



ONLINE CONTACTS FORM INSTRUCTIONS

An online form of school contacts maintained by each principal and/or a designee

The **Online Contacts Form** provides central office staff in various departments with specific school contacts for data-related questions, requests, training notices, and important announcements and reminders. Maintaining the school's list of data contacts will ensure better communication, more accurate data, and greater efficiencies and productivity for all concerned. The form remains available throughout the year so that contacts can be viewed and updated as often as needed. Please note that the principal is the default contact for any unassigned areas.

Additional (secondary) contacts. A single primary contact is requested for each data area. However, the form allows the designation of additional (secondary) contacts. This is needed for areas such as the Master Schedule where several staff members are typically involved. You may choose to designate just the primary contacts and leave the task of designating additional (secondary) contacts to the primary contact in each area.

Note: If you would like share the work of maintaining the Contacts Form with another staff member, please sign in as instructed below and assign responsibility for the Contacts Form to your designee. Once you do this, both you and your designee will be able to access and update the form using your respective IDs and passwords.

Log in

1. On the upper section of the district webpage (<https://www.sandiegounified.org>), click **Staff Portal**.
2. Click **Login** at the top of the screen and enter your district ID and password. This is the same login used to access district applications such as Outlook, PowerSchool, and PeopleSoft.

Navigate to the Contacts Form webpage

Select **Departments >> Data Analysis and Reporting >> My Responsibilities>> Contacts Form**

Update data contacts

For each area of responsibility you update, select a name from **Staff List** and click **Assign**. If needed, go to **Manage Staff List** to add or remove staff from your school's staff list.

If you need help or have questions, please do not hesitate to contact us:

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