

Garden Grove Unified School

Gabriela Mafi, Ed. D.
Superintendent

Allie Bak
Assistant Principal

Denise Kirkman
Principal

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9801 Bishop Pl, Westminster, CA

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Sarah McGarvin Intermediate

Greetings McGarvin Parents and Guardians:

Beginning **Monday, May 11th**, the Online Data Confirmation process will be accessible through your Parent Portal account to register your student for the 2020-2021 school year. In order to enroll your student you need to be aware of the following information:

- Data Confirmation should be completed online by **Friday, June 5th**, and it is not necessary to turn in any documents to the school office.
- Enrollment for the Boys' and Girls' Club will be based on a first-come first-serve basis; we will start accepting applications beginning Wednesday, August 12th after the Summer Break.
- Simple steps to complete Data Confirmation are listed on the next page.
- For your convenience, students will be able to purchase PE clothes and a yearbook when the office opens Wednesday, August 12th. PE clothes will also be available to purchase during class when school starts.

For further information or assistance, please see McGarvin's website or contact the school office at 714-663-6218.

Respectfully,

Denise Kirkman
Principal



Online Student Registration Checklist:

In order to successfully register for the 2020-2021 school year and receive a class schedule, the following forms must be completed online:

- Emergency card (Mandatory)
- Boys & Girls Club Application (Optional-space available on first-come first-serve basis, school office will open to start accepting applications on Wednesday, August 12th)
- Voluntary Student Accident Insurance (Optional – Student Insurance information will be provided upon request)
- Free & Reduced Lunch Application after July 1st (Optional – <https://family.titank12.com/>) (Menu available at <http://gardengrove.healtheliving.net/what-we-do/menus/>)

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On-line Registration Steps

(Select your language preference at the log-on screen by clicking on the down arrow)

1. LOG ON TO YOUR PARENT PORTAL ACCOUNT – Please note your student’s Permanent ID number at the top of the 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 at the top of the screen, then select McGarvin.***
2. A BANNER WILL APPEAR ACROSS THE TOP OF THE PAGE THAT STATES: **“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 (Family Information, Student, Contacts, Documents, Authorization, and Final Data Confirmation) and complete or update the required information.”**
 - a. Start this process by clicking on the “Family Information” tab. Select whether or not at least one parent/guardian is active in the United States Armed Forces by clicking on the appropriate box. Select one of the options to complete the residence survey by clicking on type of residence that applies to your family. Click on the **“Confirm and Continue”** button to proceed to the next section.
 - b. Next click on the “Student” tab. Check the information in this section. If there is missing or incorrect information, click on the **“Change”** button and then edit the contact information. After making changes to this information click on the **“Save”** button. Click on the **“Confirm and Continue”** button to proceed to the next section.
 - c. **“Contacts”**-Scroll down to review the contact information in this tab and complete all of the empty boxes in this field. If you need to change the contact information, click on the **“Change”** button and then edit the contact information. After making changes to this information click on the **“Save”** button.
 - i. If you need to add a contact, click on the **“Add”** button. Complete the new contact information in the appropriate boxes and all other empty boxes in this section and then click on the **“Save”** button.
 - ii. 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.
 - iii. Be sure to click **“Save”** after all new information has been entered. Click on the **“Confirm and Continue”** button to proceed to the next section.
- “Documents”** – Review each of the documents in this tab with your student by clicking on the name of the document. You may print or save any of the documents to your computer. Click on the **“Confirm and Continue”** button to proceed to the next section.
 1. **“Authorizations”**-Review each category found on the left side of the page and then click on the appropriate box to the right side (Status). Note, a box for each item must be checked or you will not be able to complete the process. After completing each of the sections, click on the **“Save”** button. Click on the **“Confirm and Continue”** button to proceed to the next section.
 2. **“Final Data Confirmation”**- Please read the information on this page then be sure to click on the green **“Finish and Submit”** tab to the left. You will then see a note that states “Thank you for confirming the student data in the system.” You will also see 5 green check marks next to all the tabs you have completed. You are now able to click on the **Print New Emergency Card** link. You will be prompted to enter your student’s “Permanent ID Number” and “Birth Date” (ex: 01/01/2016), then click on **“Submit.”**

