DELEGATING THE TASK OF COMPLETING THE ONLINE CONTACTS FORM
How principals can delegate responsibility for the Contacts Form to another staff member

Log in to the district webpage

- On the upper section of the district webpage (https://www.sandiegounified.org), click Staff Portal.
- 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

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

Update the data contact for the Contacts Form

- Select Contacts Form under Area. Select a name from the Staff List and click Assign. If needed, go to the Manage Staff List section of the page 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:
Jim Gustafson (jgustafson1@sandi.net, 619.725.7195) or Leah Baylon (lbaylon@sandi.net, 619.725.7202)