DATA CONFIRMATION IS OPEN ONLINE!

7th and 8th Grade Online Data Confirmation

is now open for the 2019-2020 school year

Parents of Future 7th and 8th Grade Bell Intermediate Students:
Below are the simple steps to complete the online data confirmation process. It is important that you print the Emergency and Student Information Form and the Ticket of Data Confirmation as these are mandatory forms that need to be turned in at Data Confirmation on August 19 – 23 and August 26, 2019 (see times below). **Should you need any assistance with this process please feel free to call the school at (714) 663-6466.**

Online Data Confirmation Steps:

1. LOG ON TO YOUR PARENT PORTAL ACCOUNT: If you are changing schools, you will need to choose your (pre-enrolled) student under the **Change Student** drop down menu at top right of screen.

2. A BANNER WILL APPEAR ACROSS THE TOP OF THE PAGE: "**You have not yet completed the Student Data Confirmation process. Click Here to confirm the information about your student.**"

3. NEXT YOU WILL SEE THE SENTENCE STATING: "**Please select each of the tabs and complete or update the required information.**"
   - Start this process by clicking on **Family Information**- Please complete/update the information on this tab.
   - Go to **Student** - Please complete the information on this tab.
   - Go to **Contacts -** Review the contact information in this tab. (Note: You must have four (4) contacts for emergency purposes.) Please be sure that you identify your contacts as Mother; Father; Aunt; Uncle; Emergency Contact; etc. otherwise the contact information will not show on your student's emergency card.
   - Click **Documents -** Review each of the documents in this tab by clicking on the name of the document. You may print or save to your computer any of these documents**.**
   - Click **Authorizations** - Review each document and then click the appropriate box to the right (Status). **It is important to review with your student the Bell Intermediate specific documents which are *Bell Intermediate Rules and Policies*, *Digital Citizenship Contract* and *School/Parent Compact*.** Once complete, check the box for each item that

states "By clicking Yes, parent and student have read and understand all the rules and policies set forth in this document."

- After reviewing all the documents, click on **Final Data Confirmation**. Confirm that you have reviewed each of the previous tabs and the information in each of the previous tabs and SAVE.
- Click on the **Print Student Information Emergency Form and Signature Page** link (it is located in the bottom portion of box). You will then be prompted to enter your student's "**Permanent ID Number**" and your student's "**Birth Date**" and then click on the "**Submit**" button. **Print the Emergency Card and Ticket of Data Confirmation.**

Data Confirmation Documentation Turn In Dates and Times
August 19 - 23, August 26, 2019
9:00-11:00am   1:00-3:00 pm

Required Documents:
- Ticket of Data Confirmation
- Emergency Card (Signed)
- Postcard (you will receive this in the mail during the summer)

  All of the above forms MUST be turned in before a student can receive a class schedule

Optional Items:
- Order Worksheet (To purchase PE clothes, yearbook, ASB Discount Card)
- Lunch Program Application - *please complete online*
- Student Insurance - *please complete online*

August 19-23 & August 26 - Data Confirmation Document Turn-In
9:00 – 11:00am and 1:00 – 3:00pm

August 26 @ 6:00pm - 7th Grade Parent Night

August 27 @ 9:30-11:00am - 7th Grade/New Bell Student Orientation

Proof of the TDAP booster (on or after the student's 7th birthday) and 2 VARICELLA doses must be on file