



GILBERT ELEMENTARY SCHOOL
Garden Grove Unified School District
9551 Orangewood
Garden Grove, CA 92841
Office: (714) 663-6318 Fax: (714) 663-6067



Charise Santana, Principal

Gabriela Mafi, Ed.D., Superintendent

PLEASE COMPLETE DATA CONFIRMATION for each student
Required by the Garden Grove Unified School District

IMPORTANT INFORMATION FOR THE UPCOMING 2022-23 SCHOOL YEAR!

ALL NEW AND RETURNING STUDENTS WILL NOT BE PLACED INTO A CLASS FOR NEXT YEAR UNLESS THE FOLLOWING PROCESS IS COMPLETE...NO EXCEPTIONS.

Please follow the steps below to complete data confirmation. This process is required every year to ensure that your **child's emergency contact information** is correct. School rules, procedures, and other important information for parents is communicated during this process also.

Beginning April 18, the on-line Data Confirmation process will be accessible through your Parent Portal Account.

1. **LOG ON TO YOUR PARENT PORTAL ACCOUNT** (www.mykids.ggusd.us) **OR** go to the GGUSD.us website: parent tab, additional information, parent portal

NEW STUDENTS...if you have not created a Parent Portal, select "new" and follow the steps to create one. Required information: student name, student number (contact office for assistance), telephone number, and verification code (contact office for assistance).
2. **A BANNER WILL APPEAR ACROSS THE TOP OF THE PAGE THAT STATES:** "You have not yet completed the Student Data Confirmation process. Click Here to confirm the information about your student." If this does not appear, click on the "Student Information" tab and then click on "Data Confirmation."
3. Next: "Please select each of the tabs and complete or update the required information." Complete each tab in order to complete the process:
 - a. **"Family Information"** tab: Make selections and then click on "Confirm and Continue."
 - b. **"Student"** tab: Check the information. If there is missing or incorrect information, click on the "Change" button and then edit the contact information. After making changes to this information click on the "Save" button. Then, click on "Confirm and Continue."
 - c. **"Contacts"** tab: Scroll down to review the contact information and complete all of the empty boxes in this field. Click on the "Change" button to edit the contact information as needed. Click on the "Save" once finished.
 - If you need to add or delete a contact, click on the "Add" or "Delete" button. Make changes and then click "Save" to save changes.
 - d. **"Documents"** tab: Review each document in this tab with your student. You may print or save any of the documents to your computer. Click on the "Confirm and Continue."
 - e. **"Authorizations"** tab: Review and check each box. Click on the "Save" button. Click on the "Confirm and Continue" button to proceed to the next section.
 - f. **"Final Data Confirmation"** tab: Please read the information on this page then be sure to click on the green "Finish and Submit" tab to the left. Once you see green check marks next to all the tabs, you have completed the process.

THIS PROCESS MUST BE COMPLETED.

For assistance, please call the Gilbert office (714) 663-6318
First day of school for 2022-2023 is Monday, August 15, 2022