

## Student Data Confirmation Process

Login into the **Aeries Parent Portal**. (This process can not be done via a student account)

When the Data Confirmation window is opened for you to update your student's information, review school and district documents, this message will display in the parent portal. Click on the message to start the confirmation process.



The left navigation tracks your progress.

On each screen, review and update your information. Select **Confirm and Continue** to save any changes and advance to the next screen.

**Family Information**—There are two questions to complete on this page.

1. Military survey— check if a parent or guardian are active in the United States Armed Forces.
2. Residency survey—If you check any option other than “None”, please contact the school office.

\*\*\*Note: If all information on any screen is accurate, select **Confirm and Continue** to proceed to the next screen.

**Student**—Update Mailing Address, Primary Phone, Correspondence Language and Parent Highest Education Level by selecting **Change**. Any address changes will need proof of residency brought to the school in the form of Rental or Mortgage agreement plus 2 current utility bills with parent/guardian legal name listed and showing the physical address. Once verified, office staff will update the address in Aeries.

Student Demographics		
Notes		
Mailing Address	123 ABC Lane Rocklin CA 95677	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	(916) 222-1234	
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	Some College	
<span style="border: 1px solid #ccc; padding: 2px 10px; font-size: small;">Change</span>		

**Contacts**—review directions at the top of the screen for important notes regarding contacts. To manage how calls are received to your provided phone numbers, please review our School Messenger [website](#) .

**Please review all information by updating and adding contacts.**

All contacts will be listed as emergency contacts on the student’s emergency card.

In addition to the primary contact info, our school notification system uses these contacts :Mother’s cell, Father’s cell, Step-Mother’s cell, Step-Father’s cell, Foster Mother’s Cell, Foster Father’s cell and Legal Guardian.

If you have an after school care provider, please include them as a contact.

If you update your contact information at a late date during the school year, you must print, sign, and return a new emergency card to the school with your student.

Select each existing contact, click on **Change** to review the contact details. Make any necessary updates.

Select Record to Change

Name	Address	Relation
Mom Test	123 ABC Lane	Mother
Dad Test	125 ABC Lane	Father

**Change** Add Delete

Email addresses will be locked if that address has been used to create a parent portal account.

Contact Details

		Notes
Name	Mom Test	This field is used to address mailings from the school if applicable.
Relationship to student	Mother	
Lives With Student?	Yes	
Telephone Number	(916) 333-3421	
Work Phone Number		
Cell phone number		
Email Address	@rocklin.k12.ca.us	Email Address is Locked

Select **Add** to create a new emergency contact for your student. Be sure to add a contact record for student after school

Contact Details

		Notes
Name	Neighbor Test	This field is used to address mailings from the school if applicable.
Relationship to student	After School Care Provider	
Lives With Student?	No	
Telephone Number		
Work Phone Number		
Cell phone number	(916) 323-7894	
Email Address		

Select **Confirm and Continue** when all emergency contacts are added.

## Medical History

Check Medical Conditions that apply. Today's date will be added when a new condition is selected. Be sure to add a comment for clarification for office staff. Select Save.

<input type="checkbox"/> Allergies - Medication to be kept in the health office	<input type="checkbox"/> Diabetes Mellitus - insulin dependent	<input type="checkbox"/> Medications at School
<input type="checkbox"/> Allergies - student needs to carry an Epi-pen	<input type="checkbox"/> Diabetes Mellitus - non-insulin dependent	<input type="checkbox"/> Medications at Home
<input type="checkbox"/> Allergies - no medication needed at school	<input checked="" type="checkbox"/> Medical Equipment needed at school - Cane,Crutches	<input type="checkbox"/> Psychological or Neurological Concerns

Effective Date: 07/25/2017

Age:

Grade:

Comment: Student broke ankle, will need

To remove a medical condition, click on **No Longer Applies**.

Medical History and Current Medical Conditions					
Condition	Effective Date	Age	Grade	Comment	
Medical Equipment needed at school - Cane,Crutches	07/25/2017 <input type="text"/>	0	0	Student broke ankle, will need crutches <input type="text"/>	<input type="button" value="No Longer Applies"/>

Select **Confirm and Continue**.

## Documents

Click on each document in the list. Once reviewed, select the checkbox to the right of the document. You will not be able to proceed without reviewing and checking all boxes.

**Please click each link below to view the document and then check the box to confirm.**

Documents	
Review document	
<a href="#">Student Network Access-Online Use Agrmt 2017-18.pdf</a>	<input type="checkbox"/> Please review this document.
<a href="#">Annual Parent Notice 2017-2018.pdf</a>	<input type="checkbox"/> Please review this document.
<a href="#">Annual Parent Notice 2017-2018, Russian.pdf</a>	
<a href="#">Annual Parent Notice_2017_18 - Spanish.pdf</a>	
<a href="#">ElementaryLibrary Use Agreement 17-18.pdf</a>	<input type="checkbox"/> Please review this document.
<a href="#">Student Accident Insurance Brochure 17-18.pdf</a>	
<a href="#">Student Accident Insurance Letter 2017-18.pdf</a>	<input type="checkbox"/> Please review this document.
<a href="#">Superintendent To Parent Letter 17-18.pdf</a>	<input type="checkbox"/> Please review this document.
<a href="#">SPANISH Superintendent To Parent Letter 17-18.pdf</a>	
<a href="#">Title VII Indian Education Program Memo.pdf</a>	<input type="checkbox"/> Please review this document.
Please print, sign, and return.	
<a href="#">Parent and Student Signature page, 2017-18.pdf</a>	<input type="checkbox"/> Please print, sign, and return.
Please save a copy for your records.	
<a href="#">Student Calendar, 2017-18.pdf</a>	<input type="checkbox"/> Please save a copy for your records.
If needed, print, sign, and return.	
<a href="#">Report of Health Examination for School Entry.pdf</a>	
<a href="#">Report of Health Examination for School Entry - Span.pdf</a>	
<a href="#">Oral Health Assessment Form.pdf</a>	
<a href="#">506 Form Exp 2020.pdf</a>	

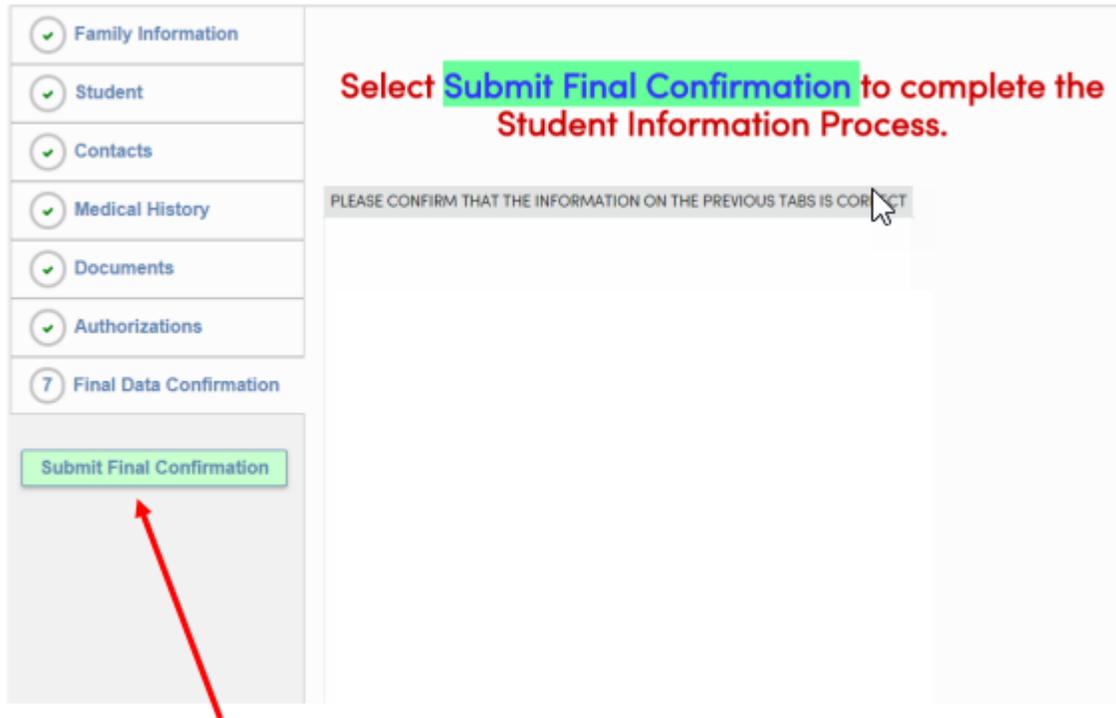
Select **Confirm and Continue**.

## Authorizations

Read each statement and acknowledge or approve/deny.

Select **Confirm and Continue**.

## Final Data Confirmation



The screenshot shows a multi-step process. On the left is a vertical sidebar with seven tabs, each with a green checkmark icon: Family Information, Student, Contacts, Medical History, Documents, Authorizations, and Final Data Confirmation. The 'Final Data Confirmation' tab is highlighted with a blue border and a circled '7'. Below the sidebar is a green button labeled 'Submit Final Confirmation', with a red arrow pointing to it from the bottom left. The main content area on the right has a large red heading: 'Select **Submit Final Confirmation** to complete the Student Information Process.' Below this heading is a grey box containing the text 'PLEASE CONFIRM THAT THE INFORMATION ON THE PREVIOUS TABS IS CORRECT' with a mouse cursor hovering over it.

Select **Submit Final Confirmation**.

Click on [Print New Emergency Card](#) (this option will not display for K-5/K-8 schools) and **View Report**. Your student's emergency card will display, **Print, Sign and send with your student**.

Data Confirmation must be completed for each of your students. If you have additional students, change student under the Change Student tab and complete for additional students.