

Venado Middle School

Re-registration Instructions 2017-2018

Part 1: Online*

The online Re-registration will not be available until Tuesday, August 1, 2017. This part of the Re-registration process must be completed prior to August 15, 2017

Step-by-step Guide to Completing Part 1

Step	Instructions	Documents to Print and Bring with You to Venado for Part 2 of Re-registration
#1	<ul style="list-style-type: none"> ○ Log in to your Parent Portal account at the following address: https://my.iusd.org ○ If you do not have a Parent Portal account, please click on "Create New Account." ○ If you forgot your password, please click on "Forgot Password?" ○ If you need assistance logging in, please email MyIUSDFeedback@iusd.org 	None
#2	<ul style="list-style-type: none"> ○ Once you log in, the system will default to your child. ○ If you have more than one child, you will need to scroll over "Change Student" in the upper right-hand corner of the screen. Please note, Re-registration must be completed for each student. 	None
#3	In the Student Info tab, please click on "Data Confirmation." You will need to go through each of the following tabs and follow the instructions listed:	None
	<ul style="list-style-type: none"> ○ Tab 1: Family Information – Please answer the question provided. 	None
	<ul style="list-style-type: none"> ○ Tab 2: Student – Update any changes by clicking on the "Change" button at the bottom of the page. Once changes are complete, please click on "Confirm and Continue." 	None
	<ul style="list-style-type: none"> ○ Tab 3: Contacts – Change/Add/Delete contacts in this tab. Once changes are complete, please click on "Confirm and Continue." 	None
	<ul style="list-style-type: none"> ○ Tab 4: Documents – Please read each document in this section and follow the instructions listed. Some documents will need to be printed and turned in at Re-registration Part 2 (see box to the right). 	<ol style="list-style-type: none"> 1. Health Condition Information Form 2. Donation and Optional Purchase Form – Print 2 copies 3. ASB Donation and Optional Purchase Form – Print 2 copies
	<ul style="list-style-type: none"> ○ Tab 5: Authorizations and Prohibitions – Please review all information on this screen with your child, and click "Allow" or "Deny," as appropriate. Once complete, please click "Save" at the bottom of the page. Then select "Confirm and Continue." 	None
	<ul style="list-style-type: none"> ○ Tab 6: Final Data Confirmation – Please confirm that all information has been read and that you have completed the online Re-registration process. Once complete, please select "Submit Final Confirmation." Follow any further instructions listed. Please note: the system will not allow you to perform Final Data Confirmation until the previous tabs have been completed. Once you complete this process, the system will send you a confirmation email. 	<ol style="list-style-type: none"> 4. Final Data Confirmation document

*In order to complete the Re-registration process, you must have a Parent Portal account, have internet access and the ability to print several documents. If you do not have a Parent Portal account or internet access, please come to the Re-registration event at the designated time. You will be provided with access to a school computer and printer to complete the online Re-registration process.

Venado Middle School

Re-registration Instructions 2017-2018

Part 2: Re-registration Day - Tuesday, August 15, 2017

Part 2 of the Re-registration process will be held on Tuesday, August 15 from 8:00 a.m. to 3:30 p.m. Students and parents should report to Venado at the specific times listed below. Students must attend Re-registration with a parent/guardian. Please allow 45-60 minutes to complete the process. Students are highly encouraged to bring their backpacks to carry textbooks, PE uniforms, etc. Parents who have not completed Part 1 of the Re-registration process will be required to do so at Venado on August 15, which may lengthen the process. If you will be paying/donating with cash, please bring the exact amount.

Re-registration Appointment Times

7 th Grade Re-registration 8:00-11:30 a.m.	8 th Grade Re-registration 12:30-3:30 p.m.
8:00 a.m. – Last Name A-D	12:30 p.m. – Last Name A-D
8:35 a.m. – Last Name E-H	1:00 p.m. – Last Name E-H
9:10 a.m. – Last Name I-L	1:30 p.m. – Last Name I-L
9:45 a.m. – Last Name M-P	2:00 p.m. – Last Name M-P
10:20 a.m. – Last Name Q-T	2:30 p.m. – Last Name Q-T
10:55 a.m. – Last Name U-Z	3:00 p.m. – Last Name U-Z

Please bring these forms from Part 1 of the online Re-registration process with you:

1. Health Condition Information Form
2. Program Donation and Optional Purchase Form – 2 copies
3. ASB Optional Purchase and Donation Form – 2 copies
4. Final Data Confirmation Form

The following will be completed as students and parents proceed from station to station:

- Turn in online Re-registration printed forms (see list above).
- Purchase optional items: PE clothes/locks, pre-sale dance tickets, yearbooks, spirit wear, etc.
- Make donations to support Venado programs.
- Join PTSA, make donations or volunteer. If you joined the PTSA and/or are making a donation, please stop by the PTSA station to drop off your dues/donation.
- Purchase a Vaquero Card – a community discount card that entitles holders to discounts at local retailers and restaurants. 50% of the proceeds are donated to Venado. The other half benefits athletic programs at Irvine High School.
- Deposit money into the school Lunchbox program. (If applicable, turn in National School Lunch and Breakfast applications).
- Photographs for school picture purchases, yearbook, and school identification cards.
- Receive a draft class schedule*
- Pick up textbooks and a Student Planner*

*Class schedules and textbooks will not be distributed unless all of the required forms are turned-in, all outstanding textbooks from previous years have been turned in and/or fees/fines are paid and immunizations are up to date. If you have questions about the Re-registration process, please come to the Re-registration event on August 15.