

Step 1: Login to GJSD Home Access

http://hac.gjps.org

Login

This system is the property of Gahanna-Jefferson Public Schools and is for official business only. Unauthorized access is prohibited and violators are subject to prosecution. This system is also subject to monitoring at any time. Use of this system implies consent to monitoring.

Please enter your account information for Home Access Center.

User Name:

Password:

[Forgot My Username or Password](#)

Step 2: Select 'Update Registration' from the Registration Screen

Gahanna Schools

Home Attendance Classes Grades Registration

Demographic **Update Registration** Fees

Form Name	Status	Modified By	Last Modified Date
			New

Step 3: Create a New form for making updates

To make updates, click the 'New' link.

Step 4: Review and Update Student Emergency/Contact Information

First Click on the 'Show All Sections' to view all sections/fields at once. Scroll down screen to review and make any updates as necessary.

GAHANNA-JEFFERSON PUBLIC SCHOOLS

New Student Information

2014-15 School Year - Update Student Information -

Instruction: Click on 'Show All Sections' to expand all the sections. Click on 'Hide All Sections' to collapse all the sections.

[Show All Sections](#) [Hide All Sections](#)

Student Information Tab

Student Information – the information in this section applies to the student only.

Existing Information on File	Enter Any changes Below
What grade will your child be in the selected school year? *	Seventh Grade <input type="text" value="Seventh Grade"/>
First Name *	<input type="text" value="Ann"/>
Middle Name	Ann <input type="text" value="Ann"/>
Last Name *	<input type="text" value=""/>
Generation	<input type="text" value="-- Select --"/>
Nickname	<input type="text" value=""/>
Gender *	Female <input type="radio"/> Male <input checked="" type="radio"/> Female
Birth Date *	<input type="text" value=""/>

It is extremely important that all contact information is accurate and up to date, including parent email address. **Scroll to the Guardian/Emergency Contact Information section to edit/view the information** currently in our Student Information System. All students should have at least one Guardian contact record and one Emergency Contact record. District staff/teachers use email as a primary means of communication. Please be sure that your email address is correct.

PLEASE NOTE: Each contact should only have one contact type. For example: If you are the Guardian, you DO NOT need to add yourself as an Emergency Contact

Step 5: Scroll Down to Additional Student Information

Complete this section as needed- remember that anything with a red * is required, and you will not be able to submit the form if all required fields are not complete.

Step 6: Scroll Down to bottom of Form and: 1. Check 'I Agree to Terms', 2. Submit

This step will submit any changes you made to your child's School. Even if you do NOT make any changes, you need to complete this step in order to indicate you have verified your student's emergency contact related information.

Medication(s) taken at home:	<input type="text"/>
Medication(s) taken at School:	<input type="text"/>
Does your student have any of the following health conditions? *	-- Select --
<input type="checkbox"/> 504 Plan with specific medical accommodations	No
<input type="checkbox"/> Diabetes	No
<input type="checkbox"/> Tube Feedings	No
<input type="checkbox"/> Wheelchair or Other Adaptive Mobility Devices	No
Primary Physician	<input type="text" value="Richard Petrella"/> Richard Petrella
Preferred Hospital:	<input type="text" value="Children's"/>
Dentist Name:	<input type="text"/>
Media Release: *	<input type="text" value="OK to release photo(s)"/>
Public Records Request Consent: *	<input type="text" value="Do Not release information"/>
PTO/PTA Family Directory Consent: *	<input type="text" value="OK to release information"/>
Handbook Acknowledgement *	<input type="text" value="Received/Viewed and Read"/>

Documents

To complete this form click 'Save', check the 'I Agree' box and press submit. I pledge that I am the legal parent/guardian of the child indicated on this document and that the information I have provided is true and correct to the best of my knowledge.

I Agree
To submit please select 'I Agree'

This website and access are provided as a service of Gahanna-Jefferson Public Schools. Every effort is made to display accurate information. If however, you feel that displayed information is incorrect, please contact your child's school. If at any time guardianship changes, please notify the Welcome Center at Clark Hall.