

# MANDATORY - Completing your Emergency Card

All families must confirm and/or edit their emergency card information. Please take a few minutes to complete the process.

**Step 1:** Go to <https://sis.sanjuan.edu/parentportal>

**Step 2:** In the upper left corner log in using your PIN and PASSWORD. If you do not have this information, or can't remember it, please email Juli Paxiao at [juli.paxiao@sanjuan.edu](mailto:juli.paxiao@sanjuan.edu) and she will provide you with the information.

**Step 3:** Click on "Re-Enrollment" at the top of the screen.

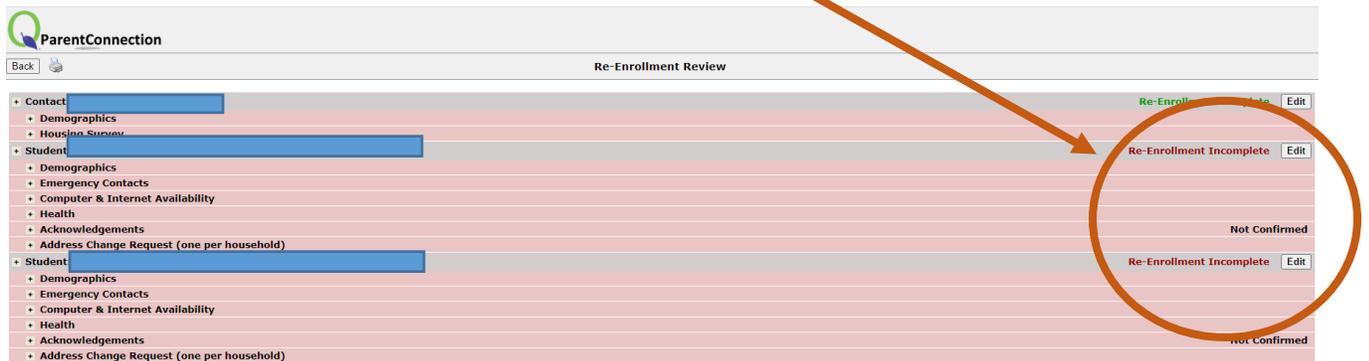


Welcome Krista Skidgel Signed In: Monday, July 27, 2020 at 7:31 AM

[Re-Enrollment](#) | [My Account](#) | [Email Signup](#) | [Help](#) | [About](#) | [Sign Out](#)

Grade	School Name	School Year	Birth Date	Emergency Card	Counselor
05	Grand Oaks Elementary (T)	2019-2020	2/3/2009	Unassigned	Unassigned
06	Sylvan Middle School (T)	2020-2021	2/3/2009		
08	Sylvan Middle School (T)	2019-2020	10/21/2006	Unassigned	Velasco, Marti
09	Mesa Verde High School (T)	2020-2021	10/21/2006		

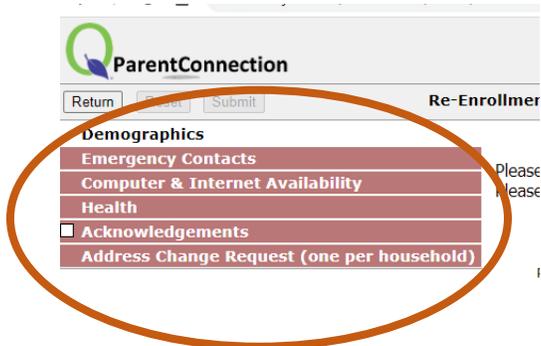
**Step 4:** Click the "edit" buttons to the right of your screen. (NOTE: if you have multiple children in SJUSD all will show up on this screen and will need to be confirmed).



ParentConnection Re-Enrollment Review

Contact [Redacted]	<a href="#">Re-Enrollment Incomplete</a> <a href="#">Edit</a>
Demographics [Redacted]	
Housing Survey [Redacted]	
Student [Redacted]	<a href="#">Re-Enrollment Incomplete</a> <a href="#">Edit</a>
Demographics [Redacted]	
Emergency Contacts [Redacted]	
Computer & Internet Availability [Redacted]	
Health [Redacted]	
Acknowledgements [Redacted]	
Address Change Request (one per household) [Redacted]	
Student [Redacted]	<a href="#">Re-Enrollment Incomplete</a> <a href="#">Edit</a>
Demographics [Redacted]	
Emergency Contacts [Redacted]	
Computer & Internet Availability [Redacted]	
Health [Redacted]	
Acknowledgements [Redacted]	
Address Change Request (one per household) [Redacted]	

**Step 5:** Fill out each of the areas by clicking on heading to the left:

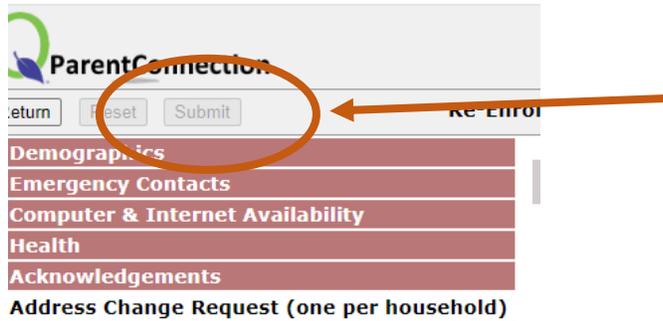


ParentConnection Re-Enrollment

- Demographics
- Emergency Contacts
- Computer & Internet Availability
- Health
- Acknowledgements
- Address Change Request (one per household)

**EDIT/CONFIRM** each of these areas as needed, but you **MUST** complete the re-enrollment process by clicking on "acknowledgments" heading and checking the box.

**Step 6:** After Acknowledging the changes, make sure you click "SUBMIT" in the upper left hand corner.



### **\*\*\*Mobile Devices and Tablets\*\*\***

If you are completing the Emergency Card process from a mobile device (ipad, cellphone, or tablet) please note that you must activate the "request desktop site" prior to completing this process as the parent portal defaults to a cellphone version and does not include all of the proper functions for confirming information. Here are the directions:

iPHONE (two different ways depending on the software version you have on your phone):

<https://www.howtogeek.com/435173/how-to-view-a-desktop-site-on-mobile-safari/#:~:text=Open%20the%20Safari%20app%20on,select%20%E2%80%9CRequest%20Desktop%20Site.%E2%80%9D>

Android: <https://www.techbout.com/request-desktop-version-website-android-phone-17720/>

## **Completing your Meal Application Online**

We ask that all families complete the meal application. This does not mean you will qualify and if you do qualify it does not mean you have to take advantage of the opportunity. Please take a few minutes to complete the process.

Step 1: Go to <http://mealapps.sanjuan.edu>

Step 2: Read the terms and click the box next to "I have read the above and agree", then click "start"

Step 3: Complete the process