

Jeffco Connect

New to Jeffco

Quick Reference Guide for Parents/Guardians new to Jeffco Schools

Jeffco Connect Login – Parent/Guardian

Login to Jeffco Connect from any Internet browser by entering the following url: <https://jeffcoconnect.jeffco.k12.co.us> or by clicking a link located on the school website you intend to register your student.

Once you have accessed the Jeffco Connect Login page, click on the [New to Jeffco Public Schools?](#) button.

Create a Parent/Guardian Account

As a parent/guardian, you will be required to create an account in Jeffco Connect. Once your account is created, you will add each student you plan to enroll at a Jeffco School to your account.

At a minimum, complete all required fields on the form (indicated by a red * asterisk). Upon completing the form, click on the **Create Account** button.

Tips for Adding Residence Information

When entering residence information for your student(s), the address entered into the Parent/Guardian account will be available in the drop-down menu of the Residence section OR a different address may be entered manually.

Follow these steps:

1. From the student's details page, click on the Residence link on the left menu.
2. Select the address from the drop-down list (if the student's residence address is the same as one in the list). If the address is not already in the drop-down list, select **Enter a New Address** and complete all required fields.

3. Click on the **Save** button to save your changes.

Tips for Adding Contacts Information

When adding a contact, be sure to select either the Parent/Guardian option or the Emergency Contact option. An emergency contact is anyone other than the parent(s) or legal guardian.

Follow these steps:

1. From the student's details page, click on the Contacts link on the left menu.
2. Click on the **Add New Contact** link. Be sure to select the appropriate option for Parent/Guardian or Emergency Contact.

3. Complete all required fields.
4. Be sure to review and check the appropriate permission checkboxes at the bottom of the page:

<input checked="" type="checkbox"/> Allowed to pick up Student	<input type="checkbox"/> Allowed to view student's data on student information sites
<input type="checkbox"/> Allowed to make decisions for Student	<input type="checkbox"/> Allowed to update student's data on student information sites
<input type="checkbox"/> Court order restricting access to Student	<input type="checkbox"/> Decline mail for this student at this residence/ mailing address

5. Click on the **Save Contact** button to save your changes.

Add New Student

If your student has never registered/enrolled in a Jeffco School, click on the **Add New Student** link located in the **Student Information** section of the home page.

You will be required to complete all required fields on each of the following forms before you can submit the registration request to a Jeffco School: Student, Residence, Contacts, Enrollment, Health and Language Details.

Please see the **Tips for Adding Residence Information** and **Tips for Adding Contacts Information** or contact the Jeffco School you are requesting to enroll your student if additional assistance is needed.

Student
Residence
Contacts
Enrollment
Health
Language
Summary

Add Existing Student

If your student has ever attended a Jeffco School, your student already has a student ID number at Jeffco. You will need to know your student's ID number to proceed with their new enrollment request. Contact the Jeffco School you intend to register your student for assistance in obtaining this information.

If you know your student's ID number, click on the **Add Existing Student** link located in the **Student Information** section of the home page. Complete the form and click on the **Save** button. A request to access your student's information will be submitted to the most recent Jeffco School they were enrolled. The school will contact you with the next steps for processing your request.

Summary Details - Student

Once all information has been reviewed and is accurate and complete, you will be required to click on the **Submit** button.

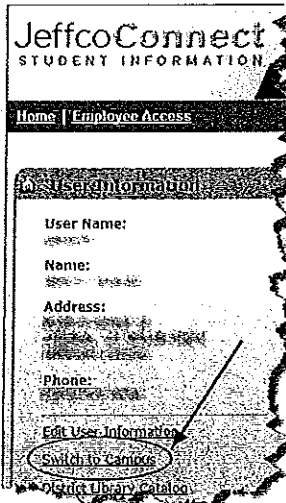
ATTENTION! When the **Submit** button is enabled, you must click the **Submit** button for the information to forward to your student's school for processing.

You will be required to read and approve the statement regarding medical aid in the event of an emergency by clicking on the checkbox for **I agree and approve all information** and then click on the **Accept** button. By clicking the **Accept** button you are electronically signing the form.

If you accepted the form, you should see a confirmation message at the top of the page stating "Your information has been sent to the school."

When you have finished working in **Jeffco Connect**, please be sure to click on the **Logout** link located at the top right of the page and close your browser window. This will secure your information and ensure that no one can make edits to your account.

Access Campus Portal from Jeffco Connect



To access **Campus Portal** from **Jeffco Connect**, navigate to the **Home** page and click on the **Switch to Campus** link.

To return to **Jeffco Connect** from **Campus Portal**, click the quick link on the left navigation of your portal view.

