

# ROSEVILLE HIGH School

## PARENTS PLEASE READ: Update to HomeLink- Data Confirmation Process Directions

**ALL PARENTS MUST COMPLETE THE ONLINE "DATA CONFIRMATION" on the Parents Homelink account.**

This new process is streamlined so you no longer have to fill out as much paperwork for your student. **Simply follow [these directions](#) and update your student's information online!** Parents must login into Homelink and complete the "Data Confirmation" once you complete that you MUST fill out the "Emergency Card" (located in Documents) if changes have been made.

**Error Message:** When logging on to HomeLink if you are asked for **verification code, perm ID#**, etc -then Roseville High School does not have YOUR current email address. Please call (916) 782-3753 ext 3020 or e-mail [ctravasso@rjuhsd.us](mailto:ctravasso@rjuhsd.us) and provide your current email address. Computers and Printers are available at any public library

**STEP #1 – Create Your HomeLink Account-** go to the web site: <http://homelink.rjuhsd.us> You will see a screen with information about HomeLink. **CLICK "Create New Account"** (follow directions to create and then log back in) \*\*If you already have a HomeLink account for a Roseville High School student and forgot your password, **CLICK "Forgot password?"**.

**STEP #2** – You will see the message below at the top of your screen to update your Student Data. Please select the **Click Here** link to verify your student's information.

**STEP #3** – If you have multiple students, the following steps for updating the **Data Confirmation** will need to be done for **each student**. To view, select **Change Student** on the right hand side of the screen and select the student whose information you want to see/update.



**Student Demographics TAB** – It is important that you update ALL of the fields available in the Student Demographics tab. Please click the **Change** button at the bottom of the screen to make your updates. **Please note that your student's name must be their full LEGAL name, not a nickname.**

2014-2015 Demo RJUHS

Home Student Info Attendance Grades Medical Guidance Test Scores Programs Change Student Options Logout

| StuNum | Last Name | First Name | Middle Name | Perm ID Num | Sex | Grd | Age | Birthdate | Prog | Track | HmLng   | LangFlu | Status |
|--------|-----------|------------|-------------|-------------|-----|-----|-----|-----------|------|-------|---------|---------|--------|
| 2      | Mouse     | Mickey     | M.          | 602         | M   | 12  | 22  | 4/29/1992 |      |       | English |         |        |

Please click on each tab and confirm ALL of the following information. Please DO NOT leave blanks.

1 - Student Demographics  
2 - Contacts  
3 - Medical Information  
4 - Documents  
5 - Authorizations and Prohibitions  
6 - Final Data Confirmation

Student Data Saved at 8/19/2014 11:59:05 AM.  
Please confirm that the information we have is correct. FILL IN ALL BLANK areas that apply by clicking the Change button at the bottom then click SAVE. \*\*\*\*\*NOTE: Must use student's FULL LEGAL name.

| Field   | Data                                   | Notes   |
|---|--|---|
| Parent/Guardian                                       | M/M Mouse                              | This field is used to address mailings from the school.   |
| Mailing Address                                       | 1119 Lone Ave<br>Eagle Rock CA 99999   | 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) | 1119 Lone Ave<br>Eagle Rock CA 99999   | 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   | (916) 555-1212                         |   |
| Parent Highest Education Level                        | Some College                           |   |
| Ethnicity?  | Is this student Hispanic or Latino? No |   |
| Race(s)   | White                                  |   |
| Birth City  | Roseville                              |   |
| Birth State   | California                             |   |
| Birth Country   | United States Of America               |   |

Change

NOTE: Parents/Guardians are required to report to the school, in writing, a change of address within thirty (30) calendar days of the change. Proof of this change is also required. Failure to do so may be cause for forfeiture of the right to a continuing enrollment permit. If false or inaccurate residence information is discovered, the student will be transferred to the District or school of residence.

ONCE YOU HAVE MADE YOUR UPDATES MAKE SURE TO SAVE THE UPDATED INFORMATION BY CLICKING THE SAVE BUTTON BEFORE MOVING ON TO THE NEXT TAB.



**Contacts TAB:** – Please review and make any necessary corrections to the contact data. Click the name of the contact on the left hand side of the screen that you wish to change or delete. Click “add” to add a new person to the contact screen. Please provide two contacts (besides parent/guardian) in case of an emergency. **PLEASE MAKE SURE TO SAVE THE UPDATED INFORMATION BEFORE MOVING ON TO THE NEXT TAB.** Please do not add email addresses for emergency contacts! Be sure to “click” the SAVE button is at the bottom of the page.

2014-2015 Demo RJUHS

Home Student Info Attendance Grades Medical Guidance Test Scores Programs Change Student Option

| StuNum | Last Name | First Name | Middle Name | Perm ID Num | Sex | Grd | Age | Birthdate | Prog | Track | HmLng   | LangFlu |
|--------|-----------|------------|-------------|-------------|-----|-----|-----|-----------|------|-------|---------|---------|
| 1      | Adams     | Jacqueline | Jules       | 601         | F   | 11  | 21  | 1/28/1993 |      |       | English |         |

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4 - Documents  
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6 - Final Data Confirmation

Click the name of the contact on the left hand side of the screen that you wish to change or delete. Click “add” to add a new person to the contact screen.

Select Record to Change

| Name           | Address               | Relation           |
|----------------|-----------------------|--------------------|
| TIFFANY        | 9555 Somewhere Park   | Mother             |
| test for GBHS  |                       | Other Relationship |
| THEO ADAMS     | 9555 Highland Park Dr | Father             |
| Roselyn ADAMS  |                       | Grandmother        |
| Testing R Code |                       | Other              |
| Heidi hayes    | 121 Berry St          | Mother             |

Change Add Delete

| Field               | Data                                       | Notes   |
|---------------------|--|---|
| Name                | TIFFANY                                    | This field is used to address mailings from the school if applicable. |
| Name Prefix         | MOM  |   |
| First Name          |  |   |
| Middle Name         |  |   |
| Last Name           |  |   |
| Name Suffix         |  |   |
| Address             | 9555 Somewhere Park<br>Eagle Rock CA 99999 |   |
| Address Type        |  |   |
| Relationship        | Mother                                     |   |
| Lives With Student? |  |   |



**Medical Information TAB:**– If your student has a medical condition that we should be aware of please enter the information on this tab. If not, you may skip this tab.



**Authorizations & Prohibitions TAB**– You must select either yes or no for each description regarding your status on place of residence. With your student, read and confirm all authorizations.

2014-2015 Demo RJUHS

Home Student Info Attendance Grades Medical Guidance Test Scores Programs

| StuNum | Last Name | First Name | Middle Name | Perm ID Num | Sex | Grd | Age | Birthdate | Pr |
|--------|-----------|------------|-------------|-------------|-----|-----|-----|-----------|----|
| 2      | Mouse     | Mickey     | M.          | 602         | M   | 12  | 22  | 4/29/1992 |    |

Please click on each tab and confirm ALL of the following information. Please DO NOT leave blanks.

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**Do you Authorize Medical Help for your STU if Need?**

| Authorizations and Prohibitions   | Status  |
|---|---|
| <b>Hotels/Motels</b><br>Are you staying at a Hotel or Motel?  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No     |
| <b>Temporary Shelters</b><br>Are you in Temporary Shelter?  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No     |
| <b>Doubled-up</b><br>Are you living with another family?  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No     |
| <b>Unsheltered</b><br>Are you living in a non-permanent structure (i.e. camping trailer, car)?  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No     |
| <b>Permanent Housing</b><br>Do you have Permanent Housing?  | <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No     |
| <b>Foster Family Home or Kinship Placement</b><br>Is the student in Foster Care or placed with family member by court order?  | <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No     |
| <b>I have received the ANNUAL PARENT/GUARDIAN NOTICE OF RIGHTS AND RESPONSIBILITIES</b><br>Check this box to agree that you have received the ANNUAL PARENT/GUARDIAN NOTICE OF RIGHTS AND RESPONSIBILITIES. This can be found under the documents tab and also the district web site at <a href="http://www.rjuhsd.us/page/372">http://www.rjuhsd.us/page/372</a>   | <input checked="" type="checkbox"/> Yes                                 |
| <b>Student Technology Acceptable Use Agreement</b><br>PARENT/GUARDIAN OF STUDENT USER – By allowing your child access to and use of any computer or technology resource on the RJUHS network or on district premises you hereby give your child permission to use the Roseville High School District local area networks and Internet gateway, and you agree on your own behalf and on behalf of your child to all terms and conditions set forth in the RJUHS Student Technology Acceptable Use Agreement. This can be found under the documents tab and also the district web site at <a href="http://www.rjuhsd.us/cms/lib05/CA01001478/Centricity/Domain/70/aup/aup_student.pdf">http://www.rjuhsd.us/cms/lib05/CA01001478/Centricity/Domain/70/aup/aup_student.pdf</a> | <input checked="" type="checkbox"/> Allow <input type="checkbox"/> Deny |

Save



**Documents TAB** – Select the Documents tab for a list of the Annual Required Notifications. Click the link on each document to view. With your student, read and confirm all authorizations. Exit the document when you have finished, then click the box on the right to confirm that you have read and understand the document.

Sign in - Google Account confirm and download Student Data Confirmation

https://homelink.rjuhsd.us/ParentDataConfirmation.aspx

Student Data Confirmation

| StuNum | Last Name | First Name | Middle Name | Perm ID Num | Sex | Grd | Age |
|--------|-----------|------------|-------------|-------------|-----|-----|-----|
| 4      | Duck      | Daisy      | D.          | 604         | F   | 10  | 19  |

Please click on each tab and confirm ALL of the following information. Please DO NOT leave blanks.

1 - Student Demographics  
2 - Contacts  
3 - Medical Information  
4 - Documents  
5 - Authorizations and Prohibitions  
6 - Final Data Confirmation

If you have any questions on updating your information please read the document below for detailed instructions.

| Documents   |  |
|---|--|
| <b>Informative Documents</b>  |  |
| <b>Instructions for incoming students</b><br>IHS-Instructions for Incoming Student Verification Process   | <input type="checkbox"/> I have Filled out, Printed, and Signed Document |
| <b>Essential Documents</b>  |  |
| <b>Documents to Bring</b><br>Documents to Fill out, Sign, and Bring in for registration.  | <input type="checkbox"/> I have Filled out, Printed, and Signed Document |
| <b>Informative Documents</b>  |  |
| <b>IHS-Student Handbook</b><br>IHS-Student Handbook   | <input type="checkbox"/> I have read the document                        |
| <b>Essential Documents</b>  |  |
| <b>RJUHS Emergency Card</b><br>RJHS Emergency Card must be filled out each year   | <input type="checkbox"/> I have Filled out, Printed, and Signed Document |
| <b>Annual Parent/Guardian Notice</b><br>This document includes 1. Annual Parent/Guardian Notice 2. Unlawful Harassment of Students 3. Interdistrict Notice and Appeals Process 4. Parent Involvement Policy 5. Pesticide Notification as attachment |  |
| <b>AVISO ANUAL PARA LOS PADRES</b><br>AVISO ANUAL PARA LOS PADRES - Annual Parent Notice SPANISH 2014-2015  |  |
| <b>Annual Parent Notice RUSSIAN 2014-2015</b><br>Annual Parent Notice RUSSIAN 2014-2015   |  |
| <b>Informative Documents</b>  |  |
| <b>RJUHS National School Lunch Program Document</b><br>RJHS National School Lunch Program Document  |  |
| <b>Annual Notice - Request for Non-Participation Sex Ed 2014-15</b><br>Annual Notice - Request for Non-Participation Sex Ed 2014-15: Only print and sign if you do not want your student to participate   |  |
| <b>Annual Notice - DNR Do Not Release Info Request 2014-15</b><br>Annual Notice - DNR Do Not Release Info Request 2014-15 - Only print and sign if you do not want Deny Access to Directory Information   |  |
| <b>RJUHS Notice to Parents</b><br>2014-2015 RJUHS Notice to Parents   |  |
| <b>RJUHS CAHSEE info to parents</b><br>2014-15 RJUHS CAHSEE info to parents   |  |
| <b>RJUHS GATE Program</b><br>2014-15 RJUHS GATE Program   |  |
| <b>RJUHS Unlawful Harassment of Students</b><br>RJHS Unlawful Harassment of Students  |  |
| <b>2014-15 for Calendar Comprehensive High Schools</b><br>2014-15 for Calendar Comprehensive High Schools   |  |

## EMERGENCY



**INFORMATION** If you have made any changes, please update your Emergency Card. Click on :” **RJUHSD Emergency Form**” , fill out and complete your information. Once form is completed, **print and sign**. Have your student return the updated Emergency form to the nurse’s office.



Read all notices and check “I have read the document” after reading.



– **Final Confirmation TAB** – Please confirm that you have read and completed the information verification process by checking each box below and click **SAVE**. Once completed, you will see a *Thank you for confirming the student data in the system* message.

| Student Demographics  | Contacts | Medical Information | Authorizations and Prohibitions | Documents | Final Data Confirmation |
|---|----------|---------------------|---------------------------------|-----------|-------------------------|
| <b>Thank you for confirming the student data in the system.</b><br>This is to test the Data Confirmation Comment  |          |                     |                                 |           |                         |
| <b>PLEASE CONFIRM THAT THE INFORMATION ON THE PREVIOUS TABS IS CORRECT</b>  |          |                     |                                 |           |                         |
| <div>Student Demographics <input checked="" type="checkbox"/></div> <div>Contacts <input checked="" type="checkbox"/></div> <div>Medical Information <input checked="" type="checkbox"/></div> <div>Authorizations and Prohibitions <input checked="" type="checkbox"/></div> |          |                     |                                 |           |                         |
| <div>Save</div>   |          |                     |                                 |           |                         |