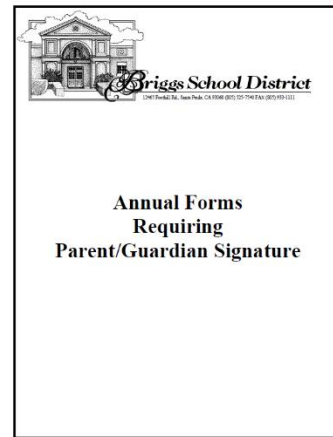




BRIGGS & OLIVELANDS FAMILIES

It is time for you to confirm your child's information in our Student Information System. **This re-enrollment process can ONLY be completed online. You WILL NOT receive your child's class placement or schedule until this is completed.**



Follow these directions. All you need is your PARENT CONNECT PIN AND PASSWORD. This can be completed on any device, including a smart phone!

1. Go to Parent Connect under Quick Links on the website or this link

<https://briggsdistrict.vcoe.org/parentconnect/>

2. Login with your PIN and Password.
3. In the upper right hand corner, click on View in Spanish/Español, if needed.
4. In the upper right-hand corner, click on Re-Enrollment.

5. You will need to update the information for each Contact (Guardian) and for each Student. If both parents/guardians live in the same household, they can update for each other. To begin, click on the first Edit button.
6. Your information from enrollment or the previous year is displayed for you to review. NOTE: Some boxes are READ ONLY and cannot be changed.

1. & 2.

- 3.

[View In Spanish/Español](#)

4. [Re-Enrollment](#) | [My Account](#) | [Help](#) | [About](#) | [Sign Out](#)

- 5.

Re-Enrollment Incomplete	Edit
Not Confirmed	
Not Confirmed	
Re-Enrollment Incomplete	Edit
Not Confirmed	
Not Confirmed	
Not Confirmed	
Not Confirmed	
Not Confirmed	

- 6.

Look for the fields highlighted in this color. These are required for review. Make changes or leave as is.

7. At the bottom of each page, you will need to click in the box (as shown to the right) to confirm.

8. After confirming your data, (by checking the box) click "Submit" at the top left to save the information.

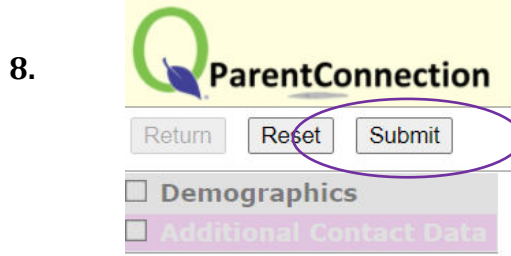
9. Once you finish the Contact Information sections, continue for EACH STUDENT.

10. The "Not Confirmed" will change to "Confirmed" as each section is finished (as shown to the right.)

11. At the bottom of the Acknowledgements and Permissions page, you will see the section as shown to the right. Once you enter this information, click the box and Submit, you are finished. The school secretaries will then review any changes and contact you if necessary.

12. The Acknowledgements & Permissions section refers to policies and information in the Parent-Student Handbook. You WILL NOT be receiving these, but can access them through the link in Re-Enrollment OR on the district website. In the upper right-hand corner, click on Quick Links and choose School Forms or Go to <https://briggsesd.org/school-forms/>

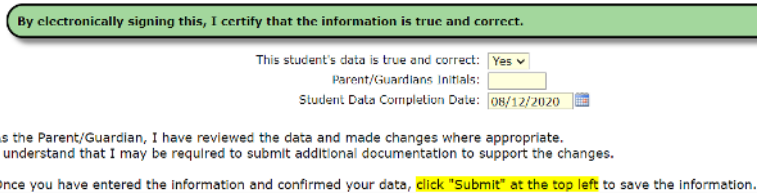
7. As the Parent/Guardian, I have reviewed the data and made changes where appropriate. I understand that I may be required to submit additional documentation to support the changes.



9. & 10.



11.



12.

