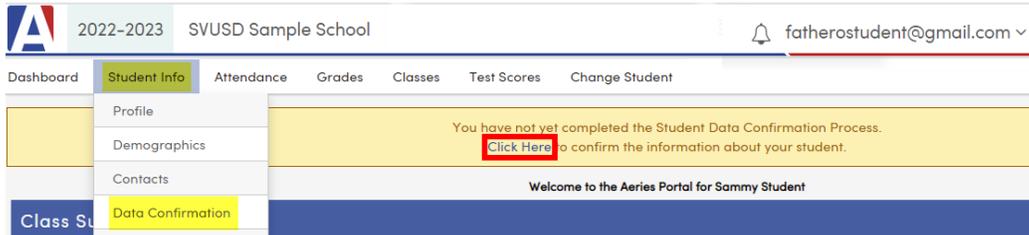


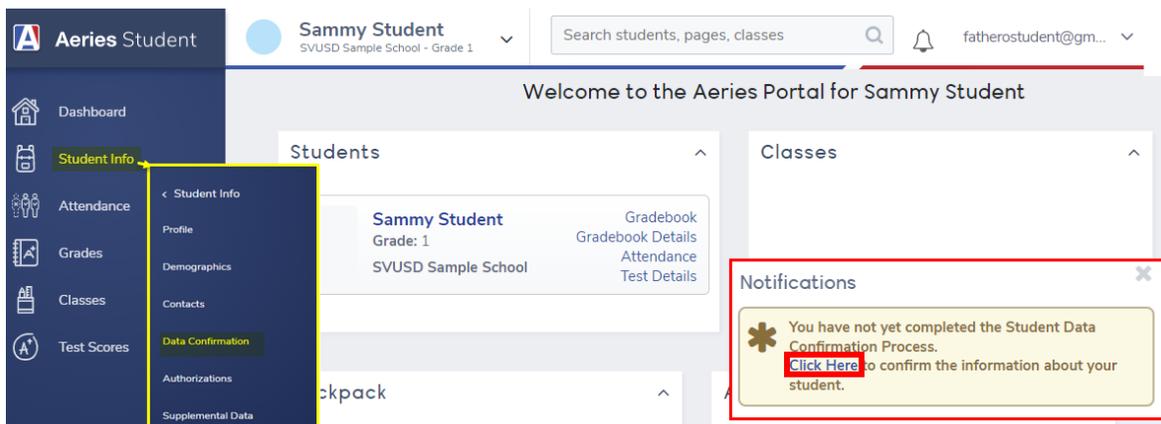
## Aeries Parent Data Confirmation Walkthrough

When you first log into the Parent Portal, you will see a message telling you that you have not completed the Data Confirmation process for your student.

If you are using the old Parent Portal interface, it will appear as a yellow banner near the top of your page.



If you are using the new Parent Portal interface, the message will appear in a pop-up window near the bottom of your page.



In either interface you can click on the **Click Here** link (framed in red), or you can click on the **Student Info** menu and choose **Data Confirmation** (highlighted).

There are 8 tabs in the Data Confirmation process, and parents will have to complete each one before moving on to the next step. Once a step is completed, the number of the step will be replaced with a check mark, and parents will automatically be moved to the next step.

[Step 1 - Family Information](#)

[Step 2- Income](#)

[Step 3 - Student Demographics](#)

[Step 4 - Contacts](#)

[Step 5 - Medical Conditions](#)

[Step 6 - Documents](#)

[Step 7 - Authorizations](#)

[Step 8 - Final Data Confirmation](#)

## Step 1 - Family Information

1. Select one of the options
2. Click on Confirm and Continue button

Please review and update your information on each of the numbered tabs 1-8 (left side menu). Select the 'Confirm and Continue' button to proceed to the next item. For changes other than those on tabs 1-8, please contact your school office.

Change of address is handled at your school site.

1 Family Information	<p>Please select whether or not at least one parent/guardian of this student is currently serving on active duty in the United States Armed Forces:</p> <div data-bbox="565 604 1354 716"><p><input type="checkbox"/> Yes, at least one <b>parent/guardian</b> of this student is <b>currently serving on active duty</b> in the United States Armed Forces.</p></div> <div data-bbox="565 741 1354 835"><p><input type="checkbox"/> No, this student does not have a parent/guardian who is active in the United States Armed Forces.</p></div>
2 Income	
3 Student	
4 Contacts	
5 Medical History	
6 Documents	
7 Authorizations	
8 Final Data Confirmation	

2 Confirm and Continue

## Step 2- Income

1. Enter the number of people in your household (if 6 or more, use the arrows to increase or decrease the number)
2. Choose your total monthly household income (the amounts will automatically adjust depending on the number of people in your household)
3. Click on the Confirm and Continue button
4. A window will pop-up asking you to verify the information you entered. Click OK if it is correct or Cancel if you need to change it.

The screenshot shows the 'School Funding Form' interface. On the left is a navigation sidebar with steps 1 through 8. Step 2, 'Income', is highlighted. A green 'Confirm and Continue' button is at the bottom of the sidebar, with a red circle '3' next to it. The main content area has a title 'School Funding Form' and an introductory paragraph. Below this are two questions. The first question, 'How many people are in your household?', is marked with a red circle '1'. It has radio buttons for 1, 2, 3, 4, and 5, and a 'More' button with a dropdown menu showing '6'. The second question, 'What is your total monthly household income?', is marked with a red circle '2'. It has three radio button options: '\$4029 or less', '\$4030 - \$5734', and '\$5735 or greater'. A red box highlights a 'Confirm' dialog box on the right, which contains the text 'Please make sure this information is correct. Once it is submitted it will not be editable.' and two buttons: 'OK' and 'Cancel'. A red circle '4' is next to the 'OK' button.

### Step 3 - Student Demographics

1. Click on the Change button if any of the data needs to be updated. (Skip to step 2 if all data is correct.)
2. Click on the Confirm and Continue button.

Click the 'Change' button to update information. Once you have made your corrections, click the 'Save' button to post the changes.

Student Demographics		
Notes		
Parent/Guardian	Mr & Mrs. Student	This field is used to address mailings from the school if applicable.
Primary Phone	(949) 555-1212	
Student's Mobile		
Parent Highest Education Level	Grad School/post grad trng	

**1** Change

**2** Confirm and Continue

### Step 4 - Contacts

1. Click on the pencil button if any of the contact records listed need to be updated or deleted.
2. Click on the Add button if any new contacts need to be entered.
3. Click on the Confirm and Continue button (skip to this step if there are no changes to the contact information.)

The following are guidelines for entering contacts:

- Only include email for parents/guardians
- Include an emergency contact other than Parent/Guardian. Use 'Relationship to student' drop-down and select 'Emergency Contact'
- Include an out-of-state contact if possible
- 'Email Address is Locked' indicates email is tied to a portal account and cannot be modified through Contacts. Please use the 'Change Email' menu option when logging in with that email.

**2** Add

**1** Father Student  
Father  
Lives With Ed Level: Grad School/post grad trng (5)  
fathrostudent@gmail.com  
(949) 555-1212  
Last Updated: 6/30/2022 11:13 AM

**3** Confirm and Continue

## Step 5 - Medical Conditions

1. If your student no longer has a medical condition that is listed, click on the No Longer Applies button.
2. Click on any additional medical condition that your student has and add details if required.
3. When all changes are complete, click on the Save button (there is also a Save button on the bottom of this page).
4. Click on the Confirm and Continue button (skip to this step if there are no changes to the medical information or no medical conditions to enter).

- ✔ Family Information
- ✔ Income
- ✔ Student
- ✔ Contacts
- 5 Medical History
- 6 Documents
- 7 Authorizations
- 8 Final Data Confirmation

4 Confirm and Continue

Please review the medical information for your child (if any) and add new or check the 'No Longer Applicable' button. Click the 'Save' button after you have made your changes. If your child takes medication during the school day, please print the medication form from the documents page, have it signed by the Physician, and return it with the medication to the school office.

Medical History and Current Medical Conditions

Condition	Effective Date	Age	Grade	Comment	
Asthma	10/01/2018 <span style="font-size: small;">📅</span>	6	1	Will provide inhaler to health office	<span style="color: red; font-weight: bold; border-radius: 50%; padding: 2px 5px;">1</span> No Longer Applies

3 Save

2 Additional Conditions Please Check All That Apply

<input type="checkbox"/> Allergic To All Nuts	<input type="checkbox"/> Catheterization- (SPHC)	<input type="checkbox"/> Other Health Condition
<input type="checkbox"/> Allergic To All Peanut Products	<input type="checkbox"/> Chemotherapy	<input type="checkbox"/> Oxygen Administration - (ECP)
<input type="checkbox"/> Allergic To Bee, Ants, Insect Or Spider Bites	<input type="checkbox"/> Diabetic - Type 1- (ECP)	<input type="checkbox"/> Seizures - Absence / Petit Mal
<input type="checkbox"/> Allergic To Dairy (Milk) Products	<input type="checkbox"/> Diabetic - Type 1 - Glucagon - (ECP)	<input type="checkbox"/> Seizures - Complex Partial
<input type="checkbox"/> Allergic To Eggs	<input type="checkbox"/> Diabetic - Type 1 - Insulin Pen - (ECP)	<input type="checkbox"/> Seizures - Diastat Protocol - (ECP)
<input type="checkbox"/> Allergic To Foods - See Health File	<input type="checkbox"/> Diabetic - Type 1 - Insulin Pump - (ECP)	<input type="checkbox"/> Seizures - Grand Mal - (ECP)
<input type="checkbox"/> Allergic To Gluten, Wheat, Caseins	<input type="checkbox"/> Diabetic - Type 2	<input type="checkbox"/> Seizures - Standard 1st Aid ONLY
<input type="checkbox"/> Allergic To Seafood Or Shellfish	<input type="checkbox"/> G-Tube Feeding/ Replace - (SPHC)	<input type="checkbox"/> Seizures - VNS Implant - (ECP)
<input type="checkbox"/> EPI PEN /Auvi-Q STUDENT CARRIES	<input type="checkbox"/> Hearing Loss Severe	<input type="checkbox"/> Shunt - (ECP)
<input type="checkbox"/> Asthma - Severe	<input type="checkbox"/> Heart Condition - Serious, Surgery, Pacemaker	<input type="checkbox"/> Solu Cortef Injections- Adrenal Insufficiency
<input type="checkbox"/> EPI PEN AT SCHOOL - (ECP)	<input type="checkbox"/> Immune Deficiency / Suppressed	<input type="checkbox"/> Stroke - See Health File
<input type="checkbox"/> Bleeding Disorder:Hemophilia / Von Willebrand's	<input type="checkbox"/> Medication Taken At School	<input type="checkbox"/> SPHC: Oral/ Trach Suctioning
<input type="checkbox"/> Cancer, Leukemia, Lymphoma	<input type="checkbox"/> Orthopedic Problems	<input type="checkbox"/> Vision Loss Severe

Save

## Step 6 - Documents

1. Click on each document listed. The document or link will open up in a new tab. Review the document, printing it if it applies to your student and needs to be printed.
2. Once every document has a checkmark by it and has been shaded green (signifying that you have opened it), you will be able to click on the Confirm and Continue button.

<input checked="" type="checkbox"/> Family Information	<p>Your signature on the Data Confirmation/Parent Signature Form, as required by Section 48980, indicates you have read the sections of the Education Code in the Annual Notification to Parents/Guardians, also located at <a href="http://www.svusd.org">www.svusd.org</a>, and you are therefore informed of your rights. It does not indicate approval has been given or withheld.</p> <p>Please open and read the attached documents. If confirmation is required, put a check in the box to confirm you have reviewed the document(s).</p> <h3>Documents</h3> <div><p> <b>Annual Notification To Parents/Guardians</b> *Required **REQUIRED** Please click for the Annual Notification To Parents/Guardians <input checked="" type="checkbox"/> I have read</p></div> <div><p> <b>Meal Application</b> *Required **REQUIRED** The meal application determines if your family qualifies for free or reduced meals. In addition to your child receiving healthy meals, the application generates additional funding to support different education programs throughout the District. <input checked="" type="checkbox"/> I have read</p></div> <div><p> <b>Medi-Cal Reimbursement Form</b> *Required <input checked="" type="checkbox"/> I have reviewed</p></div>
<input checked="" type="checkbox"/> Income	
<input checked="" type="checkbox"/> Student	
<input checked="" type="checkbox"/> Contacts	
<input checked="" type="checkbox"/> Medical History	
<input checked="" type="checkbox"/> <b>Documents</b>	
<input checked="" type="checkbox"/> Authorizations	
<input checked="" type="checkbox"/> Final Data Confirmation	
<input type="button" value="Confirm and Continue"/>	

## Step 7 - Authorizations

1. Choose a response for every authorization (certain authorizations do not apply to all grade levels).
2. Click on the Save button.
3. Click on the Confirm and Continue button.

- Family Information
- Income
- Student
- Contacts
- Medical History
- Documents
- 7 Authorizations**
- Final Data Confirmation

3

Confirm and Continue

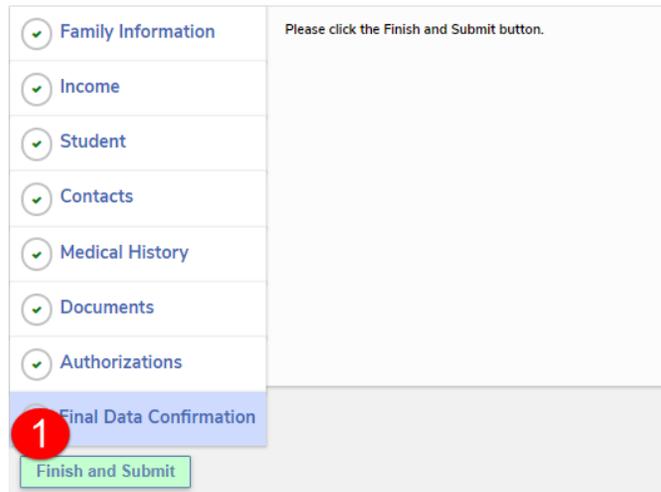
This school does not release information or records concerning your child to non-educational organizations or individuals without your consent. Also, the release of certain information could benefit your child, such as information on athletic or academic awards, information for news releases, or information to organizations and graduates. Your consent is required for the release of such information.

Authorizations and Prohibitions	
Description	Status
<p><b>* Student Media Release</b> Press television, other digital and print news media; District, school, and public web sites (information concerning participation in athletics, activities, the winning of honors and awards, and other such information); District and school social media.</p>	<span style="font-size: 24px; color: red; border: 1px solid red; border-radius: 50%; padding: 2px 5px;">1</span> <input checked="" type="checkbox"/> Allow <input type="checkbox"/> Deny
<p><b>* Allow my child to access the Internet / SVUSD Network</b></p>	<input checked="" type="checkbox"/> Allow <input type="checkbox"/> Deny
<p><b>* Allow release of student information to PTA, PTSA, PTO (providing release also allows images and names in yearbooks)</b> Including images and names in yearbooks.</p>	<input checked="" type="checkbox"/> Allow <input type="checkbox"/> Deny
<p><b>Allow release of student information to Orange County Registrar of Voters</b> 18 years or older.</p>	<input checked="" type="checkbox"/> Allow <input type="checkbox"/> Deny
<p><b>Allow release of student information for Recruitment Opportunities</b> Official employment or recruitment representatives of private industry; Federal and State Legislators; federal, state, and local government agencies. (12th grade only)</p>	<input checked="" type="checkbox"/> Allow <input type="checkbox"/> Deny
<p><b>Allow release of student information to Military forces of the United States</b> 11th - 12th grade only.</p>	<input checked="" type="checkbox"/> Allow <input type="checkbox"/> Deny
<p><b>Allow release of student information to Colleges and Scholarship Organizations</b> Including transcripts/test scores for application and scholarship requirements.</p>	<input checked="" type="checkbox"/> Allow <input type="checkbox"/> Deny
<p><b>* Allow release of student information to Non-profit Organizations</b> Benefiting SVUSD schools, e.g. SV Educational Foundation, Booster Clubs.</p>	<input checked="" type="checkbox"/> Allow <input type="checkbox"/> Deny
<p><b>* Allow release of student information to Medi-Cal for Reimbursement</b> I understand and agree that the SVUSD may use Medi-Cal, other public benefits, or public insurance programs to offset the District's cost for the provision of Medi-Cal related services. I also agree for this limited purpose, to allow the District to share the following information regarding my child as part of this process: *Student name, *Student date of birth, *Student evaluation and referral information (for related services), *Student Individual Education Plan (IEP), relevant goals, and progress notes (as appropriate).</p>	<input checked="" type="checkbox"/> Allow <input type="checkbox"/> Deny
<p><b>I acknowledge and understand that I must request paper report cards and progress reports from the school</b> Paper report cards will no longer be mailed. Grades are available online via the Family Portal.</p>	<input checked="" type="checkbox"/> Yes
<p><b>* I elect to receive messages distributed, on behalf of SVUSD, through the School Messenger System</b></p>	<input checked="" type="checkbox"/> Elect <input type="checkbox"/> Deny
<p><b>Allow release of student transcript data to CaliforniaColleges.edu</b> SVUSD has transcript-informed functionality with the California College Guidance Initiative (CCGI) to help your child develop a well-informed college and career plan. With transcript-informed functionality in CaliforniaColleges.edu, SVUSD students have access to exclusive tools and resources to support their college and career planning. These resources are only provided when students' transcript data is uploaded from the SVUSD's Student Information System (SIS) into CaliforniaColleges.edu in accordance with all state and federal student privacy laws. (grades 7-12 only)</p>	<input checked="" type="checkbox"/> Allow <input type="checkbox"/> Deny
<p><b>* Does your child have internet access at home?</b> Saddleback Valley Unified School District wants all students to have high-speed internet access at home to assist in completing schoolwork.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>* Is your primary home internet access provided through a cell phone or cellular hotspot?</b></p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>I verify that my child and I have read and understand the information in the Annual Notification to Parents/Guardians Booklet, 2022-2023, and agree to abide by the policies of the Saddleback Valley Unified School District.</b> testing adding a note to the aut</p>	<input checked="" type="checkbox"/> Yes
<p><b>* Response Required</b></p>	

2
Save

## Step 8 - Final Data Confirmation

1. Once all steps are completed, you can go back and review your responses by clicking on any of the tabs. When you are ready to submit your data, click on the Finish and Submit button.



Family Information ✓

Income ✓

Student ✓

Contacts ✓

Medical History ✓

Documents ✓

Authorizations ✓

**1** Final Data Confirmation ✓

Finish and Submit

Please click the Finish and Submit button.

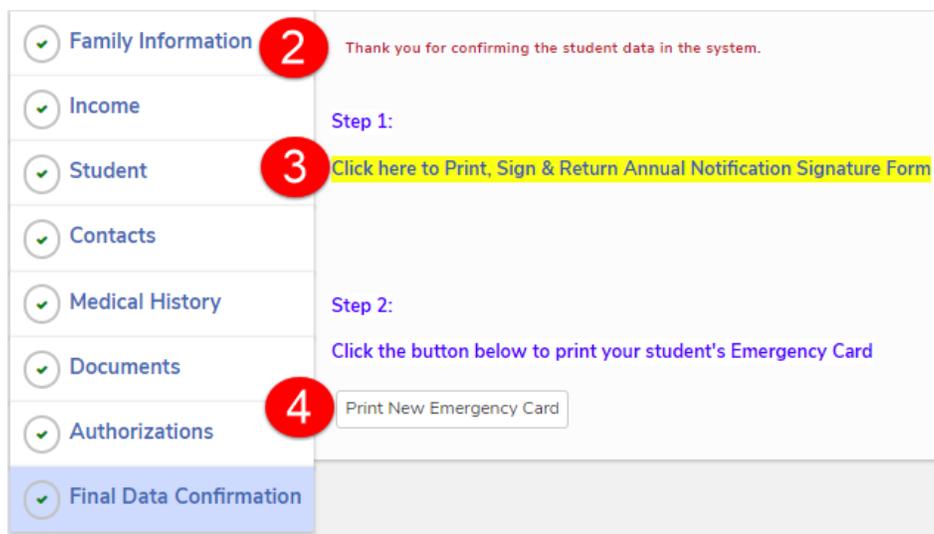
2. You will receive a message thanking you for confirming your student's data.
3. Click on the link to print and sign the Annual Notification Signature Form. ***This form must be printed and a hard copy with student and parent signatures turned in at Bullring Registration.***

STUDENT NAME: (PRINT) \_\_\_\_\_ GRADE: \_\_\_\_\_  
NOMBRE DEL ESTUDIANTE: (LETRA DE MOLDE) \_\_\_\_\_ GRADO \_\_\_\_\_

Saddleback Valley Unified School District

**Annual Notification to Parents/Guardians Signature Form**

As the parent/guardian of the student named below, I verify that my child and I have read and understand the information in



Family Information ✓ **2**

Income ✓

Student ✓ **3**

Contacts ✓

Medical History ✓

Documents ✓

Authorizations ✓

**4** Final Data Confirmation ✓

Thank you for confirming the student data in the system.

Step 1:

**Click here to Print, Sign & Return Annual Notification Signature Form**

Step 2:

Click the button below to print your student's Emergency Card

Print New Emergency Card

4. Click on the button to Print New Emergency Card for your student. This will show you all of the information you have just confirmed. ***This form must be printed and a hard copy with student and parent signatures turned in at Bullring Registration as proof that you have completed the online Data Confirmation process.***

Student Information Page 1

Student ID	Last Name	First Name	Middle Name	Gender	Grade	Birthdate
123456	Student	Sammy		Male	1	01/10/2016

Resid Address: 123 Via Amor, Rancho Santa Margarita, CA 92688

Student's Mobile Email: students456@mysaddleback.org

Parent/Guardian Information

Mr & Mrs. Student	Primary Phone	(949) 555-1212
Language: English	Primary Contact 1:	
	Primary Contact 2:	

Emergency Contacts

Father o. Student (lives with)	Mobile	
Father	Phone	(949) 555-1212
fatherstudent@gmail.com		
Mother o. Student (lives with)	Mobile	
Mother	Phone	(714) 555-1212

Authorizations

Authorization Type	Authorization Code	Date	Status Dt	Status
1 Prog Participation Authorization or	IMD Student Media Release	06/30/2022	06/30/2022	Granted
1 Prog Participation Authorization or	INT Allow my child to access the Internet / SVU	06/30/2022	06/30/2022	Granted

Parent/Guardian Signature

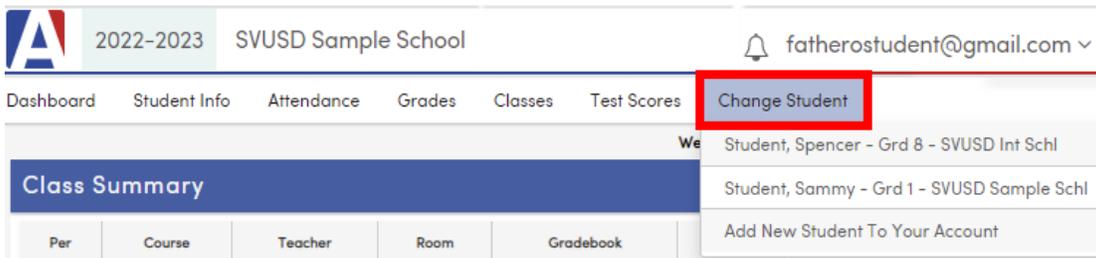
Date

Parent/Guardian Signature

Date

### Completing Data Confirmation for Multiple Students

The Data Confirmation process must be completed separately for each student enrolled in SVUSD. When using the old Parent Portal interface, click on the **Change Student** menu and choose the next student you need to complete Data Confirmation for.



When using the new Parent Portal interface, click on the student's card (highlighted in yellow) on the home page, or click on the down-pointing arrow (circled in red) in the header to see your list of students.

