

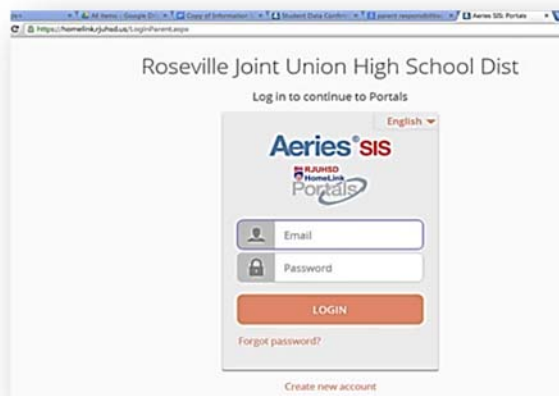
HOMELINK DATA CONFIRMATION INSTRUCTIONS FOR PARENTS/GUARDIANS

NOTICE: PARENT/GUARDIANS MUST COMPLETED IN ORDER TO VIEW STUDENT SCHEDULE.

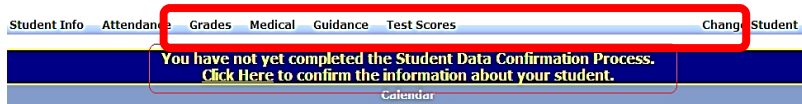
This is a **mandatory requirement** for all Parents/Guardians of students enrolled in the Roseville Joint Union High School District to update in HomeLink in Student Data Confirmation.

Access your HomeLink account by logging onto [HOMELINK](#) . (Parents, **DO NOT LOG IN USING YOUR STUDENTS' E-MAIL & PASSWORD**)

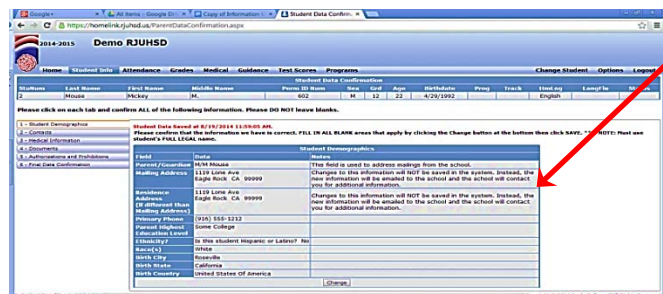
STEP #1 – Log into Your HomeLink Account. If you have never logged into HomeLink, please review instructions for “forgot password”.



STEP #2 – You will see the message below at the top of your screen to update your Student Data. Please click **“Click Here”** to verify your student’s information.



Student Demographics TAB – It is important that you update **ALL** of the fields available in the Student Demographics tab. Please click the **Change** button at the bottom of the screen to save your updates. **Please note address changes will be noted and a message with the change will be forwarded to the School Registrar.** Refer to the “NOTE” below for detailed instructions.



NOTE: Parents/Guardians are required to submit updated proof of address to the school, within thirty (30) calendar days of the change. Failure to do so may be cause for forfeiture of the right to continuing enrollment. If false or inaccurate residence information is discovered, the student will be transferred to the District or school of residence. If you have moved out of RHS Boundaries, you will need to file an Inter-District or Intra-District Transfer pertaining your new address location.

ONCE YOU HAVE MADE YOUR UPDATES MAKE SURE TO SAVE THE UPDATED INFORMATION BY CLICKING THE SAVE BUTTON BEFORE MOVING ON TO THE NEXT TAB.



Contacts TAB: – Please review and make any necessary corrections to the contact data. Click the name of the contact on the left hand side of the screen that you wish to change or delete. Click “add” to add a new person to the contact screen. Please provide two contacts (besides parent/guardian) in case of an emergency. Please do not add email addresses for emergency contacts!



Medical Information TAB:– If your student has a medical condition that we should be aware of please enter the information on this tab. If not, you may skip this tab.



Authorizations & Prohibitions TAB– You must select either yes or no for each description regarding your status on place of residence. With your student, read and confirm all authorizations.



Documents TAB – Select the Documents tab for a list of the Annual Required Notifications. Click the link on each document to view. With your student, read and confirm all authorizations. Exit the document when you have finished, then click the box on the right to confirm that you have read and understand the document.



Final Confirmation – Please confirm that you have read and completed the information verification process by checking each. Once completed, you will see a **“Thank you for Confirming your student's information. Your student will now be able to pick up their schedule.”**

Please visit your student’s school website for information regarding schedule pick up dates.

DO YOU HAVE MULTIPLE STUDENTS?

- If you have multiple students **Data Confirmation** will need to be done for **each student**. To view, select **Change Student** on the right hand side of the screen and select the student whose information you want to view.

NOW THAT YOU HAVE COMPLETED DATA CONFIRMATION, PLEASE REVIEW INSTRUCTIONS ON HOW TO ACCESS CLASS SCHEDULES ON HOMELINK