

## **DJUSD ONLINE INTENT TO RETURN**

Davis Joint Unified School District strives to make the best possible educational placements for all students. The information you provide here helps to insure classroom space for students in the coming up school year. **School staffing is based on requests received in the spring.** Davis Joint Unified School District students in grades Transitional Kindergarten through 5<sup>th</sup> grade **must** have a legal parent/guardian complete this online process. Please call your school office for assistance during regular business hours.

ParentConnection home page contains the link to submit the Intent to Return form.

1. Log in: with Parent Connect PIN and password at:

<https://parentportal.djUSD.net>



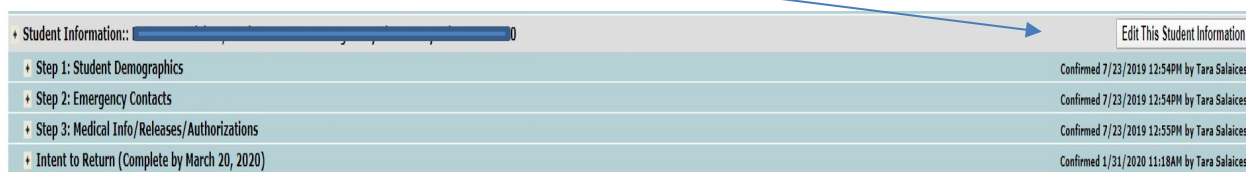
The image shows the ParentConnection Login page. It features the ParentConnection logo at the top left. Below the logo is a blue header bar with the text "ParentConnection Login". Underneath the header bar are two input fields: "PIN:" and "Password:". To the right of the "Password:" field is a "Log In" button. Below the input fields is a link that says "Need Your Login Information?".

- If you don't know your PIN and Password, click on Need Your Login Information to have it emailed to you.

2. Click on Re-Enrollment:



3. Click on Edit This Student Information:



The image shows a table with student information. The first row is a header row with a blue background. The first column is "Student Information:" followed by a blue bar. The second column is "Edit This Student Information". Below the header row are four rows of student information. Each row has a plus icon in the first column, a description in the second column, and a confirmation status in the third column. A blue arrow points to the "Edit This Student Information" link in the header row.

Student Information:		Edit This Student Information
+ Step 1: Student Demographics		Confirmed 7/23/2019 12:54PM by Tara Salaices
+ Step 2: Emergency Contacts		Confirmed 7/23/2019 12:54PM by Tara Salaices
+ Step 3: Medical Info/Releases/Authorizations		Confirmed 7/23/2019 12:55PM by Tara Salaices
+ Intent to Return (Complete by March 20, 2020)		Confirmed 1/31/2020 11:18AM by Tara Salaices

4. Click on Intent to Return:

**Step 1: Student Demographics**

**Step 2: Emergency Contacts**

**Step 3: Medical Info/Releases/Authorizations**

**Intent to Return (Complete by March 20, 2020)**



5. Review the options listed and carefully follow the prompts.
  - If needed, make sure to note the neighborhood school or site in the comment section.
6. Click Submit at the top left of page.



The screenshot shows the 'ParentConnection' web form interface. At the top left is a green circular logo with a white 'Q' and a blue bird-like shape. To its right is the text 'ParentConnection'. Below the logo and text are three buttons: 'Return', 'Reset', and 'Submit'. To the right of these buttons is a link labeled 'Re-Enrol'. Below the buttons is a list of four steps, each with a checked checkbox and a label: 'Step 1: Student Demographics', 'Step 2: Emergency Contacts', 'Step 3: Medical Info/Releases/Authorizations', and 'Intent to Return (Complete by March 20, 2020)'.

- If you checked an option that requires an Intra District transfer form, the form is available online at <https://djusd.net>.