

TAMALPAIS UNION HIGH SCHOOL DISTRICT

PO Box 605 – Larkspur, CA 94977 – (415) 945-1045 – Fax (415) 945-3797 – sturegister@tamdistrict.org

California Distinguished Schools: Tamalpais, Drake and Redwood High Schools

Dear Parent/Guardians:

We, in the Tam District, are preparing for another great academic year. We look forward to seeing your student(s) on August 23rd.


Each year, we are required by law to verify student demographic and emergency contact information. The following directions will guide you through the online student information update process for your student(s). Please follow these directions below to update all information for your current TUHSD student(s). **The form must be completed by Friday, August 18th. The student information update is for returning students only, incoming 9th grade students do not need to complete this process.**


INSTRUCTIONS:



Please go to: <https://home.tamdistrict.org>


- **You MUST have a PARENT Home Access Account to have access to this update form. You cannot use a student account to complete the student information update. (If you already have an account, you may be asked to create a Challenge Question and Answer.)**
- **Only a parent/guardian who is listed as living at the same address as the student may complete the form.**
- If you have more than one student in the district, grade 10-12, you will see a button on the upper right corner of your screen next to your student's name that says "Change Student." Click on that button and complete the following steps. You must complete the "Update of Student Information" form for each student.
- **If you do not have a parent account please create one by following the directions below:**
 - **ONLY FOR THOSE WITHOUT A PARENT HOME ACCESS ACCOUNT**
Follow the link above. When the page opens you will see a button immediately below the login that says: "Account Registration". Click here to create a new account with your (parent or guardian) name and address.
- If you and your student wish to receive information from the District via text message, please be sure to include **a cell phone number for you and your student**.
- Please complete this form by: **Friday, August 18th**

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 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'

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

Drake

Technical/login problems, contact:

Brittany Mullery, Data Specialist bmullery@tamdistrict.org (415) 458-3423

Change of Address, contact:

Sandy Howard, Counseling Secretary showard@tamdistrict.org (415) 458-3434

Tam

Technical/log in problems, contact:

Darla Deme, Data Specialist ddeme@tamdistrict.org (415) 380-3522

Change of address, contact:

Jane Shapiro, Counseling Secretary jshapiro@tamdistrict.org (415) 380-3537

Redwood

Technical/log in problems, contact:

Patty Segovia, Data Specialist psegovia@tamdistrict.org (415) 945-3628

Change of address, contact:

Ann Jackson, Counseling Secretary ajackson@tamdistrict.org (415) 945-3626

Tamiscal and San Andreas

Technical/log in problems, contact:

Patty Segovia, Data Specialist psegovia@tamdistrict.org (415) 945-3628

Change of address Tamiscal, contact:

Raylene Dohn, Records Clerk rdohn@tamdistrict.org (415) 945-3761

Change of address San Andreas, contact:

Joy Collins, Administrative Secretary jcollins@tamdistrict.org (415) 945-3770