



# Welcome to the 2019-20 School Year at Los Altos High School!

Monday, Aug 19<sup>th</sup> is the first day of school!

**Back-to-School Preparation is a 2-step process that takes action from 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

Los Altos 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 5<sup>th</sup>, 2019.**

*\*\* Parents/guardians need to complete this data confirmation process **before their student’s prep/orientation day.** \*\**

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,**

- Email [lahs.sis@mvla.net](mailto:lahs.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 log in!**

**Using your Parent Account, follow steps 1-6:**

- 1. GO TO THE PORTAL PAGE:**  
<https://mvla.asp.aeries.net/student/LoginParent.aspx?page=default.aspx>  
**Use Google Chrome. Firefox and Safari will not work well.**
- 2. 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.
- 3. 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.**
- 4. UPDATE FAMILY DATA:** Update any information that has changed.  
You **MUST** update/add emergency contacts.  
You CANNOT make address changes through Data Confirmation. These changes must be made through your school registrar, Mary Donahue.
- 5. UPDATE ANNUAL REQUIRED DOCS:** LAHS Parent Form, Gear Guide, Student Emergency Card, Lunch applications, etc.
- 6. PRINT THE DATA CONFIRMATION EMAIL:** When you are finished, you will receive a Data Confirmation email. **\*\*Print this email!\*\***  
**Your student MUST have this printout at 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, please contact LAHS:

Silvia Alcalá (650) 960-8813  
Rainie Maciel (650) 960-8876  
Cariann Lee (650) 960-8824 or  
Georgina Davila (650) 960-8815

### Need assistance with Data Confirmation?

**Help will be available in the Attendance Office in both English & Spanish!**

Wed, Aug 7: 9:00 AM – 6:00 PM  
Thurs, Aug 8: 9:00 AM – 3:00 PM  
Fri, Aug 9: 9:00 AM – 3:00 PM

## 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 Prep/Orientation Day time. Processing time for 10<sup>th</sup>, 11<sup>th</sup> & 12<sup>th</sup> graders takes approx. 1 hour.

- **Sophomores BTS Prep Day:** Tues. 8/13, 8:00 – 10:00 AM
- **Seniors BTS Prep Day:** Tues. 8/13, 1:30 – 3:30 PM
- **Juniors BTS Prep Day:** Tues. 8/13, 10:30 AM – 12:30 PM
- **9th Grade Orientation Day:** Mon. 8/12, 8:00 AM – 3:15 PM

If a student misses their assigned Prep/Orientation time, they will need to get their picture ID and pick-up books on the first day of school, Monday, August 19<sup>th</sup>. Schedules will be distributed in 1st period classes.

### 9<sup>th</sup> Grade/New Student Orientation - Welcome to Los Altos High School!

We are looking forward to meeting you on **Monday, August 12<sup>th</sup>**. You will learn about Los Altos High School and complete required preparations for the first day of school. **Check-in at the Large Gym between 8:00-8:15 am.** 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. Lunch is included, but please bring a refillable water bottle in your backpack. Plan to pick up students at 3:15 pm.

### Back to School Prep Day Stations (Grades 10, 11 & 12) Stations must be completed in the following order:

#### Station 1 – The Quad: 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.**

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

1. Students can pay and get receipts for ASB card, Yearbook, PE clothes, agenda, class shirt, MVLA Foundation donations, PTSA dues, etc. (or purchase items from Webstore at [www.mvla.net/lahs](http://www.mvla.net/lahs); bring Webstore receipt and bypass Finance Office wait times!)
2. Submit optional Lunch and Bus Applications (or apply online: [mvlafoodservice.com](http://mvlafoodservice.com)).

#### Station 3 – Cafeteria: Take Pictures & Receive Student ID

- All students must have their picture taken for ID Cards.
- To receive your ASB card, you will need to show your receipt.
- Turn in your **picture order form** at this station (optional). If you wish to purchase school pictures, follow the directions on the form.

#### Station 4 – Glass Case in the Quad: Receive Schedule

Students must show their ID and Check-out card in order to receive their schedules.

#### Station 5 – Textbook Room: Textbook & Chromebook Checkout

Students must show their new Student ID (picked up from Station 3) and their schedules (picked up at Station 4) to receive their textbooks.

**If students are unable to attend their Prep/Orientation date, staff will be in the Quad prior to first period to direct students to their classes.**

- ID photos will be taken on the first day of school starting at 7:30 AM.
- Official schedules will be distributed in first period classes.
- Students can check out textbooks at brunch and lunch.

**Athletic Forms must be turned into the Athletic Director in the Athletics Office prior to the first day of practice.**

The main office will **not** accept Athletic Forms.

### 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:

- **LAHS Webstore Receipt** (preferred) **OR**
- **LAHS Gear Guide Form** with cash/check payments \*
- **LAHS Parent Form** with cash/check payments \*

*\*(Each of the last two forms needs a separate check.)*

#### Optional Qualifying Forms:

- Lunch Application
  - Bus Pass Applications
- Print, complete and return these to the Finance office. Allow up to 10 days for district processing.

#### For Station 3:

- **LAHS Picture Order Form** (Optional)

If you wish to purchase school pictures, follow the directions on the form.

All forms, applications, and Webstore access are available on the LAHS Homepage [www.mvla.net/lahs](http://www.mvla.net/lahs)