



395 Doherty Drive | Larkspur, CA 94939

Tamalpais High School

2017 Gold Ribbon School

Sir Francis Drake High School

2017 Gold Ribbon School

Redwood High School

National Blue Ribbon School and California Distinguished School

Tamiscal High School

California Distinguished School and Exemplary Independent Study Recognition Award

San Andreas High School

2018 Recognized by the California Department of Education as a Model Continuation School

Dear Parents/Guardians:


We are preparing for another great academic year. We look forward to seeing your student(s) on the first day of school Wednesday, August 21ST.


Each year we are required by law to verify student demographic and emergency contact information. The following directions will guide you through the process of making any necessary changes using the Home Access Center. Please follow the directions below to update the information for your current TUHSD student(s). The form must be completed by Friday, August 16th so that we have the most current information by the first day of school. The student information update is for **returning students only**; incoming 9th grade students recently enrolled are not able to use this process.



Please go to <https://home.tamdistrict.org> and login to your account.


- You **MUST** have a *PARENT Home Access Center* account in order to this update form. You cannot use a student account to complete the student information update.
- Only a parent/guardian who is listed as living with the student may complete the form.
- If you have more than one student in the district in grades 10-12, use the Change Student button (upper right of your screen) to switch between students and complete the following steps. You must complete the form for each student.
- Login to Home Access Center > Click the Registration icon > Update Registration tab > **click on the word "NEW"** to bring up the form. Click on Show All Sections on the upper right. Review and update all sections.
- If you do not have a parent account, please create one by following these directions below:
 - **ONLY FOR THOSE WITHOUT A PARENT HOME ACCESS CENTER ACCOUNT**
Follow the link above and click on Account Registration button. Enter your (parent/guardian) name and address as provided for our school records.
- Please be sure to include the cell phone number for you **and your student** in order to receive information from the District via text message in case of emergency.

Step 1. After you have logged into Home Access, Click on the “**Registration**” Icon at the top of the page. Then click the **Update Registration** tab. On the **Registration Forms** page click **NEW**.
If you need to leave the form prior to completing it, click on Save at the end of the section. Also, please note, all questions with the red asterisk must be answered before submission is allowed.

Step 2. 
When the form opens, it will be populated with information that we currently have in our system. Review the information under “**Student Information Tab**” to ensure it is accurate. **Contact your school’s Counseling Secretary with any corrections.**

Step 3. 
Click on the “**+**” next to “**Address and Phone**” and review to ensure that the information is accurate. If your student’s Physical or Mailing Address has changed, contact your school’s Counseling Secretary. If your student would like to receive text messages from the district, include your student’s cell number. School Message phone number is required. This should be a guardian cell or home phone number. Once changes have been made and “**SAVED**” or if you made no changes, move on to Step 4.

Step 4. 
Click on the “**+**” next to “**Contact information**”. Review to ensure the information is accurate or make changes. You can edit existing contact information by clicking on the paper with pencil  icon under the Edit/View column. **New contacts** can be added by clicking on the “**Add Contact**” button. **Click “SAVE” after each change or addition has been made to this section.** You can click on “**Add Contact**” again to add another if needed. To review the contact information, click on the paper and pencil icon and when finished, click “**Cancel Update Contact**”. The information already in our system will remain unchanged. If each guardian would like to receive text messages from the district, be sure to include a cell number. A Non-Guardian Emergency contact is required for each student; name and phone number(s) only. Once changes have been made and “**SAVED**” or if you made no changes, move on to Step 5.

Step 5. 
Click on the “**+**” next to “**Additional Information**”. This section includes all **Medical and Opt-Out** information the school needs to be aware of. All questions marked with a red asterisk must be answered. If any changes are made, click **SAVE**, or if you made no changes, move on to Step 6.

Step 6. After you have reviewed and completed all sections of the form, **Check the “I agree” box and click SUBMIT.** **You must do this final step in order for any changes to transfer to our student information files.**

I Agree

To submit please select 'I Agree'

SCHOOL CONTACT LIST

If you do not have access to a computer or need assistance, please contact the appropriate person listed below.

Tamalpais High School

Technical/log in problems, contact: Katie Bordenave, Data Specialist
kbordenave@tamdistrict.org (415) 380-3522

For address change, contact: Jane Shapiro, Counseling Secretary
jshapiro@tamdistrict.org (415) 380-3537

Redwood High School

Technical/log in problems, contact: Meg Heimbrodt, Data Specialist
mheimbrodt@tamdistrict.org (415) 945-3628

For address change, contact: Diana Fernandez, Records Secretary
dfernandez@tamdistrict.org (415) 945-3625

Sir Francis Drake High School

Technical/login problems, contact: Brittany Mullery, Data Specialist
bmullery@tamdistrict.org (415) 458-3423

For address change, contact: Sandi Howard, Counseling Secretary
showard@tamdistrict.org (415) 458-3434

Tamiscal High School

Technical/log in problems, contact: Meg Heimbrodt, Data Specialist
mheimbrodt@tamdistrict.org (415) 945-3628

For address change, contact: Susanne Woods, Administrative Secretary
swoods@tamdistrict.org (415) 945-3794

San Andreas High School

Technical/log in problems, contact: Meg Heimbrodt, Data Specialist
mheimbrodt@tamdistrict.org (415) 945-3628

For address change, contact: Joy Collins, Administrative Secretary
jcollins@tamdistrict.org (415) 945-3770