

CVUSD Required Annual Updates Instructions for 2023-2024

- Parents/Guardians must complete the Annual Updates process for all CVUSD students between August 1, 2023 and August 11, 2023
- Parents/Guardians are asked to complete the process in Q-Parent Connect
- For those that do not have access to the Q-Parent Connect Portal, paper copies of the required Annual Updates forms may be obtained from:
 - Your child's school, *starting 8/7/23*
 - The CVUSD District Educational Center, 1400 E. Janss Road, Thousand Oaks, CA 91362 between the hours of 7:30 a.m. to 4:30 p.m.

Signing Into the Q-Parent Connect Portal

1. Go to <https://conejo.vcoe.org/parentconnect/>
2. Enter your CVUSD Q-Parent Connect PIN and Password (if you do not have these, see below)
3. To request Login Information Online:
 - a. Click on the "Need your Login Information?" link, enter the email address that is associated with your Q-Parent Connect account
 - b. If you are new to CVUSD in 2020-2021, enter the email address provided while completing the online Pre-Enroll process, or provided to the school site when enrolling using paper forms
 - c. Click the **Submit** button and the Q-system will email your login credentials



The image shows a screenshot of the 'ParentConnection Login' form. The form has a green header with the text 'ParentConnection Login'. Below the header, there are two input fields: 'PIN:' and 'Password:'. To the right of the 'Password:' field is a 'Log In' button. Below the input fields is a link that says 'Need Your Login Information?'.

If you still have questions regarding your unique login information, after following the "Need Your Login Information?" steps, you will contact your school's Elementary Office Manager or Secondary Registrar for further assistance.

Note: All parents/guardians listed in Q will have their own private and secure Q-Parent Connect PIN and Password. Q-Parent Connect logins are only provided to legal guardians. Each Parent Connect account requires a unique email address.

Accessing the Required Annual Updates

1. Once signed in, click on the **Annual Updates** link located in the top right-hand corner of the screen:

The screenshot shows the ParentConnection dashboard. At the top right, there is a navigation menu with links for **Annual Updates**, **My Account**, **Email Signup**, **Help**, **About**, and **Sign Out**. A red arrow points to the **Annual Updates** link. Below the navigation is a table with the following columns: Student Name, Grade, School Name, School Year, Birth Date, Advisor, and Counselor. The table contains three rows of student data. A 'Close' button is located at the bottom of the table.

Student Name	Grade	School Name	School Year	Birth Date	Advisor	Counselor
[Redacted]	8	Los Cerritos Middle School (T)	2020-2021	12/14	Brook, Gila	McCarthy, Karen
[Redacted]	8	Remote Schedules - Middle School (T)	2020-2021	1/1/2006	Unassigned	Unassigned
[Redacted]	12	Thousand Oaks High School (T)	2020-2021	4/7/2003	Unassigned	Scott, Darla

*If Spanish translation is needed, please click on **View In Spanish**, and then Actualizaciones Anuales

2. Information Review

- a. Will show one module per Contact (parent/guardian) in the same household, and one module per Student
- b. Click the **Edit** button to the right of each module and edit/complete each section as indicated
- c. There are **five sections** to be completed for each Student (Demographics, Emergency Contacts, Student Residential Info, Health Information, Acknowledgments & Permissions)
- d. Each section for Contact and Student will need to be reviewed to complete the Annual Updates process

The screenshot shows the 'Information Review' page. It lists several contacts and students. Each entry has a list of sections to be reviewed and a status indicator. A red arrow points to the 'Edit' button for the first contact.

Contact/Student	Sections	Status	Action
Contact: [Redacted]	Demographics, Additional Contact Data	Re-Enrollment Incomplete	Edit
Contact: [Redacted]	Demographics, Additional Contact Data	Not Confirmed	
Contact: [Redacted]	Demographics, Additional Contact Data	Not Confirmed	
Student: [Redacted] Grade 12 at Thousand Oaks High School 2020-2021	Demographics, Emergency Contacts, Student Residential Info, Health Information, Acknowledgements & Permissions, Upload Documents	Re-Enrollment Incomplete	Edit
Student: [Redacted] Grade 8 at Los Cerritos Middle School 2020-2021	Demographics, Emergency Contacts, Student Residential Info, Health Information, Acknowledgements & Permissions, Upload Documents	Re-Enrollment Incomplete	Edit

3. Submitting

You will know you are done when ALL sections show "Re-Enrollment Complete" in green. Under each section, it will say "pending" until it is accepted by the system. Within 24 hours, it will show "confirmed." If it says "pending" in each subsection, you are DONE!

The screenshot shows the 'Information Review' page after submission. The status for all sections is now 'Re-Enrollment Complete' in green. Confirmation dates and times are provided for each section. A red arrow points to the 'Edit' button for the first contact.

Contact/Student	Sections	Status	Action
Contact: [Redacted]	Demographics, Additional Contact Data	Re-Enrollment Complete	Edit
Contact: [Redacted]	Demographics, Additional Contact Data	Confirmed 9/03/2020 10:43AM by [Redacted]	
Contact: [Redacted]	Demographics, Additional Contact Data	Confirmed 9/03/2020 5:17PM by [Redacted]	
Student: [Redacted] Grade 12 at Thousand Oaks High School 2020-2021	Demographics, Emergency Contacts, Student Residential Info, Health Information, Acknowledgements & Permissions, Upload Documents	Re-Enrollment Complete	Edit
Student: [Redacted]	Demographics	Confirmed 9/03/2020 5:17PM by [Redacted]	
Student: [Redacted]	Emergency Contacts	Confirmed 8/26/2020 7:08PM by [Redacted]	
Student: [Redacted]	Student Residential Info	Confirmed 9/02/2020 5:17PM by [Redacted]	
Student: [Redacted]	Health Information	Confirmed 9/02/2020 5:17PM by [Redacted]	
Student: [Redacted]	Acknowledgements & Permissions	Confirmed 9/02/2020 5:17PM by [Redacted]	
Student: [Redacted]	Upload Documents	Confirmed 9/02/2020 5:17PM by [Redacted]	

3. The Upload Documents section may only be utilized for the following:
 - a. Uploading residency verification (e.g. current utility bill) if a new address was provided in the Student Residential Info section
 - b. Uploading immunization records, if not previously provided to the school site
 - c. Uploading the Health Examination for School Entry, required on or before the 90th day in first grade
4. Once you have completed the process for Contact and Students, your changes will show as **“Changes Pending”** until they are received and approved by school office staff.