

HOW TO:

Upload AB104 – Retention Request in Parent Connection

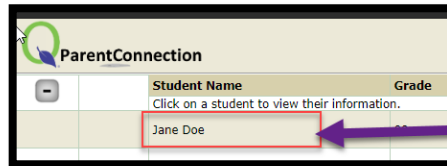
Prior to logging into Q Parent Connection, parent/guardians must review the AB104 FAQ's and download, fill out, print, and sign the Retention Request.

FROM A COMPUTER

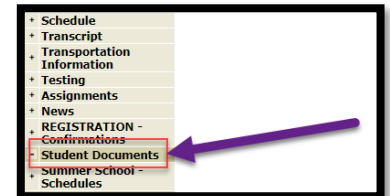
- 1) Log into Q Parent Connection
(<https://parentconnect.cnusd.k12.ca.us>)



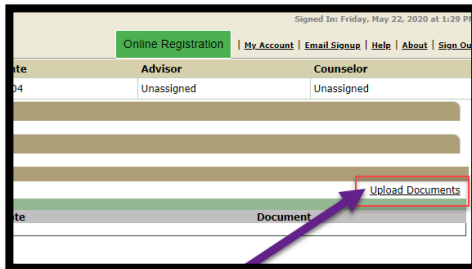
- 2) Select the desired **student name** for the **21/22 school year** from the student list



- 3) Go to the **[Student Documents]** section

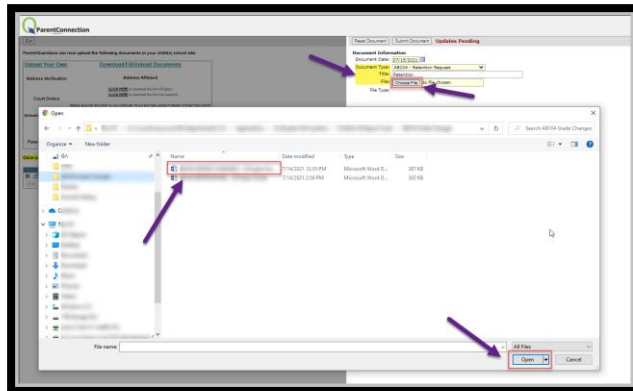


- 4) Select the **[Upload Documents]** link

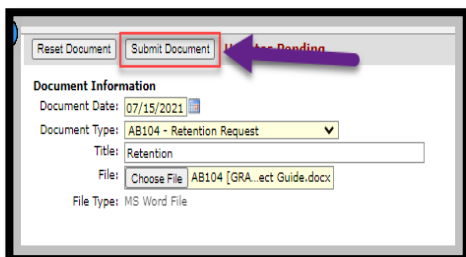


- 5) To upload the AB104 – Retention Request document:

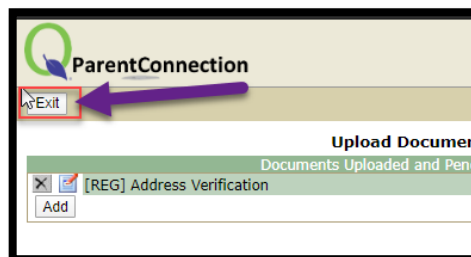
- Document Type** = AB104 – Retention Request
- Title** = Retention
- Select **[Choose File]**
- Locate the **signed AB104 – Retention document** on your computer
- Click the document
- Select **[Open]**



- 6) Select the **[Submit Document]** button



- 7) Select **[Exit]** when completed



- 8) Your student's school site or district administrator will contact you within 30 days to discuss the next steps for the AB104 Retention Request process.

FROM A MOBILE DEVICE

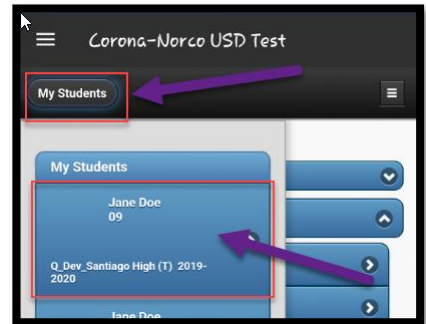
- 1) Open up Q Parent Connection app from your phone



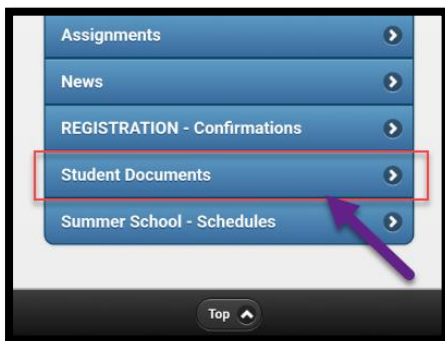
- 2) Log into Q Parent Connection (<https://parentconnect.cnusd.k12.ca.us/>)



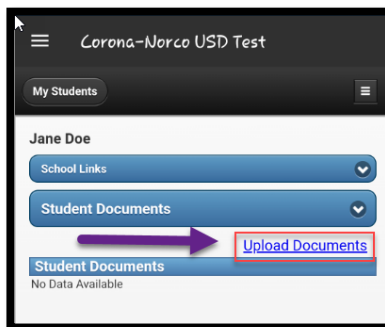
- 3) Under [My Students], select the desired **student name** from the student list



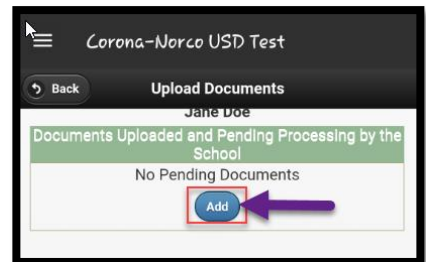
- 4) Go to the [Student Documents] section



- 5) Select the [Upload Documents] link

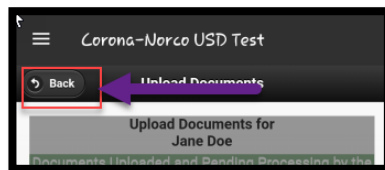


- 6) To upload a document, select [Add]



- 7) To upload the AB104 – Retention Request document:
- Document Type** = AB104 – Retention Request
 - Title** = Retention
 - Select [Choose File]
 - Locate the **signed AB104 – Retention document** on your computer
 - Select [Submit Doc]

- 8) Select [Back] when completed



- 9) Your student's school site or district administrator will contact you within 30 days to discuss the next steps for the AB104 Retention Request process.