

Gilroy Unified School District



Aeries Parent Portal Data Confirmation

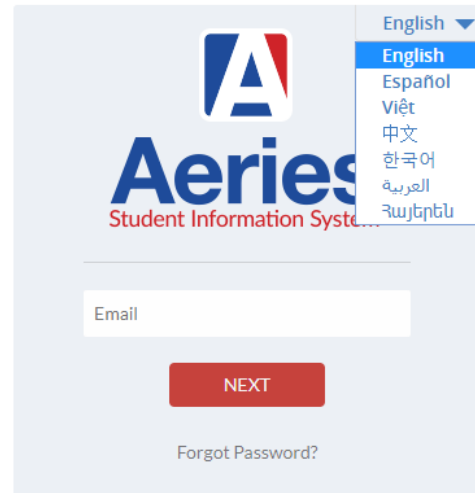
2018-2019 School Year.

To start the Data Confirmation Process Parents/Guardians need to have an existing Parent Portal account. Portal accounts are created once a current Parent/Guardian email is provided at the school site of your child.

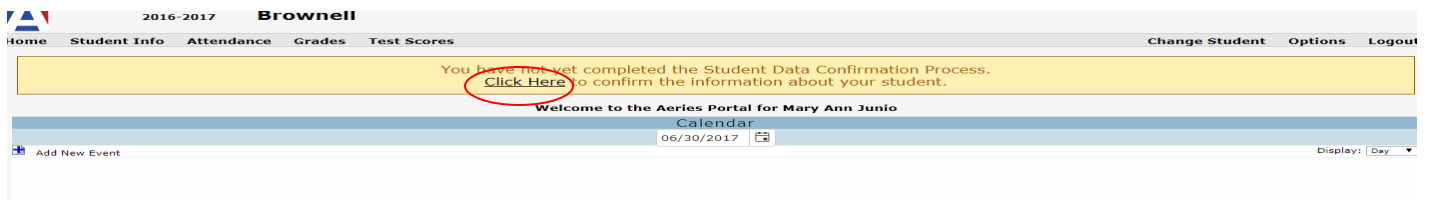
Accounts can not be created by parents through the portal. For information on how to log into your Parent Portal, Please click [here](#).

Select your language and log into your Parent Portal account to start the Data Confirmation process.

Gilroy Unified School District



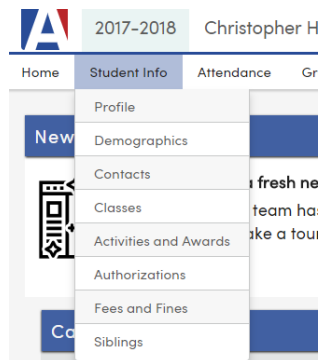
The student Data Confirmation process will appear at the top of the page instructing you to “Click here” to confirm the information about your student.



Data Confirmation from your mobile device →



This Process can also be accessed through the menu system: Student info ->> Data Confirmation
 NOTE: Data Confirmation will not be accessible after the first week of school. If you need to make any changes, please contact your school.



Family Information

The first screen will display Family Information. In this section, follow the directions and select the option to complete the survey.

Click on “**Confirm and Continue**”.

The screenshot shows a web-based survey form with a sidebar on the left and a main content area on the right. The sidebar contains a vertical list of steps: 1 Family Information (highlighted in blue), 2 Student, 3 Contacts, 4 Medical History, 5 Documents, 6 Authorizations, and 7 Final Data Confirmation. At the bottom of the sidebar is a green button labeled "Confirm and Continue". The main content area contains two sections of questions. The first section asks if at least one parent/guardian is active in the United States Armed Forces, with two radio button options: "Yes, at least one parent/guardian of this student is active in the United States Armed Forces." (unchecked) and "No, this student does not have a parent/guardian who is active in the United States Armed Forces." (checked). The second section asks to select one option to complete the residence survey for students living in a temporary residence situation. It lists five options with radio buttons: "Temporary Shelters" (unchecked), "Hotels/Motels" (unchecked), "Temporarily Doubled Up" (unchecked), "Temporarily Unsheltered" (unchecked), and "None of the above" (checked). Each option includes a brief description of the residence type.

1 Family Information

2 Student

3 Contacts

4 Medical History

5 Documents

6 Authorizations

7 Final Data Confirmation

Confirm and Continue

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.

Please select one of the following options to complete the residence survey for this student. This survey helps the district determine support needed for students living in a temporary residence situation.

Temporary Shelters
A temporary residence provided for homeless individuals who would otherwise sleep on the street or a temporary residence provided to individuals in emergency situations. This is also applicable to children who are in temporary residences awaiting permanent placement in foster care.

Hotels/Motels
A temporary residence for homeless individuals usually requiring payment or vouchers for lodging and services on a daily, weekly, or monthly basis.

Temporarily Doubled Up
A temporary residence where a homeless family is sharing the housing of other persons due to the loss of housing, economic hardship, or other similar reasons.

Temporarily Unsheltered
A type of residence for homeless individuals that is not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings, campgrounds, trailer parks, bus and train stations, or persons abandoned in the hospital (on the street). A rule of thumb would be to see the dwelling as comparable to an automobile in that it shelters but is not adequate housing.

None of the above
You may select this option if none of the above temporary home situations apply to this student.

Student Demographics

Review the information shown on the screen, if all the fields are correct select **“Confirm and Continue”**

- If you want to make changes, click the “change” button, and the screen will open up to make changes..

Follow the instructions on each tab below to complete Registration. Informational documents describing each tab in the data confirmation process can be found at this link: [Help Documents](#)

<ul style="list-style-type: none"> 1 Family Information 2 Student 3 Contacts 4 Medical History 5 Documents 6 Authorizations 7 Final Data Confirmation <p>Confirm and Continue</p>	<table border="1"> <thead> <tr> <th colspan="2">Student Demographics</th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Parent/Guardian</td> <td>Lilly Potter/James Potter</td> <td>This field is used to address mailings from the school if applicable.</td> </tr> <tr> <td>Mailing Address</td> <td>4 Privet Drive Little Whinging CA 95020</td> <td>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.</td> </tr> <tr> <td>Residence Address (if different than Mailing Address)</td> <td>4 Privet Drive Little Whinging CA 95020</td> <td>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.</td> </tr> <tr> <td>Primary Phone</td> <td>(408) 329-0297</td> <td></td> </tr> <tr> <td>Father's Work</td> <td></td> <td></td> </tr> <tr> <td>Mother's Work</td> <td></td> <td></td> </tr> <tr> <td>Correspondence Language</td> <td>English</td> <td>Letters and Report Cards sent home from the school will be sent in this language. Not all languages listed are supported by the district.</td> </tr> <tr> <td>Parent Highest Education Level</td> <td>Grad School/post grad trng</td> <td></td> </tr> <tr> <td>Ethnicity?</td> <td>Is this student Hispanic or Latino?</td> <td></td> </tr> <tr> <td>Race(s)</td> <td></td> <td></td> </tr> </tbody> </table> <p style="text-align: right;">Change</p>	Student Demographics		Notes	Parent/Guardian	Lilly Potter/James Potter	This field is used to address mailings from the school if applicable.	Mailing Address	4 Privet Drive Little Whinging CA 95020	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.	Residence Address (if different than Mailing Address)	4 Privet Drive Little Whinging CA 95020	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	(408) 329-0297		Father's Work			Mother's Work			Correspondence Language	English	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	Grad School/post grad trng		Ethnicity?	Is this student Hispanic or Latino?		Race(s)		
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Note: If you make any changes to the address fields an email will be send to the school.

Please Find information for Residence Verification [here](#)

After making the change click “save”

Click **“Confirm and Continue”**

Student Demographics		Notes
Parent/Guardian	Lilly Potter/James Potter	This field is used to address mailings from the school if applicable.
Mailing Address	4 Privet Drive City: Little Whinging State: CA Zip: 95020	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.
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Correspondence Language	English	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	Grad School/post grad trng	
Ethnicity?	Is this student Hispanic or Latino? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Race(s)	What is the race of this student? You may select up to five. <input type="checkbox"/> White <input type="checkbox"/> Chinese <input type="checkbox"/> Black or African American <input type="checkbox"/> Japanese <input type="checkbox"/> Filipino <input type="checkbox"/> Korean <input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Vietnamese <input type="checkbox"/> Hawaiian <input type="checkbox"/> Asian <input type="checkbox"/> Guamanian <input type="checkbox"/> Indian <input type="checkbox"/> Samoan <input type="checkbox"/> Laotian <input type="checkbox"/> Tahitian <input type="checkbox"/> Cambodian <input type="checkbox"/> Other Pacific Islander <input type="checkbox"/> Hmong <input type="checkbox"/> Other Asian	
Additional Definitions: American Indian or Alaskan Native: A person having origins in any of the original peoples of North and South America (including Central America), and who maintains tribal affiliation or community attachment. Black or African American: A person having origins in any of the black racial groups of Africa. White: A person having origins in any of the original peoples of Europe, the Middle East, or North Africa.		
		Save Cancel

Contacts

The Contacts screen will allow you to view each contact for your student and update if necessary.

- To change a contact select the name and click “change”, when completed click “save”
- To add a contact click “add”, fill in your new contact information and click “save”

Some contacts may be listed as “Do Not Contact” . Please do not delete those individuals. This record is for informational purposes only, and is validated by documentation on file.

Select Record to Change

Name	Address Relation
Nymphadora Tonks	Aunt
Sirius Black	Uncle
Potter Lilly	Mother
Lord Voldemort	DO NOT CONTACT
Harry Potter	Brother

Contact Details

	Notes
Name	Nymphadora Tonks
Name Prefix	
First Name	Nymphadora
Middle Name	
Last Name	Tonks
Name Suffix	
Address	
Relationship to student	Aunt
Lives With Student?	
Code	Emergency Contact
Mail Tag	Copy of All Mail
Telephone Number	(987) 654-3210
Work Phone Number	
Cell phone number	

When complete click “Save”

After all Contact information has been updated click “**Confirm and Continue**”

Medical History

The Medical History screen will allow you to view, add and update current medical conditions as necessary.

By clicking the box, a field opens for additional information.

Additional Conditions
Please Check All That Apply

<input type="checkbox"/> Allergy - bee sting (threatening)	<input type="checkbox"/> Asthma - severe	<input type="checkbox"/> Migraine Headaches												
<input type="checkbox"/> Allergy - drug	<input type="checkbox"/> Autism (AUT)	<input type="checkbox"/> Other significant health problem												
<input type="checkbox"/> Allergy - food	<input type="checkbox"/> Back, Arthritis, Scoliosis	<input type="checkbox"/> Seizure Disorders												
<input type="checkbox"/> Allergy - penicillin	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Thyroid												
<input type="checkbox"/> Allergy - seasonal	<input type="checkbox"/> Emergency Care Plan in Place	<input checked="" type="checkbox"/> Vision -- Glasses												
		<table style="width: 100%; border-collapse: collapse;"><tr><td style="width: 60%;">Effective Date:</td><td style="width: 20%;">06/30/2017</td><td style="width: 20%; text-align: center;">📅</td></tr><tr><td>Age:</td><td></td><td></td></tr><tr><td>Grade:</td><td style="text-align: center;">0</td><td></td></tr><tr><td>Comment:</td><td colspan="2" style="height: 20px;"></td></tr></table>	Effective Date:	06/30/2017	📅	Age:			Grade:	0		Comment:		
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Age:														
Grade:	0													
Comment:														
<input type="checkbox"/> Allergy - various	<input type="checkbox"/> Hypoglycemia	<input type="checkbox"/> Vision -- Contacts												
<input type="checkbox"/> Asthma - moderate	<input type="checkbox"/> Kidney, Bladder, Bowel, Stomach													

After all Medical History has been updated click **“Confirm and Continue”**

Documents

The Documents screen will provide various documents that you will need to read.

Please download and read the documents posted and click the “I have read the required document” field.

The screenshot shows a web interface with a sidebar on the left and a main content area on the right. The sidebar contains six items, each with a circular icon and text: 'Family Information' (checked), 'Student' (checked), 'Contacts' (checked), 'Medical History' (checked), 'Documents' (5), and 'Authorizations' (6). The main content area has a header 'Documents' and a message: 'Documents are not downloaded from the portal. Please continue to "Final Data Confirmation" tab.' Below this is a document entry for 'District Handbook' with a document icon, the text 'Please download and review the updated district student handbook', and a checkbox labeled 'I have read the required document' which is circled in red.

If the “I have read the required document” fields are not checked you are not able to continue with the confirmations.

The screenshot shows an error message in red text: 'You cannot continue with the confirmation process until you read and confirm all of the documents listed on this tab.' Below this is the same message as in the previous screenshot: 'Documents are not downloaded from the portal. Please continue to "Final Data Confirmation" tab.' Below this is the document entry for 'District Handbook' with a document icon, the text 'Please download and review the updated district student handbook', and a checkbox labeled 'I have read the required document' which is unchecked.

Click “**Confirm and Continue**”

Authorizations

Review and click allow/accept or deny/decline your consent

Click "Save"

<p>✓ Family Information</p>	<p>Please review the following and allow/accept or deny/decline your consent. EACH Authorization & Prohibitions item must have a STATUS response in order to complete the registration process. SAVE. IF * Response Required still appears, one or more items has not yet saved.</p> <table border="1"><thead><tr><th>Authorizations and Prohibitions Description</th><th>Status</th></tr></thead><tbody><tr><td>Permission to release Stu Directory information Grant permission to release Student Directory information (GUSD strictly limits the release of student information to organizations based on the best interests of our students, i.e. colleges, financial aid, etc.)</td><td><input type="checkbox"/> Deny</td></tr><tr><td>Permission to release records to Military</td><td><input type="checkbox"/> No</td></tr><tr><td>* Permission for Media article/photos at school Grant permission for student to be photographed/videotaped/interviewed while at school and have those images distributed through print or electronic media sources.</td><td><input type="checkbox"/> Allow <input type="checkbox"/> Deny</td></tr><tr><td>Permission to walk home Indicate if your child has permission to walk home after school.</td><td><input type="checkbox"/> Allow <input type="checkbox"/> Deny</td></tr><tr><td colspan="2">* Response Required</td></tr></tbody></table> <p style="text-align: center;"><input type="button" value="Save"/></p>	Authorizations and Prohibitions Description	Status	Permission to release Stu Directory information Grant permission to release Student Directory information (GUSD strictly limits the release of student information to organizations based on the best interests of our students, i.e. colleges, financial aid, etc.)	<input type="checkbox"/> Deny	Permission to release records to Military	<input type="checkbox"/> No	* Permission for Media article/photos at school Grant permission for student to be photographed/videotaped/interviewed while at school and have those images distributed through print or electronic media sources.	<input type="checkbox"/> Allow <input type="checkbox"/> Deny	Permission to walk home Indicate if your child has permission to walk home after school.	<input type="checkbox"/> Allow <input type="checkbox"/> Deny	* Response Required	
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Click "Confirm and Continue"

Final Data Confirmation

Once you have completed all the information click “**Finish and Submit**”

PLEASE CONFIRM THAT THE INFORMATION ON THE PREVIOUS TABS IS CORRECT

CONGRATULATIONS!

You have completed your Verification of Enrollment.

Finish and Submit

Congratulations! You have now completed the student data confirmation process.

Once the final step is completed you will receive an email from the following address

DoNotReply@gilroyunified.org

DoNotReply@gilroyunified.org

to me

DATA CONFIRMATION RECEIPT

Thank you for confirming the data for your student: Mary Ann Junio.

Having accurate information greatly helps the school maintain a healthy and safe learning environment.

This email confirms that you have completed the data confirmation process.