

# TRAVIS UNIFIED SCHOOL DISTRICT



Reaching beyond the boundaries  
to build a community of learners.

Pamela Conklin  
Superintendent

2751 De Ronde Drive  
Fairfield, CA 94533  
(707) 437-4604

**Cambridge Elementary School**  
100 Cambridge Drive, Vacaville  
(707) 446-9494

**Center Elementary School**  
3101 Markeley Lane, Fairfield  
(707) 437-4621

**Foxboro Elementary School**  
600 Morning Glory Drive, Vacaville  
(707) 447-7883

**Golden West Middle School**  
2651 De Ronde Drive, Fairfield  
(707) 437-8240

**Scandia Elementary School**  
100 Broadway Street, Travis AFB  
(707) 437-4691

**Travis Community Day School**  
2785 De Ronde Drive, Fairfield  
(707) 437-8265

**Travis Elementary School**  
100 Fairfield Avenue, Travis AFB  
(707) 437-2070

**Travis Education Center**  
2775 De Ronde Drive, Fairfield  
(707) 437-8265

**Vanden High School**  
2951 Markeley Lane, Fairfield  
(707) 437-7333

**Governing Board**  
Riitta DeAnda  
John Dickerson  
Ivery Hood  
Angela Weinzinger  
Jamilah Whiteside

July 2017

Dear Parent / Guardian,

Re: Online Portal for **STUDENT NAME**

This is an important letter regarding completing the required documents needed for your child to attend school during the 2017-18 school year.

Online Portal is an account that allows parents to update important contact and residential information, view their child's attendance, view transcripts/grades (for some grade levels) and view test scores.

The Travis Unified School District is now using an Online Portal that allows the parent to update this information from home. If you already have an Online Portal, you can sign in using your ID and Password. If you do not, or are unsure, you can use the information below to create an Online Portal account.

**Verification Code:** XXXXXX  
**Student Permanent ID:** XXXXXX  
**Phone Number (on file):** XXX-XXX-XXXX

Please visit the **district home page** at [www.travisusd.org](http://www.travisusd.org) and select "Online Portal" to review the instructions about creating an account and completing the "Data Confirmation" process.

All parents are required to complete or update residential information, emergency contacts, review and sign the Annual Notification of Rights & Responsibilities and complete other documents required for each school at the beginning of each school year.

Your child's **information must be updated:**

- Prior to the first day of school for elementary students.
- Prior to orientation and picking up a school schedule for 7<sup>th</sup> grade students.
- Prior to picking up a school schedule for 8<sup>th</sup> grade students.
- Prior to orientation and picking up a school schedule for high school students.

**Your student will not be considered enrolled in their school until the Data Confirmation process is updated through the Online Portal.** Completing this process by August 7<sup>th</sup> will allow your child's school time to schedule your child in their appropriate class.

If you have any questions, please feel free to contact Student Services at (707) 437-4604 x1114.

Sincerely,

Vincent Ruiz  
Director, Student Services