

Jeffco Connect Student Information System

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. ParentSquare uses the email that you enter in Jeffco connect. Don't miss out on important mail, email, phone messages, and texts from MPCS and Jefferson County School District!

There are four sections of this form. Please be sure to scroll through and review all sections:

- Logging on to Jeffco Connect.
- Managing Student information in Jeffco Connect.
- Printing the Jeffco Connect summary.
- Paying materials fees in Jeffco Connect.

Logging On To Jeffco Connect

To log on to Jeffco Connect, go to <https://jeffcoconnect.jeffco.k12.co.us/Login.aspx>

- **If you are new to Jefferson County Public Schools:** Click "New Parent/Guardian to Jeffco Schools?" to create a new parent account.
- **If you already have an account:** Use your username and password to log in.
- **If you forgot your username or password:** Please do not create a new account!

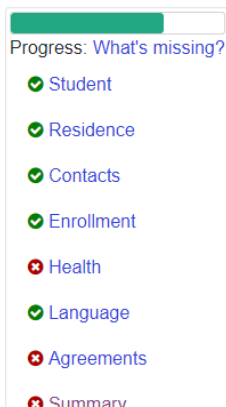
For assistance, email Shannon at shannon.fiedler@jeffco.k12.co.us

Managing Student Information In Jeffco Connect

Once you have logged into your Jeffco Connect parent account, you will see the Student Information section in the middle of the screen. From this section, you can do the following:

- Click Add New Student if you have a student who is new to MPCS and has not attended another school in Jefferson County.
- Click Add Existing Student if you have a student who is new to MPCS and has attended another school in Jefferson County.
- Select an existing student to update the information. Every new school year, you must review and update ALL information for **EACH** of your students.

After you select or enter your child, please review/complete all student information by clicking each item on the left-hand side of the screen. Some pages are self-explanatory. Some pages are a bit tricky to complete, so we have included special instructions for the following sections.



- Student (**See the special instructions below.**)
- Residence
- Contacts (**See the special instructions below.**)
- Enrollment (**See the special instructions below.**)
- Health
- Language
- Agreements (**See the special instructions below.**)
- Summary (**See the special instructions below.**)

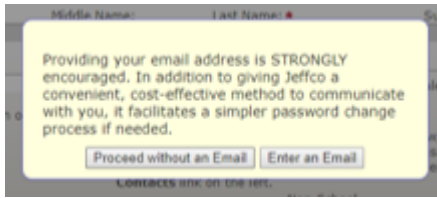
Watch the progress bar and click on “What’s Missing?” to see what items may be incomplete. Make any necessary changes on each page and then be sure to click SAVE at the bottom of the page.

The following Special Instructions sections provide details and clarifications about specific steps you must take on certain pages.

Student Page (Special Instructions)

Note: you can ignore the error displayed in the below screen, and click “Proceed without an Email.”

This error is on the Student Email field, but MPCS does not require you to fill that out.



Contact Page (Special Instructions)

On the Contacts Page, please complete the following steps to ensure you receive emergency and general messaging.

1. To add a new contact, click **Add New Contact** on the bottom, right-hand side of the screen.
2. After you add a new contact, click on the **Edit** button in the row with their name.
3. The system will display the Edit Contact form. Complete these fields:
 - Relationship to Student
 - Contact Priority (The school uses this field to determine the order in which to contact parents/guardians for school-related issues, like attendance. After reaching out to the parents/guardians, we will contact any Emergency Contacts that are listed.)
4. Select the appropriate check boxes on the Access Preferences tab.
5. On the Notification Preferences tab, complete the following steps:
 - Enter a required phone number and select all corresponding check boxes (Emergency, Attendance, General).
 - Enter an email and select all corresponding check boxes (Emergency, Attendance, General).

If you do not check these boxes, you will not receive general or emergency messages from the school or the district.
6. On the Contact Residence Information tab, please double-check that the residence address is accurate.

You must complete these steps for *each contact* that is listed for each child.

Note to ECE families: You will need to add Emergency Contacts both here in Jeffco Connect and on the Vital Info Card that is also part of the registration documentation.

Enrollment Page (Special Instructions)

In the drop down menu that asks you if you want to share the information with a school, please select “Mountain Phoenix Community.”

For New Students: In the following two fields on the Enrollment page, you can enter the first date in August (i.e. 08/01/2019):

Continuously enrolled in *any* U.S. school from:

Continuously enrolled in Colorado Public School from:

Agreements Page (Special Instructions)

Please carefully review the selections in each of the following sections and make your choices.

- FERPA Opt Out of Publishing Jeffco Directory Information
- FERPA Opt Out of publishing student photo/video/electronic images
- Additional Opt Out

Please note that MPCS asks for photo permissions on a separate form through ParentSquare. This allows parents to opt out of social media, for example, but opt in for yearbook. Please reach out to Shannon if you have any questions.

Summary Page (Special Instructions)

On the Summary page, the system displays the following text:

Please bring the following documentation to the school to complete this student's enrollment:
A copy of proof of residency (house contract, deed, lease agreement or utility bill mailed to the home).
A copy of student's immunization record.

However, this text is not accurate for Mountain Phoenix. Instead, the following applies:

You do not need to bring a copy of proof of residency.

For any children that are new to the school, please do bring a copy of the student immunization record and birth certificate.

For all ECE children and any grades children with changes, bring a copy of the immunization record.

Printing the Jeffco Connect Summary

On the Summary page, click Print Summary icon in the upper right hand corner. The system will create a PDF file. This file is what you need to print and bring to registration in order to prove that you have updated Jeffco Connect.

Paying Materials Fees in Jeffco Connect

Materials Fees Are Available for Payment on August 1st

User Information

User Name

Name

 Address

 Phone

Links

[Edit User Information !\[\]\(1ed10657a19f9137278430c48fd18626_img.jpg\)](#)

[Edit Security Information !\[\]\(4c9516d2c24d0d513bc9f84c2e013d65_img.jpg\)](#)

[Campus Portal](#)

[District Library Catalog](#)

[Meal Payments](#)

[Jeffco Student Fee Payment](#)

[Free and Reduced Meal](#)

[Application](#)

You can find our Materials Fees listed at the following locations on our website:

[ECE Materials Fees](#)

[Elementary and Middle School Fees](#)

1. From the Home screen, click Jeffco Student Fee Payment.
2. Select your child(ren) and navigate through the screens to make your payment.
3. Print your receipt and bring to registration.

You also have the option to pay your fees by cash, check, or credit card at registration on August 5th or August 6th.

Homeschool families: If you have not already paid the materials fee of \$45, please bring a check to registration.