



PASADENA UNIFIED SCHOOL DISTRICT
OFFICE OF COMMUNICATIONS

MEMORANDUM

July 12, 2018

TO: Principals, Office Managers, Registrars

FROM: Communications Office

SUBJECT: **2018-2019 Annual Parent Notifications (Parent/Student Handbook)**

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This is a followup to the May 25, 2018, Academic Services memo, "Switching to Paperless."

Each year, PUSD publishes the Parent/Student Handbook that contains required annual parent notifications and forms. As part of the move to paperless, the 2018-2019 Parent/Student Handbook and forms are posted in the "Data Confirmation" section of the Parent Portal at pusd.us/parentportal. Parents/guardians can read and download the Handbook, acknowledge receipt of the annual notifications, and sign off on permissions through their Parent Portal accounts.

The 2018-2019 Parent/Student Handbook and forms are also posted on the PUSD website at gopusd.com/handbook

To ensure that all parents are made aware of the transition to Parent Portal, please:

1. Distribute printed flyers to all parents at your school as soon as possible. Printed flyers are being delivered to your school this week.
2. Include a message in your school's phone blast about the online Handbook, and encourage parents to activate their Parent Portal accounts. Districtwide phone and email blasts will also go out at the start of the school year.

For parents without internet access:

Parents who do not have internet access must be able to view the Handbook and obtain printed forms from their school's main office.

1. Please print at least one copy of the [2018-2019 Handbook](#) and keep it available for viewing at the school main office. Some schools have binders for this purpose.
2. Upon request, please print the Annual Forms for parents/guardians. A pdf of the required forms is also located at gopusd.com/handbook. Schools must collect completed forms from parents/guardians and enter data into Aeries. This year, a Universal Acknowledgement/Authorization Form has been added.
3. ITS will make Chromebooks with guest accounts available for parents at all school counters.

Thank you! Please contact me if you have any questions.