

CVUSD Annual Updates Instructions for 2024-2025

- Please complete the Annual Updates in [Q Parent Connection](#) by Monday, August 12, 2024.
- **All parents/guardians must complete the Annual Updates for each student every year even if you have recently enrolled your student in CVUSD for the first time.** We must ensure that we have the most up-to-date information about you and your student and that you are well-informed about laws and policies pertaining to your child's education.
- If you cannot access [Q Parent Connection](#), paper copies of the required Annual Updates may be obtained from Student Support Services at the CVUSD District Educational Center at 1400 East Janss Road, Thousand Oaks, CA 91362 between the hours of 7:30 a.m. and 4:30 p.m. Monday through Friday or at your student's school.

Signing In to the Q-Parent Connect Portal

1. Go to [Q Parent Connection](https://conejo.vcoe.org) <https://conejo.vcoe.org>.
2. Enter your CVUSD Q-Parent Connection PIN and Password (if you do not have these, see below).
 - a. To request your login information, click on "**Need your Login Info?**" and enter the email address that is associated with your Q-Parent Connection account.

ParentConnection Home FAQ's District Website Language: English

ParentConnection Login

PIN or Email
Enter PIN

Password
Enter password

Login

[Forgot Your PIN?](#) [Reset Your Password](#)

Useful Links

[Conejo Valley USD](#)
[Need Your Login Info?](#)

Conejo Valley USD
Welcome to the ParentConnect for the Conejo Valley Unified School District.

Problems logging in? Click "**Need Your Login Information**" under the PIN and Password fields. Input your email address associated to your Parent Connect account and you will be sent both your PIN and Password through email. If you are new to CVUSD in 2023-2024, enter the email address provided while completing the online Pre-Enroll process, or provided to the school site when enrolling using paper forms. If you are still unable to access, please contact **your student's school** if you have problems logging in. **Do not contact the District Office.** The District Office is not authorized to give out PINs and passwords over the phone. List of schools and phone numbers: <http://www.conejousd.org/Schools.aspx>

Pulse Data: Pulse is a new section in Parent Portal Connection. It gives you an overview of Grade Book assignments. However, information is only updated nightly so it may not match current assignment information exactly if teachers have made changes during the day. Also, not all teachers use Grade Book, so some classes may be missing.

Assignments: By default, the system only shows you 2 weeks forward and 2 weeks back to reduce screen clutter. To show all assignments, remember to check-mark the "Show All" box.

Schedules: Check-mark "Show All" to show all classes.

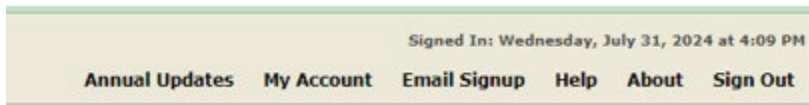
- b. If you are new to CVUSD in 2024-2025, enter the email address that you provided during the enrollment process.
- c. Click the **Submit** button and the Q system will email your login credentials to you.

- d. If you still have questions regarding your unique login information, after following the **“Need Your Login Information?”** steps, please contact your elementary school’s office manager or middle or high school’s registrar for further assistance.

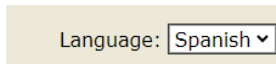
Note: All parents/guardians listed in Q have their own private and secure Q-Parent Connection PIN and Password. Q-Parent Connection logins are only provided to parents and legal guardians. Each Parent Connection account requires a unique email address.

Accessing the Required Annual Updates

Once signed in, click on the **Annual Updates** link located in the top right-hand corner of the screen:



*If Spanish translation is needed, please choose **Language: Spanish** in the top right-hand corner of the screen.



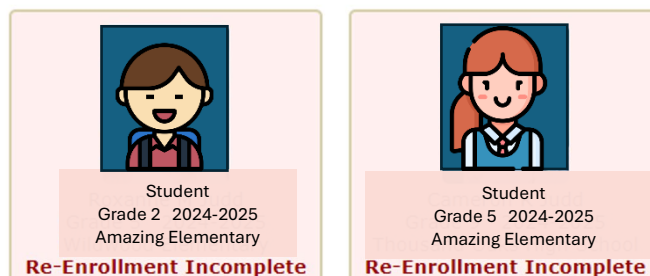
Reviewing and Updating Information in Q

1. Q will show one module per **Contact** (parent/guardian) in the same household and one module per **Student**.

Contacts



Students



2. Click on each parent/guardian and then on each student to complete the required updates.
3. As you complete each section, make sure to confirm that you have reviewed the data and made changes where appropriate by checking the box at the bottom of each page:

As the Parent/Guardian, I have reviewed the data and made changes where appropriate. I understand that I may be required to submit additional documentation to support the changes.

And then clicking “Submit” in the top, left corner of each page.



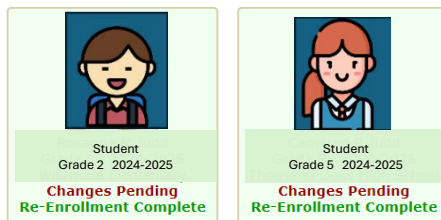
4. **Five** sections must be completed for each student - **Demographics, Emergency Contacts, Student Residential Info, Health Information, and Acknowledgments & Permissions.**
5. The **Upload Documents** section may only be used for:
 - a. Uploading residency verification (e.g. current utility bill) if a new address was provided in the Student Residency Questionnaire.
 - b. Uploading immunization records if documents were not previously provided to the school site.

Once you have completed the updates for Contacts and Students, the backgrounds for each person will have changed from pink to green. Your changes will show as “**Changes Pending**” until they are received and approved by school office staff.

Contacts



Students



Instrucciones para las Actualizaciones Anuales de CVUSD para 2024-2025

- Complete las Actualizaciones Anuales en [Q Parent Connection](#) antes del lunes 12 de agosto de 2024.
- Todos los padres/tutores deben completar las Actualizaciones Anuales para cada estudiante cada año, incluso si recientemente inscribieron a su estudiante en CVUSD por primera vez. Debemos asegurarnos de tener la información más actualizada sobre usted y su estudiante y de que esté bien informado sobre las leyes y políticas relacionadas con la educación de su estudiante.
- Si no puede acceder a [Q Parent Connection](#), puede obtener copias impresas de las Actualizaciones Anuales requeridas en los Servicios de Apoyo Estudiantil en el Centro educativo del distrito de CVUSD en 1400 East Janss Road, Thousand Oaks, CA 91362 entre las 7:30 a. m. y las 4:30 p. m., de lunes a viernes, o en la escuela de su estudiante.

Iniciar sesión en el portal Q Parent Connection

1. Vaya a [Q Parent Connection https://conejo.vcoe.org/](https://conejo.vcoe.org/)

1. Ingrese su PIN y contraseña de Q Parent Connection de CVUSD (si no los tiene, consulte a continuación).

- a. Para solicitar su información de inicio de sesión, haga clic en "¿Necesita su información de inicio de sesión?" e ingrese la dirección de correo electrónico asociada con su cuenta de Q-Parent Connection.

The screenshot shows the ParentConnection login interface. On the left is a 'ParentConnection Login' form with input fields for 'PIN or Email' (containing 'Enter PIN') and 'Password' (containing 'Enter password'), a 'Login' button, and links for 'Forgot Your PIN?' and 'Reset Your Password?'. In the center is a 'Conejo Valley USD' banner with a tree logo and the text 'ACADEMICS • ACTIVITIES • SAFETY' and 'CVUSD CONEJO VALLEY UNIFIED SCHOOL DISTRICT'. To the right of the banner is a 'Conejo Valley USD' notice: 'Welcome to the ParentConnect for the Conejo Valley Unified School District. **Problems logging in?** Click "Need Your Login Information" under the PIN and Password fields. Input your email address associated to your Parent Connect account and you will be sent both your PIN and Password through email. If you are new to CVUSD in 2023-2024, enter the email address provided while completing the online Pre-Enroll process, or provided to the school site when enrolling using paper forms. If you are still unable to access, please contact **your student's school** if you have problems logging in. **Do not contact the District Office.** The District Office is not authorized to give out PINs and passwords over the phone. List of schools and phone numbers: <http://www.conejovalue.org/Schools.aspx> **Pulse Data:** Pulse is a new section in Parent Portal Connection. It gives you an overview of Grade Book assignments. However, information is only updated nightly so it may not match current assignment information exactly if teachers have made changes during the day. Also, not all teachers use Grade Book, so some classes may be missing. **Assignments:** By default, the system only shows you 2 weeks forward and 2 weeks back to reduce screen clutter. To show all assignments, remember to check-mark the "Show All" box. **Schedules:** Check-mark "Show All" to show all classes.

 Below the banner is a 'Useful Links' section with links to 'Conejo Valley USD' and 'Need Your Login Info?'.

- b. Si es nuevo en CVUSD en 2024-2025, ingrese la dirección de correo electrónico que proporcionó durante el proceso de inscripción.
- c. Haga clic en el botón Enviar y el sistema Q le enviará por correo electrónico sus credenciales de inicio de sesión.
- d. Si aún tiene preguntas sobre su información de inicio de sesión única, después de seguir los pasos de "¿Necesita su información de inicio de sesión?", comuníquese con el gerente de la oficina de su escuela primaria

o con el registrador de la escuela secundaria o preparatoria para obtener más ayuda.

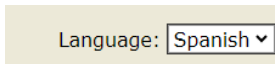
Nota: Todos los padres/tutores que figuran en Q tienen su propio PIN y contraseña de Q-Parent Connection privados y seguros. Los datos de inicio de sesión de Q-Parent Connection solo se proporcionan a los padres y tutores legales. Cada cuenta de Parent Connection requiere una dirección de correo electrónico única.

Acceso a las actualizaciones anuales obligatorias

Una vez que haya iniciado sesión, haga clic en el enlace Actualizaciones Anuales ubicado en la esquina superior derecha de la pantalla:

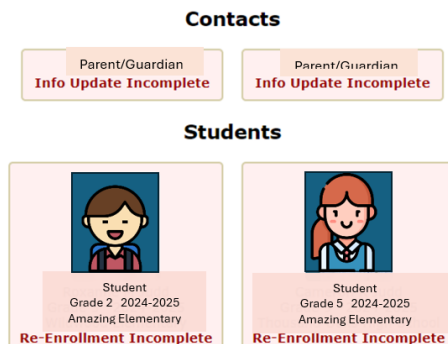


*Si necesita traducción al español, seleccione Idioma: español en la esquina superior derecha de la pantalla.



Revisión y actualización de información en Q

1. Q mostrará un módulo por **contacto** (padre/tutor) en el mismo hogar y un módulo por **estudiante**.



2. Haga clic en cada padre/tutor y luego en cada estudiante para completar las actualizaciones requeridas.
3. A medida que complete cada sección, asegúrese de confirmar que ha revisado los datos y realizado los cambios correspondientes marcando la casilla en la parte inferior de cada página:

- As the Parent/Guardian, I have reviewed the data and made changes where appropriate.
I understand that I may be required to submit additional documentation to support the changes.

Y luego haga clic en “Enviar” en la esquina superior izquierda de cada página.



4. Se deben completar **cinco** secciones para cada estudiante: Datos demográficos, Contactos de emergencia, Información residencial del estudiante, Información de salud y Reconocimientos y permisos.

5. La sección Cargar documentos solo se puede usar para:

- Cargar verificación de residencia (por ejemplo, factura de servicios públicos actual) si se proporcionó una nueva dirección en el Cuestionario de residencia del estudiante.
- Cargar registros de vacunación si no se proporcionaron documentos previamente al sitio escolar.

Estudiantes, los antecedentes de cada persona habrán cambiado de rosa a verde. Sus cambios se mostrarán como "**Cambios pendientes**" hasta que el personal de la oficina de la escuela los reciba y los apruebe.

Contacts



Students

