

## CVUSD Required Annual Updates Instructions for 2023-2024

- Parents/Guardians are asked to please complete the Annual Updates for each CVUSD student by Monday, August 14, 2023.
- Parents/Guardians are asked to complete the process through the Q-Parent Connect Portal.
- 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:
  - Student Support Services at the CVUSD District Educational Center, 1400 E. Janss Road, Thousand Oaks, CA 91362 between the hours of 7:30 a.m. and 4:30 p.m.
  - Your student's school when the school office re-opens.

### Signing In to 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 Info?**" link and enter the email address that is associated with your Q-Parent Connect account.
  - b. If you are new to CVUSD in 2023-2024, enter the email address provided while completing the online Pre-Enroll process or at the school site using paper forms.
  - c. Click the **Submit** button and the Q-system will email your login credentials to you.

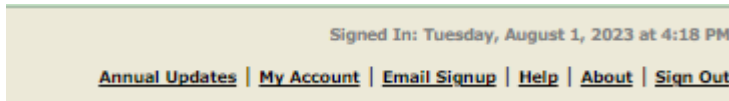
The image shows a screenshot of the ParentConnection Login portal. It is divided into two main sections. The top section, titled "ParentConnection Login", has a green header. Below the header are two input fields: "ID:" and "Password:". Below these fields is a "Log In" button. Underneath the button are two links: "Forget Your PIN?" and "Forget Your Password?". The bottom section, titled "District Links", also has a green header. Below the header are two links: "Conejo Valley USD" and "Need Your Login Info?".

If you still have questions regarding your unique login information, after following the "**Need Your Login Information?**" steps, you will contact your elementary school's office manager or middle or high school's registrar for further assistance.

**Note:** All parents/guardians listed in Q 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

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



\*If Spanish translation is needed, please choose **Language: Spanish** in the top right-hand corner of the screen.

Language:

## Reviewing and Updating Information in Q

1. Q will show one module per **Contact** (parent/guardian) in the same household and one module per **Student**.
2. Click the **Edit** button to the right of each module and edit/complete each section as indicated.
3. **Five** sections must be completed for each student - **Demographics, Emergency Contacts, Student Residential Info, Health Information, and Acknowledgments & Permissions**.
4. Each section for **Contact** and **Student** must be reviewed to complete the Annual Updates process.

+ Contact:	Re-Enrollment Incomplete	Edit
+ Demographics	Not Confirmed	
+ Additional Contact Data	Not Confirmed	
+ Contact:	Re-Enrollment Incomplete	Edit
+ Demographics	Not Confirmed	
+ Additional Contact Data	Not Confirmed	
+ Student:	Re-Enrollment Incomplete	Edit
+ Demographics	Not Confirmed	
+ Emergency Contacts	Not Confirmed	
+ Student Residential Info	Not Confirmed	
+ Health Information	Not Confirmed	
+ Acknowledgements & Permissions	Not Confirmed	
+ Upload Documents		

5. As each section is reviewed and changes made where appropriate, check the Parent/Guardian review box and click **Submit** at the top of the page for each section.

As the Parent/Guardian, I have reviewed the data and made changes where appropriate.

Once you have entered the information and confirmed your data, **click "Submit" at the top left** to save the information.

6. 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 Residency Questionnaire.
  - b. Uploading immunization records if documents were not previously uploaded to the school site.
  - c. Uploading **Health Examination for School Entry** which is required on or before the 90th day of

first grade.

7. Once you have completed the updates for Contacts and Students, your changes will show as **“Changes Pending”** until they are received and approved by school office staff.