

ANNUAL STUDENT DATA UPDATE (ASDU)

Frequently Asked Questions

Q: I do not know my Username and it won't let me create an account?

A: Please visit [Annual Student Data Update](#) to submit a Request for your Parent Portal Account.

Q: I forgot my password?

A: Please use the Forgot Password link



Greeley-Evans School District
6

Parent Username

Password

Log In

[Forgot Password?](#) [Forgot Username?](#) [Help](#)

Q: When I log in to the Parent Portal, it says "Registration is currently closed"



- A:**
- ▶ Check the name at the top of the page, is it the parent/guardian name or the student's? If it is the student's, then you are logging in using the student's credentials. Only a parent/guardian may complete the ASDU, login using a parent/guardian's credentials.
 - ▶ Check if you are within the time frame of the ASDU for your student's school. Some charter schools have different timelines and their registration may not be open.
 - ▶ Have your school or the Admissions Office staff check to see if you are listed incorrectly in our system, which could be causing errors.

Q: I only see some of my students, not all, why?

- A:**
- ▶ Are you the legal parent/guardian of all students? Most step-parents do not have guardianship rights and will not see all their step-children who are living in the household
 - ▶ Have your school or the Admissions Office staff check to see if you and all your household members are set-up correctly. If members and/or parent/guardian rights are not set-up correctly, it may not show all applicable students. Do NOT start the application until this has been resolved.

Q: It says my students are not in my household and not included in the application:

Included in new App?	Reason if not included
no	Not Primary Household
no	Not Primary Household

- A:**
- ▶ If your students have parents/guardians that live in separate households, then only the household that is marked primary in our information system can complete the ASDU. If you see they are not included in the ASDU as shown above, then your household is marked as the student's secondary household. Please note: our system requires students to have only one primary household, this is not an indication of who is the primary parent/guardian or any other custody or legal issues. Most often, the household that is marked primary is that of the parent/guardian that enrolled the student or the household whose address was used for enrollment.
 - ▶ If the above situation does not apply to your students, please have your school or the Admissions Office staff check to see if the students or parent/guardians have been set-up incorrectly in our system. Do NOT start the application until this has been resolved

Q: It says my students are included in an application but I have not completed this yet?

Student Name	Grade	Included in new App?	Reason if not included	Online Registration Submitted
Wall Flower	04	no	In Application Number9947	no
Wild Flower	10	no	In Application Number9947	no

You will load into application number 9947 for existing student registration.

- A:** Any parent/guardian of the student in the primary household can complete the application. If it lists an application number as above, then another parent/guardian began the application but did not complete it. You are able to proceed and complete the application. The system will take you to an area where the previous parent left off.

Q: When I went to do the ASDU, I received this message, but I have not completed the application:

Your Online Registration application has already been submitted. You cannot make a changes online at this time. If you need to make a change, please contact the district office. For a PDF copy of the submitted data, please click the link below.

[Application Summary PDF](#)

- A:** Any parent/guardian in the student's primary household may complete the ASDU. If you began it, then another parent/guardian may have finished or the other parent/guardian may have completely done the application. You are still able to print the *Application Summary PDF* and view the information submitted via the ASDU by the other parent/guardian.