



DATA CONFIRMATION (pre-registration) IS OPEN ONLINE

7TH and 8TH Grade Online Data Confirmation

is now open for the 2021-2022 school year

Parents of future 7th and 8th Grade Alamitos Intermediate Students:

Below are the simple steps to complete the online Data Confirmation process. Online Data Confirmation Steps:

1. LOG ON TO YOUR PARENT PORTAL ACCOUNT: Please note your student's Permanent ID number at the top of screen. You will need this number to complete the Data Confirmation process. ***Incoming 7th grade parents will need to click on the "Change Student" tab in the upper right hand corner, then select Alamitos.***
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."*** If this does not appear, click on the "Student Information" tab and then click on "Data Confirmation".
3. NEXT YOU WILL SEE THE SENTENCE STATING: ***"Please select each of the tabs and complete or update the required information."***
 - Start the process by clicking on the ***"Family Information"*** tab. Please select the correct response to the two statements. Click ***"Confirm and Continue."***
 - ***Go to Tab 2 "Students"*** Please complete the information on this tab and click ***"Confirm and Continue"***
 - ***Go to Tab 3 "Contacts"*** Review the contact information in this tab. (Note: you must have four (4) contacts for emergency purposes. Please be sure that you identify these contacts as Mother, Father, Aunt, Uncle, Emergency Contact, etc. otherwise the contact information will not show on your student's emergency card.)
 - i. If you need to change the contact information click on the ***"Change"*** button and edit the contact information. After making changes to this information, click on the ***"Save"*** button.
 - ii. If you need to add a contact, click on the ***"Add"*** button. Complete the new contact information in the appropriate boxes and click on the ***"Save"*** button.

- iii. If you need to delete contact information, click on the **“Delete”** button. You will be asked the question **“Are you really sure you want to delete this Contact Record?”** Click **“Yes”** if you want to delete the contact information. Once complete, **“Confirm and Continue.”**
 - **Go to Tab 4 “Documents”** Review each of the documents in this tab by clicking on the name of the document. You may print or save these documents to your computer **(Note: it is important to review with your student the information found in this tab)** Once complete, **“Confirm and Continue.”**
 - **Go to Tab 5 “Authorizations”** Review each category found on the left side of the page and then click the appropriate box to the right. **(Note: a box for each item must be checked or you will not be able to complete the process)** After completing each of these, click on the **“Save”** button, **“Confirm and Continue.”**
 - After reviewing **all** documents, click on **Tab 6 “Final Data Confirmation”**. Confirm that you have reviewed each of the previous tabs and the information in each of the previous tabs, **“Save”** this item.
4. CLICK ON THE **“Print Student Information Emergency form”** link (it is located on the bottom portion of the box) You will then be prompted to enter your student’s **“Permanent ID Number”** and your student’s **“Birth Day”** and then click on the **“Submit”** button.
 - If you missed entering any needed information, you will be prompted to go back to that tab and complete the missing information

If you have any questions or need assistance with the Data Confirmation process, please contact the school office at 714-663-6101 on Tuesday and Thursday between 9:00-2:00pm