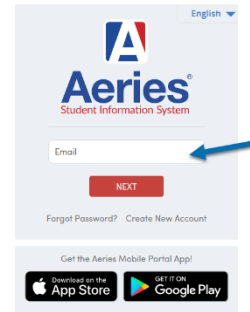*Steps to Complete the Data Confirmation*

You will be using the Parent Portal to complete the Data Confirmation also known as re-registration.
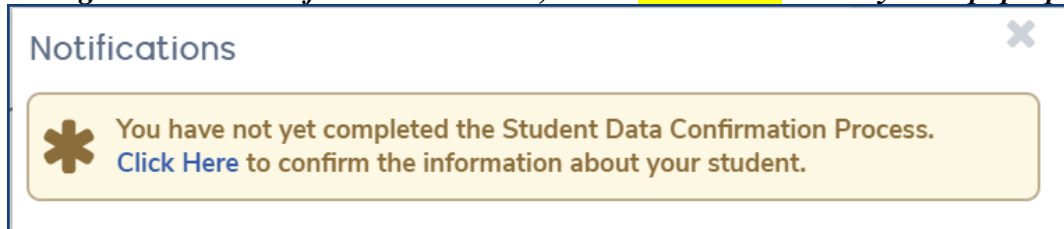
You can log in to the [Parent Portal](#) using this link

➤ Enter Parent Email → NEXT
➤ Password (not your email password) → NEXT

To begin the Data Confirmation Process, select <mark>Click Here</mark> ***on the yellow pop-up notification***

Notifications ✕

✳ You have not yet completed the Student Data Confirmation Process.
Click Here to confirm the information about your student.
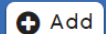
Confirm Family Information
- Parent/guardian Military Status
- Residence Survey

Student Demographics

Confirm Student Demographics
- To update parent information select <mark>**Change**</mark>
- **Once updated click Save then Click→ <mark>Confirm and Continue</mark>**

Contacts   ⊕ Add

Confirm Emergency Contact Information
- Select the <mark>**ADD**</mark> Option if you need to add a new Emergency Contact or if you need to update a contact's information **Click** on the pen next to the Contact Name and update. Once updated **Click** →<mark>**Confirm and Continue**</mark>

Medical History and Current Medical Conditions

Medical History

- Please edit the existing conditions or click **No Longer Applies**.
- If your child has **New Health, Conditions** please select each condition in its own Comment Field.
- **Click → Save Click →Confirm and Continue**

Documents

 In order to proceed, the documents must be opened. The documents will turn green once they have been opened. You will be able to proceed. *(You do not need to download or print the documents)*

Click→ Confirm and Continue

Authorizations and Prohibitions

 Answer Authorization Questions
Click→ Confirm and Continue

Requested Documents – the required documents are only required from specific groups and can be submitted online *(residency verification & immunization records).*

- New Students
- 7th grade
- 9th grade
- Separation from the district and returning
- On a declaration during the 2020-2021 school year

Review information then **Select → Finish and Submit.**
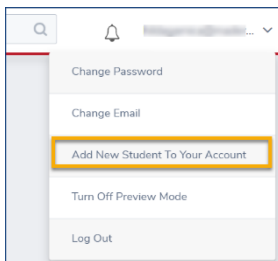
Data Confirmation for an additional student

Note: *If you need to complete the Data Confirmation for another student who has been linked to your account, from the top menu bar click on the drop-down arrow to select the* <mark>**Student Name**</mark>.

*If the student is **not linked** to your account, please select* <mark>**Add New Student to Account**</mark>.

Enter Student's Verification Information: if you do not have this information contact your child's school site or the **Call Center Support** at *(559) 416-5879*

- Permanent ID Number
- Parents Primary Telephone Number
- Verification Code

➢ Once you link the student, you will see the *yellow pop-up notification*. Continue on completing all steps.