

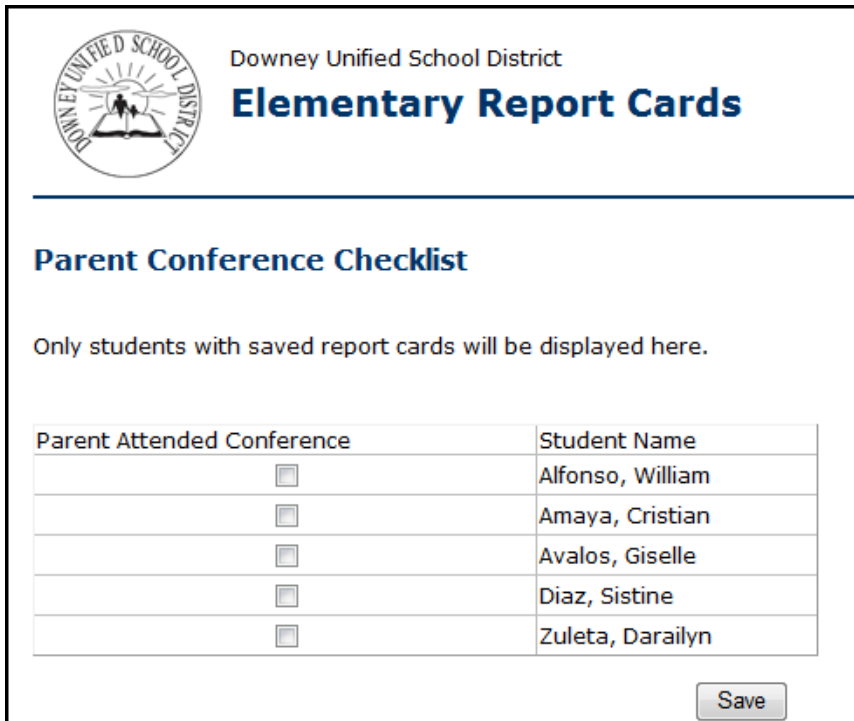
DOWNEY UNIFIED SCHOOL DISTRICT UPDATING PARENT CONFERENCE ATTENDANCE

New to this version of the Elementary Report Cards is how we update the system to indicate that a parent has (or has not) attended the parent conference.

The setting is no longer available as an option on the grade entry screen. Instead, you will use the *Parent Conference Checklist* link on your Class List page.

When you are ready to update your parent conferences, follow the steps outlined below:

1. Log into the report card system. If the grading window or correction window is active, you will be logged directly into the grade entry screen. In this case, click the box in the upper right-hand corner titled *Class List*. If the windows are currently closed, you will be directed to the Class List page.
2. On the Class List page, locate the link titled *Parent Conference Checklist* and click it.
3. You will see your list of students on the screen. To indicate that the parent attended the conference, check the box to the left of the student name. If the parent did not attend, leave the box un-checked.



The screenshot shows the 'Elementary Report Cards' interface for the Downey Unified School District. It features a header with the district logo and title. Below the header is a section titled 'Parent Conference Checklist' with a sub-note: 'Only students with saved report cards will be displayed here.' A table lists five students with checkboxes for 'Parent Attended Conference'. A 'Save' button is located at the bottom right of the table area.

Parent Attended Conference	Student Name
<input type="checkbox"/>	Alfonso, William
<input type="checkbox"/>	Amaya, Cristian
<input type="checkbox"/>	Avalos, Giselle
<input type="checkbox"/>	Diaz, Sistine
<input type="checkbox"/>	Zuleta, Darailyn

Save

4. When you have finished checking all the selected boxes, click the button at the bottom of the page titled *Save*.

NOTE

Only students who have a saved report card will appear on the list. Ensure that all your report cards have been entered and saved prior to updating the Parent Conference Checklist.