

# Pre-Register Your Students through the New ParentConnect Application

Beginning August 1, 2013, parents can register new and returning students.

## Pre-register Returning Students:

- To pre-register returning students, go to <http://parentconnect.tusd.org>, and login with your PIN and password.

The screenshot shows the ParentConnect login page. At the top left is the Torrance Unified School District logo. Below it is a 'ParentConnection Login' section with fields for 'Pin:' and 'Password:', a 'Log In' button, and a link for 'Need Your Login Information?'. To the right is a 'Welcome to the New ParentConnect Application!' message. Below the welcome message are sections for 'PRE-REGISTRATION FOR RETURNING STUDENTS:' and 'ENROLLMENT FOR STUDENTS NEW TO TUSD:'. On the left side, there is a 'District Links' menu with options like 'Enroll New Students', 'TUSD Website', 'District Calendar', 'School Locator', 'Proof of Age and Address', 'Immunization Requirements', 'Permits', 'eTUSD', and 'Homework Help'. A red arrow points from the text above to the 'Log In' button.

- Click on the **"Pre-Registration"** link at the top-right of the screen.

The screenshot shows a navigation bar with the text 'Signed In: Wednesday, July 10, 2013 at 3:10 PM'. Below this are several links: 'Pre-Registration', 'My Account', 'Email Notifications', 'Help', 'About', and 'Sign Out'. The 'Pre-Registration' link is circled in red.

- Review the **"Contact Information"** section for accuracy. If anything needs to be corrected, click the **"Edit This Information"** link at the top far-right of the screen.

The screenshot shows the user profile page for Heidi Anderson. At the top, it says 'Information Update Heidi Anderson' with a 'Back' button. Below this is a checkbox: ' I have read and reviewed all information below and confirm that it is complete and accurate to the best of my knowledge.' To the right of this checkbox is a 'Confirm and Return' button. Below the checkbox is the 'Contact Information' section, which lists details for Heidi Ann Anderson, including her name, email address, employer (Vons), occupation (Store Manager), education level (College Degree), primary language (English), and telephone numbers (cellular, work, and home). To the right of this section is an 'Edit This Information' link. Below the contact information is the 'Student Information for Brooke Anderson' section, which lists details for Brooke Ashley Anderson, including her name, nickname, birth date, birth place (Torrance, California, United States of America), citizenship (United States Citizen), race (White), home language (English), telephone number, email address, and emergency contacts (John Doe, Jane Smith, Lisa Brown). To the right of this section is another 'Edit This Information' link. A red arrow points from the text above to the 'Edit This Information' link for the contact information section.

- Make any necessary corrections including adding/deleting phone numbers and email addresses.

**Torrance Unified School District**

Return Reset Submit

**Information Update for Heidi Anderson** **Note:** Required fields noted with an asterisk(\*). All changes will be flagged as Pending until approved and accepted by appropriate school personnel.

**Name:** Heidi Ann Anderson

**Title:** **\*First Name:** Heidi **Middle Name:** Ann **\*Last Name:** Anderson **Suffix:**

**Email Address:** handerson@yahoo.com

**Employer:** Vons

**Occupation:** Store Manager

**Education Level:** College Degree

**Primary Language:** English

**Telephone Numbers:**

	Number	Extension	Type	Unlisted	Sequence
↑↓ X	310-123-1365		Cellular Pho	<input type="checkbox"/>	1
↑↓ X	310-465-8675		Work Phone	<input type="checkbox"/>	2
↑↓ X	310-987-6543		Home Phone	<input type="checkbox"/>	3

Add Phone

- When finished, click the **“Submit”** button to save your changes.



- Click the **“Edit This Information”** link for **“Student Information for...”**. This is where you will enter all information previously collected in the Green Emergency Card. Make sure to fill out all blank fields.

**Torrance Unified School District**

Information Update **Heidi Anderson** Back

I have read and reviewed all information below and confirm that it is complete and accurate to the best of my knowledge. Confirm and Return


**Contact Information** [Edit This Information](#)

**Name:** Heidi Ann Anderson  
**Email Address:** handerson@yahoo.com  
**Employer:** Vons  
**Occupation:** Store Manager  
**Education Level:** College Degree  
**Primary Language:** English  
**Telephone Numbers:** (310)123-1365 Cellular Phone Number  
 (310)465-8675 Work Phone Number  
 (310)987-6543 Home Phone Number

**Student Information for Brooke Anderson** [Edit This Information](#)

**Name:** Brooke Ashley Anderson  
**Nickname:**  
**Birth Date:** 04/01/1995  
**Birth Place:** Torrance City California State United States of America Country  
**Citizenship:** United States Citizen  
**Student Hispanic or Latino?:** No  
**Race:** White  
**Home Language:** English  
**Telephone Number:** (310)123-1234 Home Phone Number  
**Email Address:** banderson@yahoo.com  
**Emergency Contacts:** John Doe (319)136-1712 Cellular Phone Number (Text Msg Available)  
 Jane Smith (310)667-7777 Home Phone Number  
 Lisa Brown (310)888-8123 Cellular Phone Number (Text Msg Available)

- Review and enter your student’s information.
- Enter your student’s email address.
- Enter Emergency and Release contacts in the order you would like them to be contacted.



Return   Reset   Submit

Email Address:

Emergency Contacts:

#	*First Name	*Last Name	*Phone Number	Extension	Type	Text Msg	
1	John	Doe	1	319-136-1712		Cellular Pho Available	
			2				
			3				
2	Jane	Smith	1	310-667-7777		Home Phone	
			2				
			3				
3	Lisa	Brown	1	310-888-8123		Cellular Pho Available	
			2				
			3				

[Add Emergency Contact](#)

**In the event of an emergency or disaster that requires the evacuation of our campus, we ask parents to provide emergency/disaster information with a number of options available for the release of their son. The emergency/disaster information will be updated each academic year so that our files will be kept current. It is our hope that the information provided on the form will greatly increase our ability to quickly and safely dismiss the students when we are confronted by an emergency situation. We ask each parent to consider carefully the choices and to discuss those choices with their sons, as we will act according to the instructions provided.**

**In the face of such a critical decision-making instance such as an earthquake or any other emergency situation, we will be**

- Then scroll down and enter all Student Emergency and Disaster Information

**TUSD Student Emergency and Disaster Information**

If emergency treatment is required, may your son/daughter be taken to a Physician?: Yes

Preferred Physicians Name:

Preferred Physicians Phone:

Preferred Physicians Address:

Medical Insurance Information:

If you have no preference, is the school's choice satisfactory?: Yes

Do you authorize the school to transport your child in case of emergency?: Yes

Preferred Local Hospital:

Special Emergency Instructions:

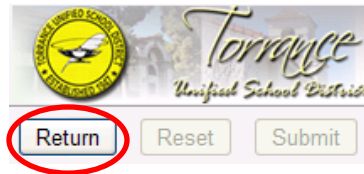
List allergies to:

- When finished, click the **“Submit”** button to save your changes.



Return   Reset   **Submit**

- Then click the “**Return**” button.



- Now you should see “**Changes Pending**” in red text under the sections that were modified.

The screenshot shows the 'Information Update' page for Heidi Anderson. At the top, there is a confirmation checkbox:  *I have read and reviewed all information below and confirm that it is complete and accurate to the best of my knowledge.* To the right of this text is a 'Confirm and Return' button. Below this are two sections: 'Contact Information' and 'Student Information for Brooke Anderson'. Both sections have 'Changes Pending' written in red text above them. Red arrows point from the text 'Changes Pending' in both sections towards the 'Confirm and Return' button. Each section also has an 'Edit This Information' link on the right. The 'Contact Information' section lists: Name: Heidi Ann Anderson, Email Address: handerson@gmail.com, Employer: Albertsons, Occupation: Store Manager, Education Level: College Degree, Primary Language: Spanish, and Telephone Numbers: (310)123-1365 (Cellular), (310)465-8675 (Work), and (310)987-6543 (Home). The 'Student Information' section lists: Name: Brooke Ashley Anderson, Nickname: (blank), Birth Date: 04/01/1995, Birth Place: Torrance, California, United States of America, Citizenship: United States Citizen, Student Hispanic or Latino?: No, and Race: White.

- To submit your changes, check the following box and click the “**Confirm and Return**” button.

**NOTE:** Your student is not pre-registered until this final step has been completed.

This screenshot is similar to the previous one, but the confirmation checkbox is now checked with a green checkmark. A red arrow points from the 'NOTE' text above to the checked checkbox. The 'Confirm and Return' button is now circled in red.

Repeat this process for any other returning students.