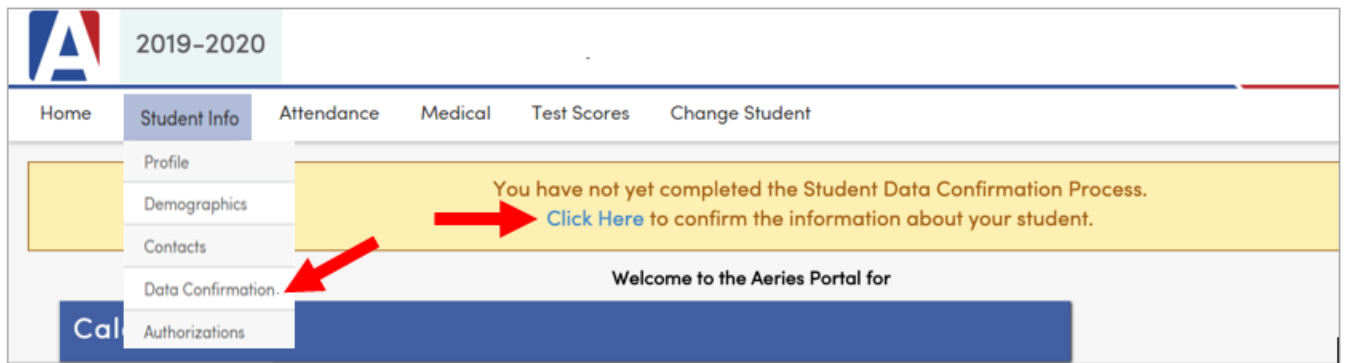




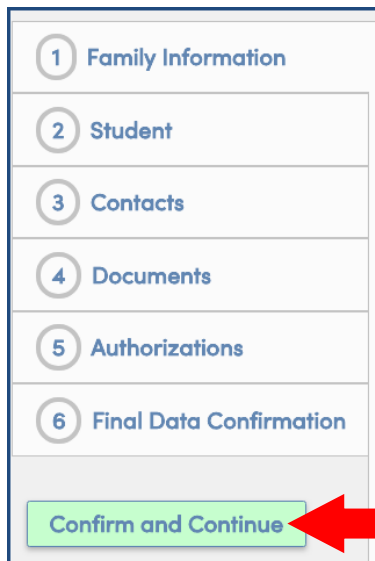
Data Confirmation Instructions

An **Aeries Parent Portal** account is **REQUIRED** to complete the Data Confirmation process (a *Student Portal* account does not work for Data Confirmation).

- 1) Log into the **Aeries Parent Portal**, a yellow banner stating, “*You have not yet completed the Student Data Confirmation Process.*” Click on the “**Click Here**” link and it will take you into **Data Confirmation** forms. If you do not see the yellow banner, locate the **Data Confirmation** option under the **Student Info** menu.



- 2) Review and update items 1 – 6, after reviewing and updating a section, you must click the “**Confirm and Continue**” button in order to save the information and move on to the next section.



Family Information (Section 1)

Please select whether or not at least one parent/guardian of this student is active in the United States Armed Forces:

Yes, at least one parent/guardian of this student is active in the United States Armed Forces.

No, this student does not have a parent/guardian who is active in the United States Armed Forces.

Student (Section 2)

The following fields may be updated: Residence Address, Home Telephone, Student Mobile number, Corresponding Language, and Parent Education Level.

***Please note** when the residence address is updated, it will **not** automatically change in Aeries as it requires proof of residence to be submitted to school office staff. Once proof of residence is submitted, the office staff will update the residence address in Aeries.

Click the "CHANGE" button below to update information. Once you have made corrections, click the "SAVE" button to post changes.

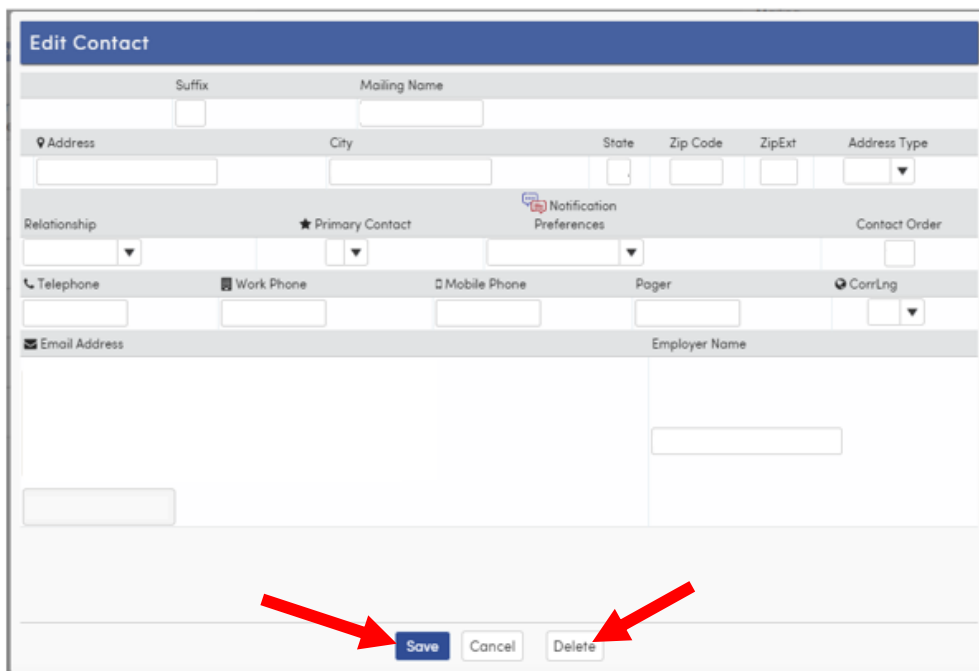
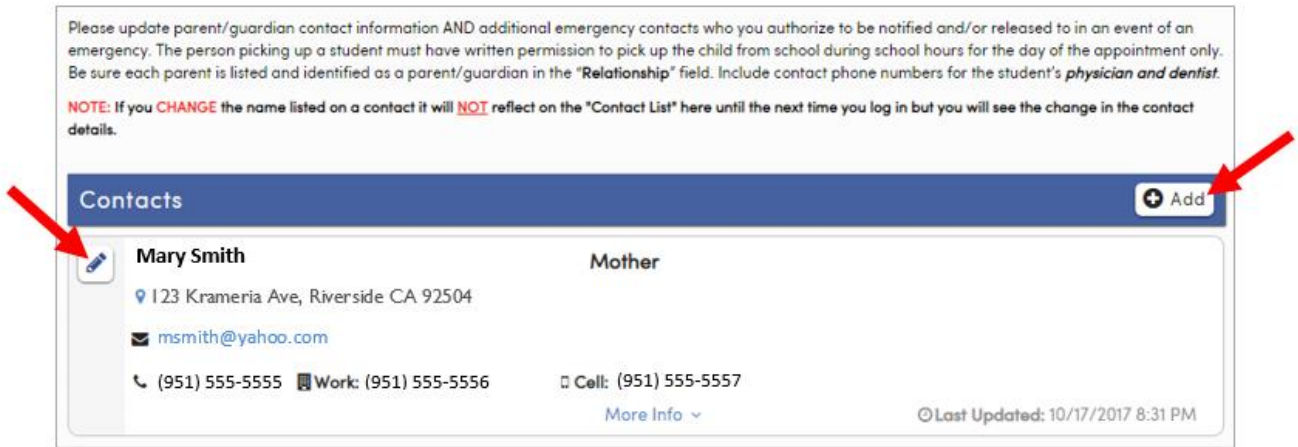
NOTE: Address changes require you bring two proofs of residency to the school site.

Student Demographics	
	Notes
Parent/Guardian	This field is used to address mailings from the school if applicable.
Residence Address (if different than Mailing Address)	Changes to this information will NOT be saved in the system. Instead, the new information will be emailed to the school and the school will contact you for additional information.
Primary Phone	
Student's Mobile	
Correspondence Language	Letters and Report Cards sent home from the school will be sent in this language. Not all languages listed are supported by the district.
Parent Highest Education Level	

Contacts (Section 3)

Contacts may be updated or added to the following fields under contacts: Mailing Name, Address, Address Type, Relationship to Student, Lives with Student, Primary Contact, Notification Preference, Telephone number, Work Phone Number, Cell phone Number, Pager, Email address, Employer Name, Employee Location, Military Branch, Military Rank, and Military Status. Contacts may be deleted if necessary.

- a) To edit contact information click on the blue pencil button. Make necessary changes and click on the Save button located at the bottom of the window.
- b) To delete this contact click on the Delete button located at the bottom of the window.
- c) To add a new contact click on the +Add button located in the on the right side of the dark blue bar.



Documents (Section 4)

Click on each pdf document to view, read, and print. Once documents are viewed, read, and printed, click the check box next to each document acknowledging you have read the document.

Please open, read and print the attached documents below. Please confirm you have reviewed the documents regardless of language by checking the adjacent box where applicable.

IMPORTANT: Parents must printout, sign and return to school all documents.

****If you do not have access to a printer at home, copies of all required forms will be available at your child's school.****

Documents	
District Documents	
Residence Survey / Encuesta de residencia	<input checked="" type="checkbox"/> I have read the required document.
Health History	
School Site Documents	
Emergency Release	<input checked="" type="checkbox"/> I have read the required document.
Attendance Agreement	<input checked="" type="checkbox"/> I have read the required document.

***Print, sign and bring the following documents to FAMMS on Macaw Night on August 8th:**


- the residence survey
- emergency release
- health survey

Authorizations (Section 5)

Please review each authorization then indicate your response in the status column and click the **SAVE** button. For detailed information, go to www.riversideunified.org under **"Pupil Services"** the **Parent Handbook** link.

Once all items have been completed, the Red Message* **Response Required *** will disappear.

Authorizations and Prohibitions	
Description	Status
Acceptable Use Agreement Rules and Regulations #6163.4(g) (Ref. Policy # 6163.4) As the parent of guardian. I hereby consent to my student's use of the Internet at school. I also agree not to hold the district responsible for materials acquired by the student on the system, for violations of copyright restrictions, users' mistakes, negligence, or any costs incurred by users.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Media Release The district occasionally receives requests from the news media and other agencies to photograph or videotape/record students. These requests are often received on a spur-of-the-moment basis, which makes it difficult to obtain immediate parental consent. Parental consent is requested for your student to be photographed/videotaped/recorded during the school year. This may include District promotional news clips for social media websites (including but not limited to Facebook, Instagram, YouTube, blogs, etc.).	<input checked="" type="checkbox"/> Allow <input type="checkbox"/> Deny
Publishing Student Work/Photo/Name Student work and photos may be published on the Internet for a world-wide audience via RUSDlink.net or other District affiliated social media websites (including but not limited to Facebook, Instagram, YouTube, blogs, etc.) with the consent of the student and (if the student is under 18) parent/guardian.	<input checked="" type="checkbox"/> Allow <input type="checkbox"/> Deny
Student/Parent Handbook I acknowledge that I have read, discussed and understand the School Information for Students and Parents Handbook 2017-2018, and I have reviewed the school discipline information therein.	<input checked="" type="checkbox"/> Acknowledge
Discipline Information Please review the Discipline section of the student/parent handbook with your student. Your acknowledgment indicate you have reviewed the Discipline information and discussed school rules with your student.	<input checked="" type="checkbox"/> Acknowledge
School Attendance Information Please read and review with your student the Attendance Information Section of the parent/student handbook. It is important for parents and students to know and understand the legal requirements for students to attend school each day the schools are open and in session. You acknowledge that you have read, discussed and understand the School Attendance Policy.	<input checked="" type="checkbox"/> Acknowledge



Please read and indicate your response in the status column then click the save button at the bottom of the screen.

Final Data Confirmation (Section 6)

Click on the **Final Data Confirmation** button on the left-hand side of the form to finalize your updates and additions to the student's information. Print a new emergency card and bring it and all other documents to Macaw Night on August 8th.

Please review and update your information on each of the numbered tabs 1 – 6 (Left Side menu). Select the "Confirm and Continue" button to proceed to the next item. For changes other than those on tabs 1 – 6, please contact your school office.

<input checked="" type="checkbox"/> Family Information	<p>Thank you for confirming the student data in the system. Finally, you must sign and return the data confirmation/parent signature form to the student's school with any other mandatory forms to complete this process.</p> <p>Print New Emergency Card</p>
<input checked="" type="checkbox"/> Student	
<input checked="" type="checkbox"/> Contacts	
<input checked="" type="checkbox"/> Documents	
<input checked="" type="checkbox"/> Authorizations	
<input checked="" type="checkbox"/> Final Data Confirmation	

Click on the **View Report** button to view and print the Emergency Card. The Emergency Card must be signed by the parent/guardian and the student and returned to the school.

Report Viewer

Your report is ready.

Download Report View Report Close