



Welcome to the 2019-20 School Year at Mountain View High School!

Monday, Aug 19th is the first day of school!

Our Back-to-School Preparation is a 2-step process which requires action from BOTH parents/guardians and students. **STEP 1: Parents** update their student's information using the SIS Parent Portal.

STEP 2: Students attend Back to School Prep/Orientation Day on their assigned day.

Please read on for specific information on each part of the process...

STEP 1 - PARENTS: ANNUAL DATA CONFIRMATION

Mountain View High school requires that parents/guardians update student information each year via our Annual Data Confirmation. Using the SIS Parent Portal system, parents can update their family data as well as read and sign off on all of the required annual notices. You can begin data confirmation **August 5th, 2019**.

**** Parents/guardians need to complete this data confirmation process before their student's back-to-school orientation/prep date. ****

After the family data is updated online, a **confirmation email** will be sent to the parent/guardian email address on file. **This confirmation email will be the student's ticket to attend Back-to-School Prep/Orientation.**

Need help?

Additional information about Data Confirmation can be found on the District Office website under Educational Services <https://www.mvla.net/Domain/4186>

HOW TO COMPLETE THE ANNUAL DATA CONFIRMATION

You must use the SIS Parent account that you created when you first registered your student to complete Data Confirmation.

If you cannot remember your SIS parent account, please email mvhs.sis@mvla.net with your preferred email address. ****Include your student's name and your relationship to the student.****

After we add your email to your student's account, you will receive an email back with a link to SIS and your password. Now you can login!

Using your Parent Account, follow steps 1-6:

- Using Google Chrome, GO TO THE PORTALPAGE:** <https://parentportal.mvla.net>
Firefox and Safari will not work well.
- LOGIN:**
First, input your email address. Use the parent email address we have on file for you.
Next, input your password.
Forgot your password? Click on the "Forgot Password" text link below the red button.
- GO TO THE DATA CONFIRMATION SCREENS:**
To begin, **click on the yellow link, which states, "You have not yet completed the Student Data Confirmation Process..." OR**
Go to the top navigation bar and hover over "**Student Info**"
You will then see a link to "**Data Confirmation**" – **click on that link to begin.**
- UPDATE FAMILY DATA:** You must add emergency contacts and update any information that has changed. Please note: address changes cannot be made through Data Confirmation. Changes must be made through your school registrar, Rose Russo rose.russo@mvla.net.
- UPDATE ANNUAL REQUIRED DOCS:** such as *Student Emergency Card, Lunch applications, etc.*
- PRINT THE DATA CONFIRMATION EMAIL:** Upon completion of your updates, you will receive a Data Confirmation email. ****Print this email!**** Your student will need it for Back-to-School Prep/Orientation Day.

Do I already have a Parent Account?

Yes, a Parent/ Guardian SIS account was created when you first registered your student.

If you're unclear about the email address linked to our SIS Portal, call MVHS at (650) 940-4600.

Need assistance with Data Confirmation?

Help will be available in classroom #514-516 in both English & Spanish!

ELD and Special Ed parents

Mon, Aug 5: 8:00 AM - 4:00 PM

Tue, Aug 6: 8:00 AM - 4:00 PM

Wed, Aug 7: 6:00 PM - 8:00 PM

All Parents

Thurs, Aug 8: 8:00 AM - 12:00 PM

Thurs, Aug 8: 6:00 PM - 8:00 PM

Freshman parents

Mon, Aug 12: 9:00 AM – 12:00PM

All Parents

Tue, Aug 13: 8:00 AM - 9:30 AM

Tue, Aug 13: 10:30 AM -12:00 PM

Tue, Aug 13: 2:00 PM -3:30 PM

First Day of School

(College and Career Center)

Mon, Aug 19: 6:45 AM - 9:00 AM

STEP 2 – STUDENTS: BACK-TO-SCHOOL PREP/ORIENTATION DAY

****REMINDER: Students must bring a print-out of their Data Confirmation Email to Orientation Day****

Note your Back to School Prep/Orientation Day and Time.

- **9th Grade Orientation Day:** Mon. 8/12, 8:00 AM – 3:30 PM (Lunch is included)
- **9th grade student athletes:** Mon. 8/12, 3:00PM – 3:30 PM
- **Positive Coaching Alliance meeting (Theater)**
- **Sophomores BTS Prep Day:** Tues. 8/13, 8:00AM – 9:30 AM
- **Juniors BTS Prep Day:** Tues. 8/13, 10:30 AM – 12:00 PM
- **Senior BTS Prep Day:** Tues. 8/13, 2:00 PM – 3:30 PM
- **Private School Retreat:** Fri. 8/ 16, 10:00 AM – 12:00 PM Large Gym
- **Transfer Student Retreat:** Fri. 8/16, 1:00 – 3:00 PM Large Gym
- **Parent Fall Sports Info Night:** Tues. 8/6, 6:00 PM (Theater)

9th Grade/New Student Orientation

Welcome to Mountain View High School!

We are looking forward to meeting you on Monday, August 12th. Check in at the Large Gym at 8 am, and bring any forms and payments (picture order form, donations, Webstore receipt or cash/check payments for PE clothes, ASB card, class shirt, etc.) to turn in. You will be welcomed to Mountain View High School and we will help you complete the required preparations for the first day of school. Lunch is included, but please bring a refillable water bottle in your backpack. Parents should prepare to pick students up at 3:30pm.

Back to School Prep Day Stations - Students must complete the stations in the following order:

Station 1 – Student Parking Lot: **Turn in Your Data Confirmation Email & Receive Your Check-out Card**

1. Submit a printed copy of the Data Confirmation Email received through the online Data Confirmation. **Students cannot continue with Back-to-School Prep without this.**
2. If the parent/guardian hasn't completed the online Annual Data Confirmation yet, we have volunteers on campus that can help with this process in classroom #514. (See Schedule, Page 1).
3. Student receives a Back to School Prep check-out card.

Station 2 – Finance Office: **Turn in Finance Forms & Payments**

1. Students can pay for ASB sticker, Yearbook, PE clothes, MVLA Foundation donations, PTSA dues, etc.
2. Submit optional Lunch and Bus Applications.
3. Present your Webstore receipts if you have made online purchases.
4. If you purchase an ASB Sticker, you will get a stamp on your check-out card.

Station 3 – Outside Main Gym: **Pick up PE Uniforms (Freshmen ONLY)**

Students must show the check-out card from the Finance Office verifying payment to pick up their uniform.

Station 4 – Small Gym: **Take Pictures & Receive Student ID**

1. Students will show the completed check-out card to the picture company staff in the small gym. All students must have their picture taken for ID Cards.
2. The picture company will take the check-out card and give the students their ID card.

Station 5 – Outside Main Gym: **Receive Schedule & Locker Assignment**

1. Students must show their ID card in order to receive their schedules.
2. Locker numbers and combinations are printed on the students' schedules. Students must bring their own lock OR purchase a lock from the Finance Office for \$5.

Station 6 – Textbook Center: **Textbook & Chromebook Checkout**

1. Students must show their new Student ID (picked up from Station 4) and their schedules (picked up at Station 5) to receive their textbooks.
2. **Please note that students must pick up their own textbooks. Parents cannot pick up textbooks.**
3. **NO textbooks/chromebooks returns will be allowed. ONLY Checkout!**

****If students are unable to attend their Back to School Prep/Orientation date, textbooks, schedules, and ID cards are available on the first day of school **starting at 6:45 AM!******

Athletic Forms must be turned into the specific coach on the first day of practice. The main office will **not** be accepting Athletic Forms.

Only students may pick up textbooks. Students must have a current student ID card to check out textbooks & receive schedules.

You will need to bring the following to Prep Day:

For Station 1:

Your printed Data Confirmation Email
(*sample here*)

Subject: Student Data Confirmation for: Jane Doe

From: DoNotReply@MVLA.org

To: janedoe@gmail.com

Date: Aug 6, 2018 7:15am]

DATA CONFIRMATION RECEIPT

Thank you for confirming the data for your student: Jane Doe.

Having accurate information greatly helps the school maintain a healthy and safe learning environment.

This email confirms that you have completed the data confirmation process.

For Station 2:

- MVHS Webstore Receipt **OR**
- MVHS Combined Payment Form
- Bring a lock for your locker **OR**
- Purchase a lock from the Finance Office

Optional Qualifying Forms:

- Lunch Application
- Bus Pass Application

Print, complete and return these to the Finance office. Allow up to 10 days for district processing.

For Station 4:

- Optional MVHS Picture Order Form
- If you wish to purchase school pictures, follow the directions on the form.

All forms, applications, and Webstore access is available on the MVHS Homepage
www.mvla.net/mvhs