

Step 1: Login to GJSD Home Access

http://hac.gjps.org

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

Form Name	Status	Modified By	Last Modified Date	Edit/View
2014-15 School Year~ Student Information Update Form	Accepted		7/25/2014 8:20:44 AM	View
	New			

Step 3: Create a New form for making updates

To make updates, click the 'New' link.

NOTE: If you do not see a 'New' link, it is possible that you had a 2015-16 form that was denied. If you click 'edit' for denied form, it will open a 2016-17 form. The grade/building will be updated for the current school year once you complete the form and submit it.

Step 4: Review and Update Student Emergency/Contact Information

Be sure you are in the correct school year, (2017-18) then click on the 'Show All Sections' to view all sections/fields at once. Scroll down screen to review and make any updates as necessary.

Existing Information on File

What grade will your child be in the selected school year? * Eleventh Grade

First Name * [Input Field]

Middle Name [Input Field]

Last Name * [Input Field]

Generation [Select]

Nickname [Input Field]

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	Richard Petrella	Richard Petrella
Preferred Hospital:	Children's	
Dentist Name:	<input type="text"/>	
Media Release: *	OK to release photo(s)	
Public Records Request Consent: *	Do Not release information	
PTO/PTA Family Directory Consent: *	OK to release information	
Handbook Acknowledgement *	Received/Viewed and Read	

Documents

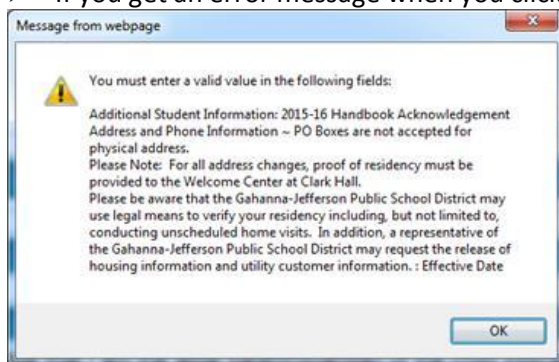
To complete this form click 'Save', check the 'I Agree' box and press submit. I pledge that I am the legal parent/guardian of the child indicated on this document and that the information I have provided is true and correct to the best of my knowledge.

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.

Helpful Hints:

- Student/Guardian addresses CAN NOT be changed on line. You must make these changes through the Welcome Center.
- If you are updating a Guardian Phone number(s), please be sure to update the phone number(s) in the student section as well.
- If you need to update a current contact's phone number or email- you just need to change it. You do not need to create a new contact in order to do that.
- If you want to completely change an emergency/other contact- delete the one you want to remove, then add the new one (do not change the name on the one that is listed)
- If you get a message that says "Update Form Currently Not Available" please contact your building secretary (or the Guidance Department if your student is in High School)
- If you get an error message when you click save and submit, that looks like this:



Go back up to the Address and Phone section and enter the date in the Effective Date box.

- In the "Additional Student Information" section – all fields with a * are required. You will not be able to save and submit if any of the required fields are missing.
- If you do not remember your username or password, please contact your building secretary (or the Guidance Department if your student is in High School)