

Welcome to
San Juan Unified School District
Parent Portal



Using a confidential PIN (Personal Identification Number) and password, parents can connect to San Juan Unified School District’s student database and view their child’s information. Parent Portal is accessible via most browsers and is compatible with iOS and Android mobile phones and tablets.

1. Enter the following URL address:

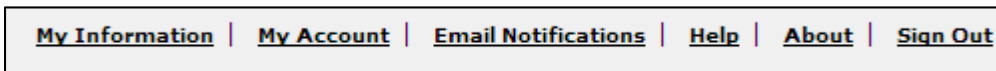
<https://sis.sanjuan.edu/parentportal/>

2. Enter PIN and Password, click Logon:

PIN: This is a unique number assigned to each parent randomly by the computer. Your PIN cannot be changed.

Password: Use the assigned default password for your first logon. Passwords are CASE SENSITIVE. It is strongly suggested that you change your password the first time you connect (see *Account Maintenance* instructions below).

3. Navigate to learn the site



My Information	My Account	Email Notifications
This section enables you to change some demographic and contact information for your students and yourself. You may also update most student emergency contact information.	This section enables you to change or edit your password and add or edit your email addresses. Your email addresses will not be distributed outside the district.	This section allows you to subscribe to automatic email notifications when Attendance or Assignments are updated by teachers and staff.
Help	About	Sign Out
Use this section to access instructions and documentation for Parent Portal.	Use this link to identify the current version number of Parent Portal.	This link will log you out. You will be automatically logged out of the Parent Portal if you are inactive for 30 minutes.

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4. Select Student to View

If you are the parent to more than one student in the district, you will be given the choice to view each student separately. Click the pull down menu to select which student to view.

ParentConnection				
		Student Name	Grade	School
		Click on a student to view their information.		
		Amber R Birk	09	Del Cam
		Allura A Hubbard	07	John Bar
		Charlotte C Hubbard	01	Thomas
		Delaney D Hubbard	06	John Bar

5. Navigate Student Data

- News
- Demographics
+ Contacts
+ Enrollment
- Schedule
- Requests
- Assignments
- Marks
- Standards
- Transcript
- GPA
- Grad Rqmnts
- Testing
Print Info

Click the links on the left side of the screen to view different types of data for the selected student, such as schedule, attendance, etc. The currently selected link will be highlighted.

Refreshing data pages

Since data viewed in the Parent Portal is live, it may be updated in real time by the school while you are viewing the information. However, new data posted during a session will not be visible until the data page is refreshed.

There are three ways to refresh a data page:

1. Click on a different link and then return to the original link.
2. Click the Refresh or Reload button in your browser.
3. Press the F5 function key on the keyboard.

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FREQUENTLY ASKED QUESTIONS (FAQ)

1. *Is there some way to change my PIN?*

- Unfortunately, no. The PIN (Personal Identification Number) is generated by the student information system. There is no way to change that number.

2. *Who do I contact if I forget my PIN or my password?*

- Your child's school will have access to look up your PIN and to look up or reset your password. PINs and passwords may also be obtained at SJUSD Central Enrollment or from SJUSD Technology Services.

3. *How do I update my email address? Or change my password?*

- Once you are logged onto the Parent Portal, click the "Account" link in the upper-right corner of the screen. A window will open with fields for you to update your email address or your password. Edit the information and click "Submit."

4. *Who will have access to my email address?*

- Email addresses provided for the Parent Portal will be used only for district communication. San Juan Unified School District will NOT sell or give away your email address.

5. *Why do my spouse and I have individual accounts? Couldn't we just use the same one?*

- Because a child's parents may live at different addresses, access is established for each parent individually. The information available will not differ between parents of the same child.

6. *Can my child's stepparent access my child's information?*

- Your child's school will be able to provide login information for any contact that you identify as a guardian, and for whom you provide complete address and telephone information. By default, only the mother, father,

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legal guardian, foster parent, and emancipated minors have access to Parent Portal.

7. *How do I get my child's demographic information corrected?*

- Using the *My Information* link, you are able to update and change your child's demographic information. Afterward the school will review the data and post it to your student's record. Please allow a reasonable amount of time for the review process to be completed. To update your student's home address, please contact your child's school or SJUSD Central Enrollment. A change to the student's home address will most often require supporting documentation, such as a utility bill.

8. *What if I have more than one child enrolled in the district?*

- In one viewing, you will have the opportunity to view the information of every student who has been designated as your dependent. If you have only one child in the district, the screen will automatically bring up your student's information.

9. *Can I print out my child's information?*

- Parent Portal information may be placed into a print friendly PDF using the *Print Info* link on the left side of the page. Only sections that are currently displayed will be included in the PDF. If you would like to print the Calendar along with all of the other sections, you will need to print using the browser's native printing function.