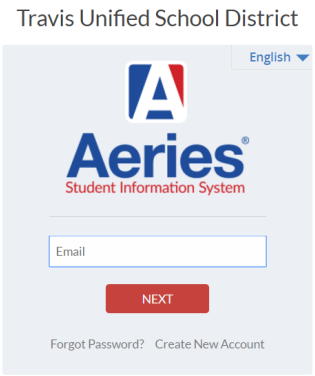
TRAVIS USD ONLINE PORTAL

DATA CONFIRMATION



THANK YOU FOR CREATING A TRAVIS UNIFIED ONLINE PORTAL ACCOUNT!

WHAT IS IT?

The Online Portal allows you to update your child's current information on our student information system. By updating online, you will have access to all of the documents electronically and save a great deal of time!

The following items can be updated via the Online Portal:

- Home Address Changes (Need site confirmation and approval)
- Primary Phone Numbers (Home – Work – Cell)
- Parent Email (For Attendance & School Alerts)
- Emergency Contacts (Add / Change / Delete)
- Medical History
- Online Document Confirmation (Technology Use Agreement, etc.)
- Authorizations (Annual Notification of Rights & Responsibilities, etc.)

HOW OFTEN DO WE UPDATE THE INFORMATION?

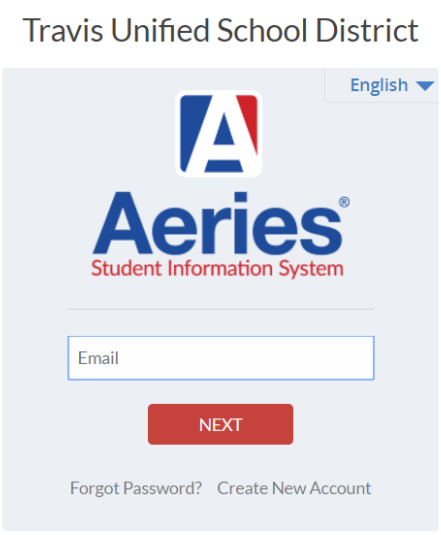
You will update at least twice per year:

- Before the first day of the school year
- Middle of the school year

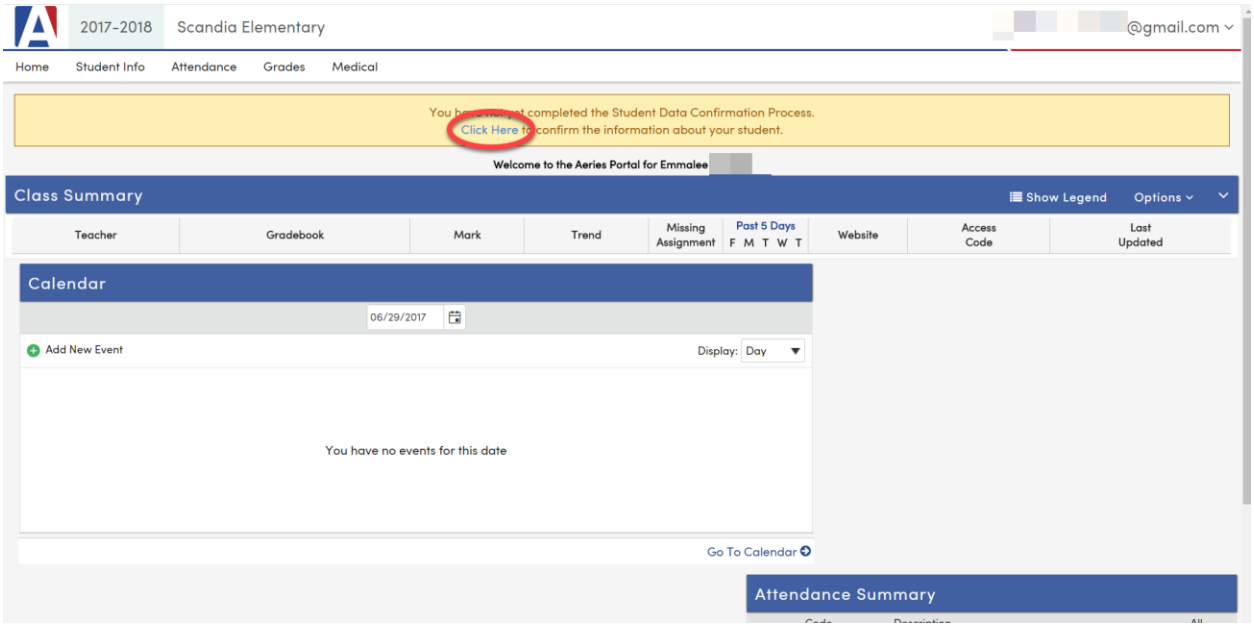
**We will send a reminder to your email, text, or phone when the time comes to apply any changes or updates.

HOW DO I GET STARTED?

Visit www.travisusd.org and click on the A+ in the upper right corner. Log into the Online Portal.



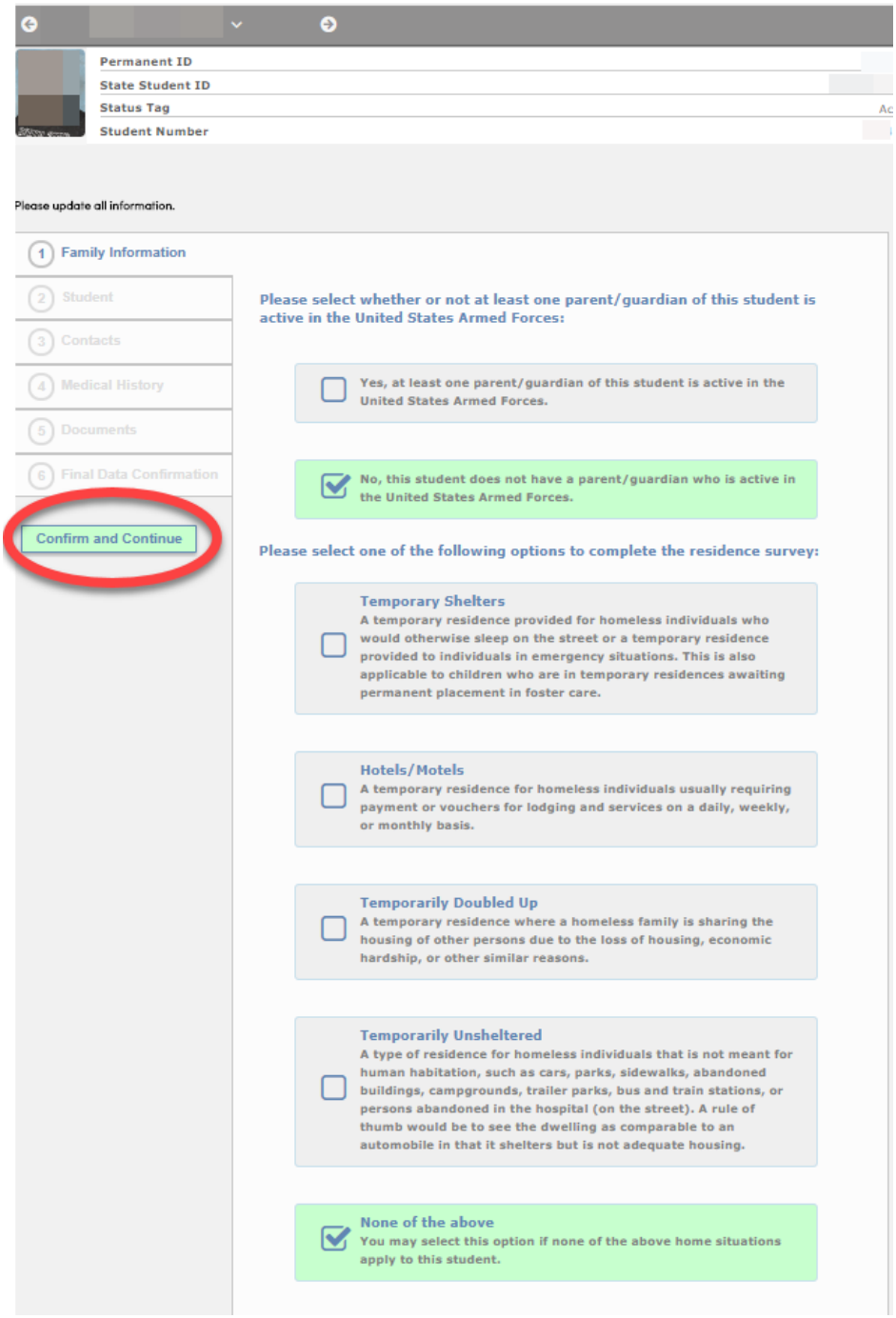
On the top of the portal, you will receive a message indicating that you need to complete the Student Data Confirmation Process. Select "Click Here" to begin the process.



THE SCREENS

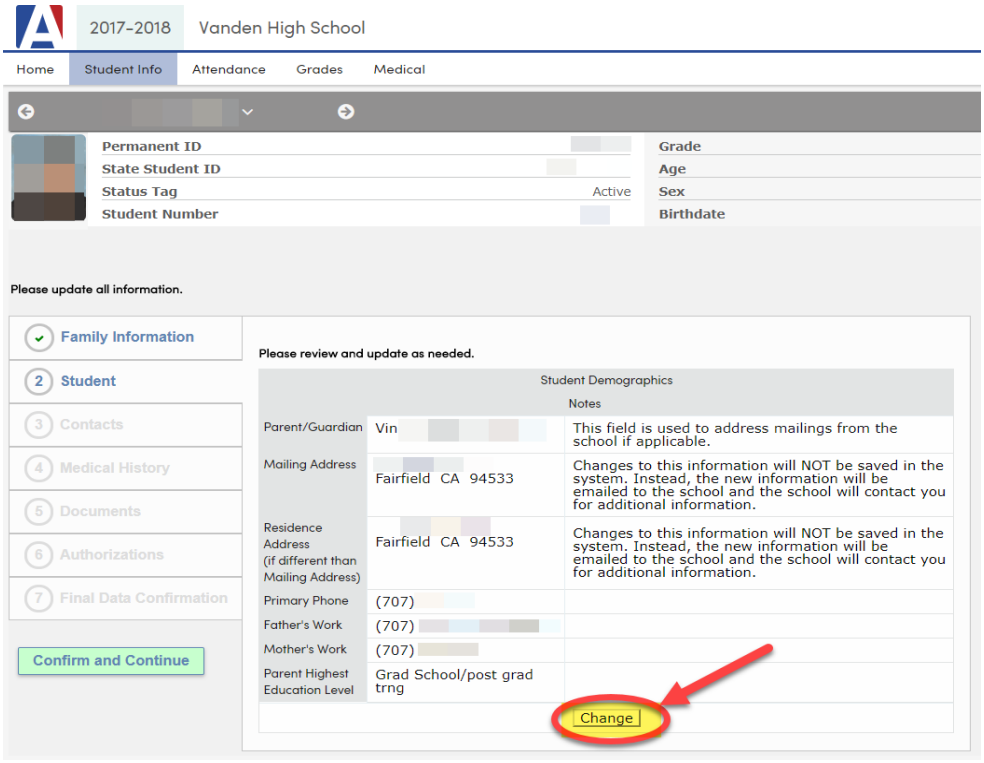
FAMILY INFORMATION

This is a short survey regarding military affiliation and housing. Select "Yes" or "No" for military. For housing, select the appropriate option. If none of this applies to you, check the box labeled, "None of the above." Then click "Confirm and Continue"

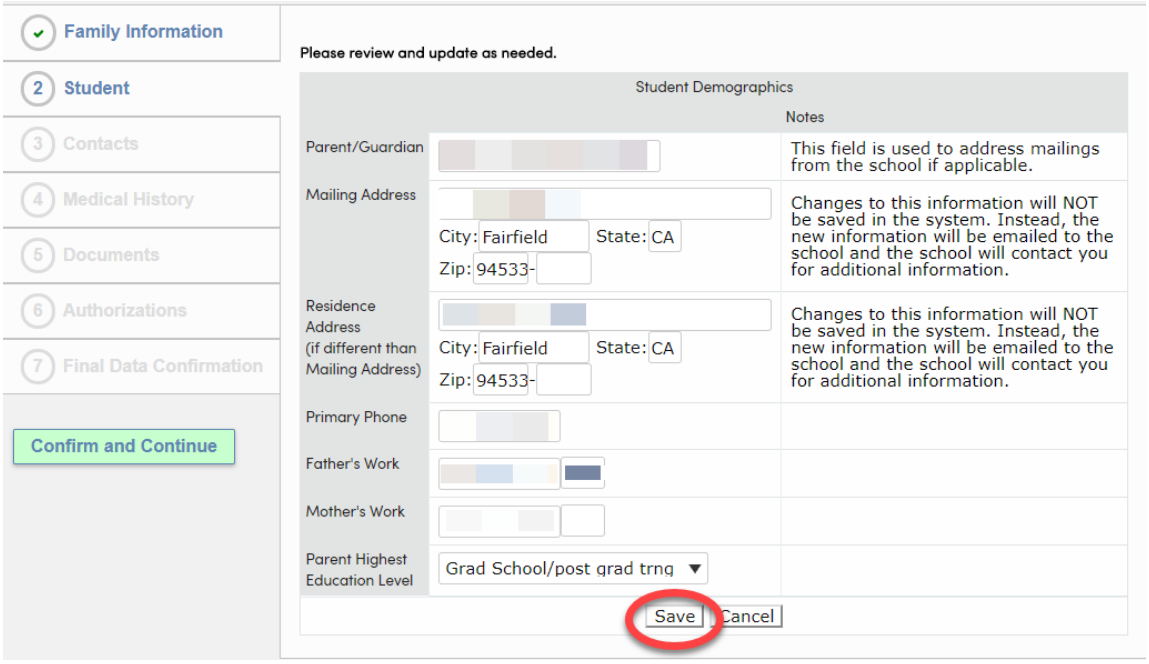


STUDENT

Review your current information. To make changes, click on the "Change" button at the bottom of the screen. If you have no changes, click "Confirm and Continue."



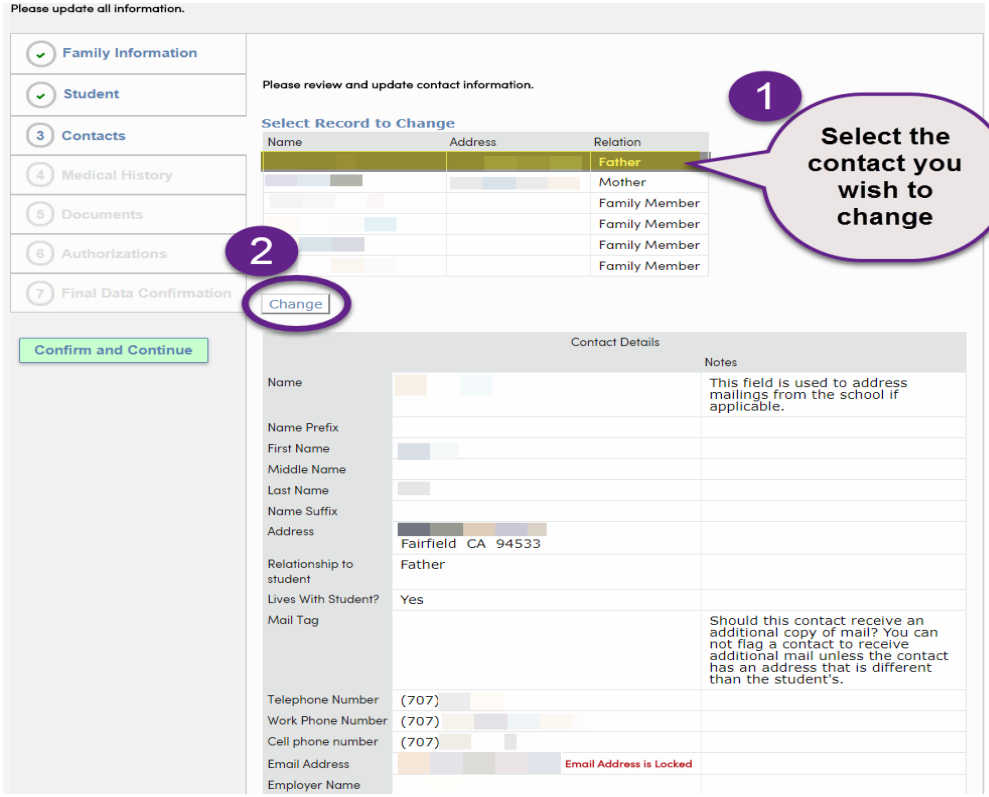
When finished, click on "Save" at the bottom of the screen.



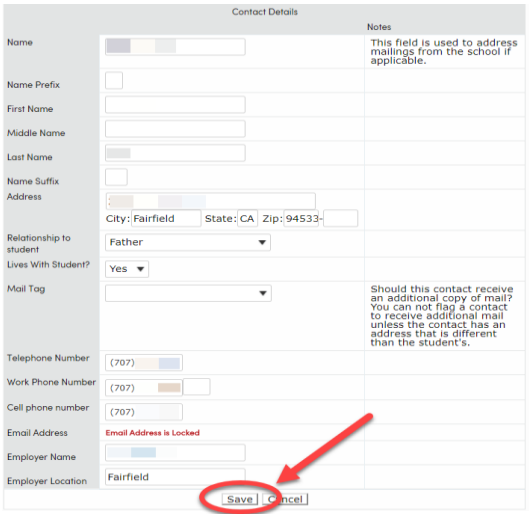
Click on "Confirm and Continue" to complete the next step.

CONTACTS (PARENTS / EMERGENCY CONTACTS)

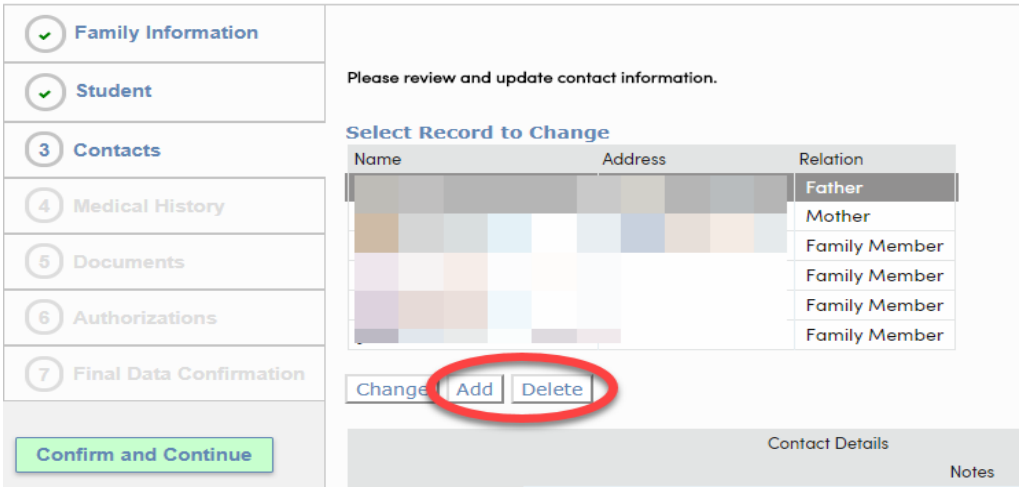
Your contacts will appear. To change a contact, click their name. This will highlight the contact. Then, click "Change."



Apply changes in the box and click on "Save" in the bottom right.



To add or delete contacts, click on "Add" or "Delete"

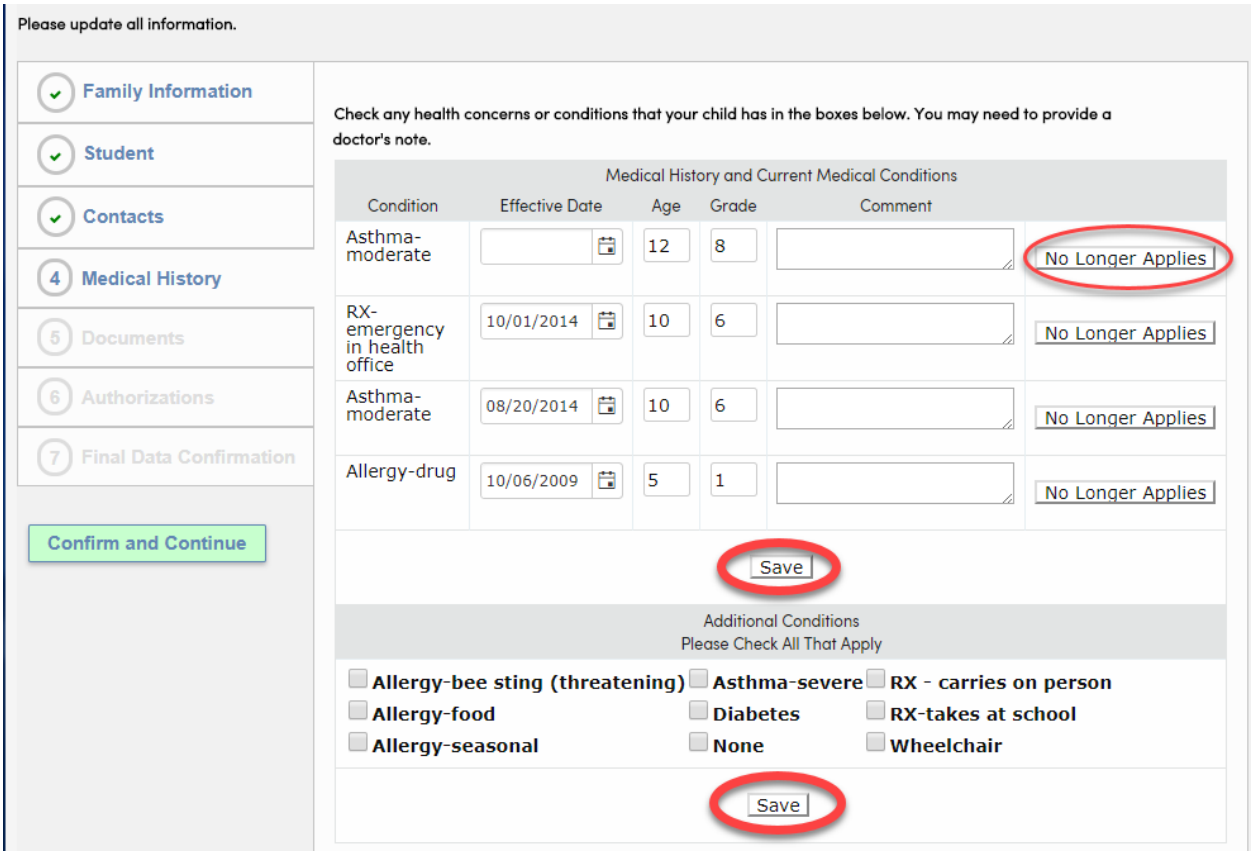


When finished, click on "Confirm and Continue" to complete the next step.

MEDICAL HISTORY

Update or delete your child's medical information. You can delete by clicking "No Longer Applies." Click "Save" under the section you have updated and then select "Confirm and Continue."

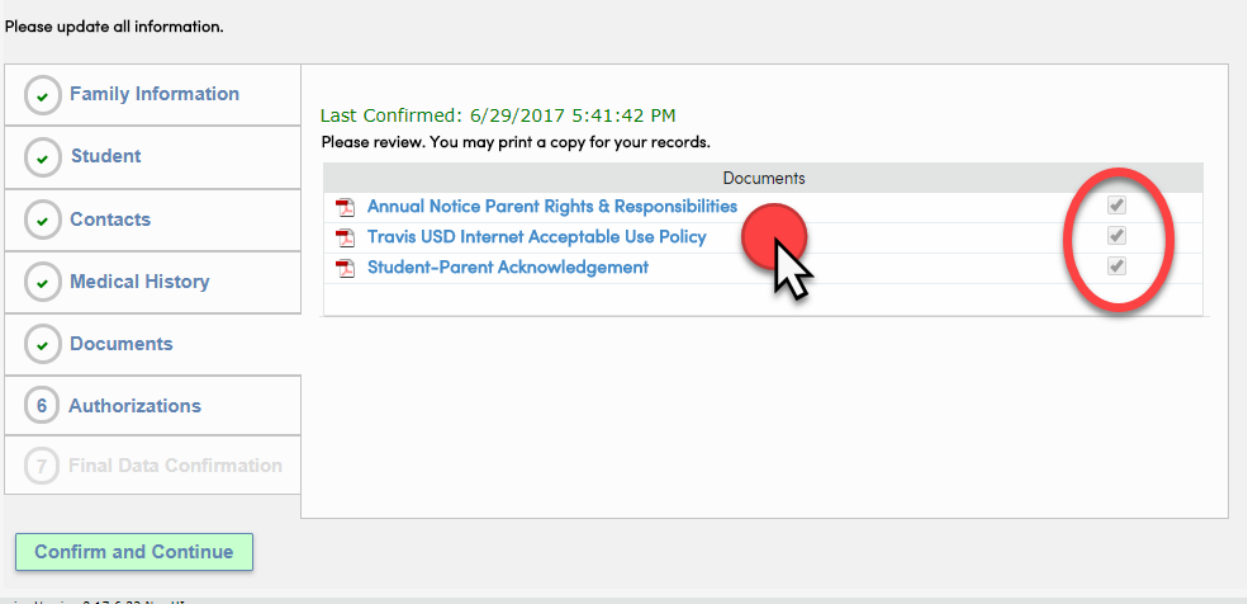
IMPORTANT: The district nurse will still need copies of your child's immunization records.



DOCUMENTS

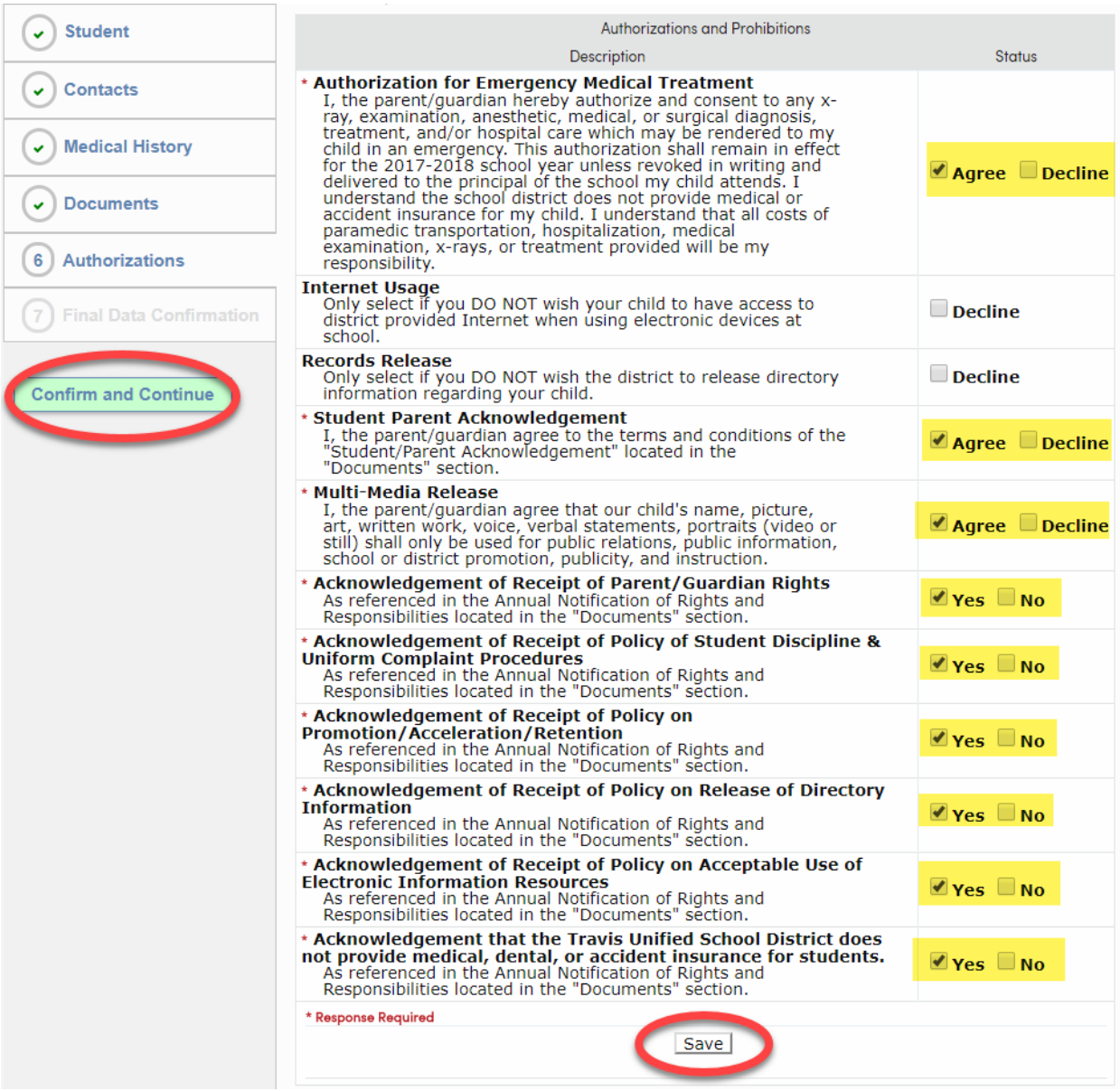
Travis Unified will be adding important documents to this section for you to read and acknowledge. Click on each document, read it, and check the box to the right of the document." ***(These documents are accessible from the Online Portal at any time.)***

Note: The documents may differ from site to site.



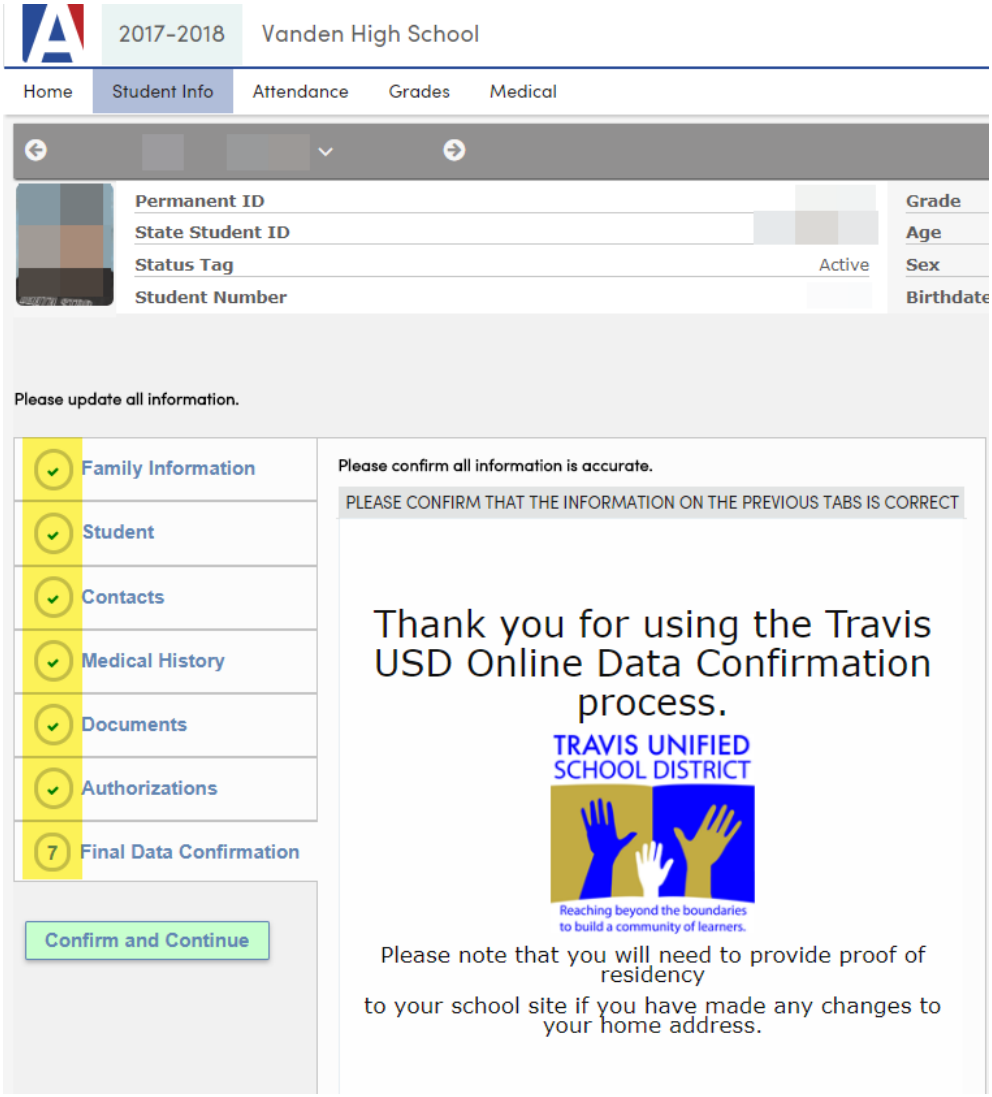
AUTHORIZATIONS

Travis Unified will be adding important Authorizations to this section for you to read and acknowledge. Check the appropriate box for each item and click "Save." When finished click "Confirm and Continue."



FINAL DATA CONFIRMATION

The final screen will appear to confirm your completion of the Data Confirmation process. Please confirm that all seven steps have a checkmark. When ready, click "Confirm and Continue."



****You may be required to provide proof of residency prior to your child attending school****

NEXT STEPS

You will receive an email confirmation receipt.

Reply Reply All Forward IM

From: DoNotReply_Aeries@travisusd.org
Date: 6/29/17 7:36 PM (GMT-08:00)
To: @hotmail.com
Subject: Student Data Confirmation for: (School #=21, Student #= , Permanent ID=)

DATA CONFIRMATION RECEIPT

Thank you for confirming the data for your student:

Having accurate information greatly helps the school maintain a healthy and safe learning environment.

This email confirms that you have completed the data confirmation process.

WHAT IF MY INFORMATION CHANGES DURING THE YEAR?

Please do not hesitate to contact the school is any of your child's information changes after the Data Confirmation period.

****It is vital that the school has the most up-to-date contact information in the event of an emergency.****

THANK YOU FOR COMPLETING THE ONLINE DATA CONFIRMATION PROCESS!