

Jeffco Connect Instructions

Jeffco Connect is an online system that helps parents connect with their child's school and pay fees online. Jeffco Connect is very important for the following reasons:

- **Emergency contact information is acquired through Jeffco Connect.** Therefore, it is imperative that your child's information is accurate and updated throughout the year as changes occur.
- **School communications** are sent to you using the contact information you provide. Don't miss out on important mail, email, phone messages, and texts from MPCS and Jeffco!

How to Log On

To log on to Jeffco Connect, go to http://www.jeffcopublicschools.org/jeffco_connect/index.html.

- **Already have an account?** Use your username and password to log in.
- **Forgot your username or password?** Please do not create a new account! For assistance, email smerkel@jeffco.k12.co.us or call 303.728.9100.
- **New to Jefferson County Public Schools?** Click "New Parent/Guardian to Jeffco Schools?" to create a new account. You will need to create a profile for each new student.

Enter/Update ALL Information for **EACH** of your students



Please review/complete every page by clicking each item on the left (Student, Residence, Contacts, etc.). Watch the progress bar and click on "What's Missing?" to see what items may be incomplete. Make any necessary changes on each page and then be sure to click SAVE at the bottom of the page.

You're not done yet! See other side.



Contact Information for Receiving Emergency and General Messages

Save **Contact Details -**

Parent/Guardians and Emergency Contacts

Contact Priority	Name	Phone	Email	Relationship	Pickup	Edit	Delete	Send Invitation
1	Sandra	(720)	Email	Mother	✓			
2	Matt	(720)	Email	Father	✓			

[Add New Contact](#)

On the Contacts page, click on the Edit icon for each of your child's contacts and update. Complete for every child!

Save Contact **Cancel** **Edit Contact -** * indicates a required field

Parent/Guardian
 Emergency Contact

Relationship to Student: *
 Mother
 Contact Priority:
 1

First Name: * Middle Name: Last Name: * Suffix: Gender: *
 Female Male

Access Preferences Notification Preferences Contact Residence Information

This contact is/has...

Allowed to pick up Student
 Allowed to make decisions for Student
 Court order restricting access to Student

Allowed to view student's data on student information sites
 Allowed to update student's data on student information sites

For each contact, be sure to complete Relationship, Contact Priority, and Access Preferences.

Save Contact **Cancel** **Edit Contact -** * indicates a required field

Parent/Guardian
 Emergency Contact

Relationship to Student: *
 Mother
 Contact Priority:
 1

First Name: * Middle Name: Last Name: * Suffix: Gender: *
 Female Male

Access Preferences **Notification Preferences** **Contact Residence Information**

The preferences selected below are for automated messages only. Automated messages are not supported for phone numbers with extension.

Phone: *	Primary Text	Emergency	Non-School Hours Emergency	Attendance	Events /Activities	General
720 - x Mobile	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
- x Home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- x Home	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Email:

In what language does this contact prefer to receive communication?
 (Written translation and/or oral interpretation for meetings/conferences.): *
 English

Very important: Under the Notification Preferences tab, enter an email address and home/cell/work numbers, then check the boxes next to each number and email for which you would like to receive messages. If you do not check these boxes, you will not receive general or emergency messages from the school or the district. Then check Contact Residence Information for mailing address accuracy.

ALWAYS SAVE AND SUBMIT!