

IT Training Quick Reference Guide

Student Data Confirmation

For Existing/Returning Students



Revised – 6/6/2020

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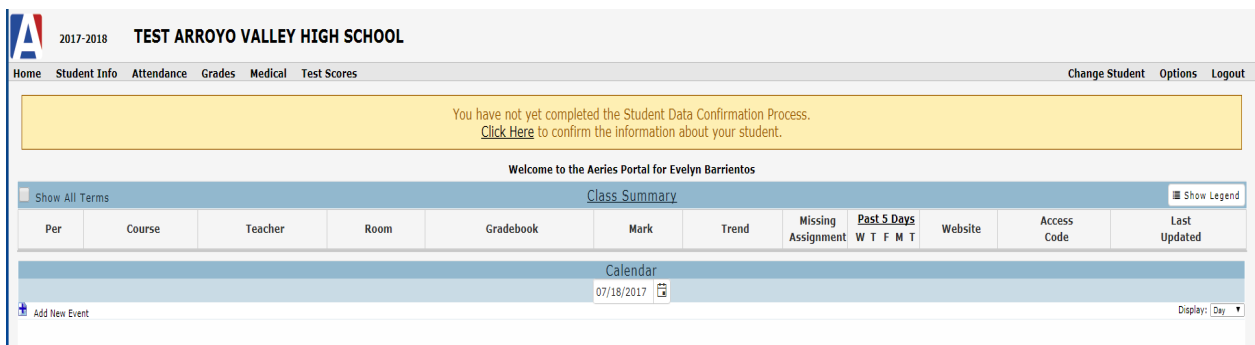
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AERIES PARENT LOGON

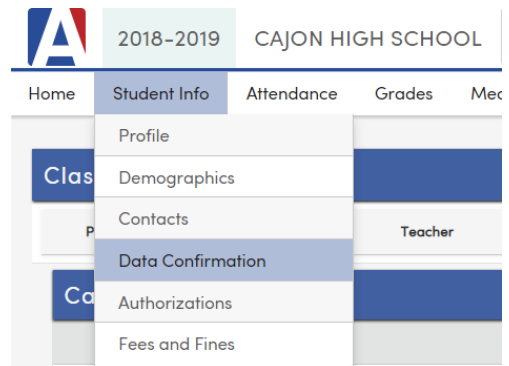
1. Run a **browser** and enter this address: <https://sbcusd.asp.aeries.net/student/>
2. Enter your **email address** and **click on NEXT**
3. Enter your **password** and **click on SIGN IN**

A Yellow Banner provides a link to complete the Student Data Confirmation Process.

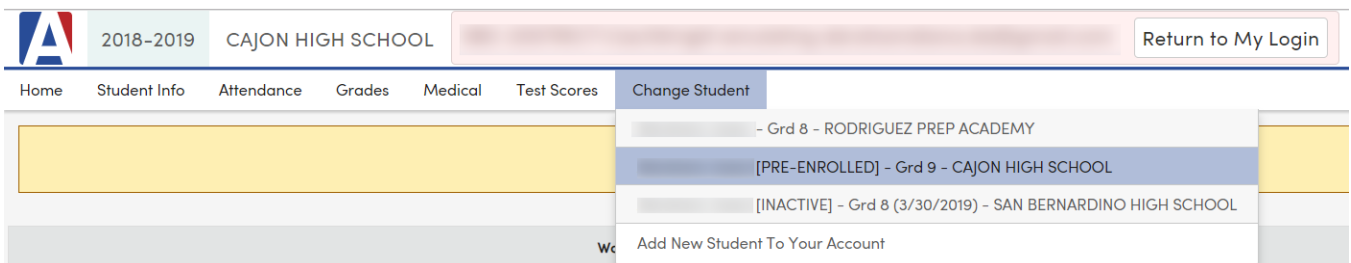
4. **Click on Click Here** in the yellow banner



NOTE – If you do not finish or you return to the data confirmation process in a later session, you will need to select **Data Confirmation** from the Student Menu.



NOTE - If needed, use the **Change Student** Menu to select the correct student and or school site.



FAMILY INFORMATION TAB

1. **Click on the Family Information Tab**
2. Armed forces questions – choose one that applies
3. Residence Survey – choose one that applies
4. **Click on Confirm and Continue**

The screenshot shows a web interface for the 'Family Information' tab. On the left is a vertical navigation menu with seven items: '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 menu is a green button labeled 'Confirm and Continue'. The main content area contains two sections of questions. The first section, titled 'Please select whether or not at least one parent/guardian of this student is active in the United States Armed Forces:', has two radio button options. The first option is 'Yes, at least one parent/guardian of this student is active in the United States Armed Forces.' with an unchecked checkbox. The second option is 'No, this student does not have a parent/guardian who is active in the United States Armed Forces.' with a checked checkbox. The second section, titled 'Please select one of the following options to complete the residence survey:', has one radio button option: '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.' with an unchecked checkbox.

STUDENT TAB

1. **Click on the Student Tab**

- Parents can change the Mailing Address and the Residence Address

NOTE – This update is does not change the data live in the system. Instead the site is notified of the change.

- Parents can change the Primary Telephone #

NOTE – This update does change immediately (live) in the system.


CHANGING STUDENT DATA

1. To change any one of the above, **click on the Change button**
2. Make the necessary changes and **click on Save**
3. **Click on Confirm and Continue**

<ul style="list-style-type: none"> 1 Family Information 2 Student 3 Contacts 4 Medical History 5 Documents 6 Authorizations 7 Final Data Confirmation 	<table border="1"> <thead> <tr> <th colspan="3">Student Demographics</th> </tr> <tr> <th></th> <th></th> <th>Notes</th> </tr> </thead> <tbody> <tr> <td>Mailing Address</td> <td>468 NORTHPARK BLVD SAN BERNARDINO CA 924073147</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>468 NORTHPARK BLVD SAN BERNARDINO CA 924073147</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>(909) 275-1672</td> <td></td> </tr> <tr> <td colspan="3" style="text-align: right;">Change</td> </tr> </tbody> </table>	Student Demographics					Notes	Mailing Address	468 NORTHPARK BLVD SAN BERNARDINO CA 924073147	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)	468 NORTHPARK BLVD SAN BERNARDINO CA 924073147	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	(909) 275-1672		Change		
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Primary Phone	(909) 275-1672																		
Change																			

[Confirm and Continue](#)

CONTACTS TAB

1. **Click on the Contacts Tab**
2. Read the contacts instructions in order to create or edit contact records correctly
3. To edit a contact record, **click on the pencil button**  per that contact, adjust information as needed and **click on Save**
4. To add a new contact record, **click on the Add button**, enter information as needed and **click on Save**
5. When finished entering contacts information, **click on Confirm and Continue**

<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Family Information <input checked="" type="checkbox"/> Student 3 Contacts 4 Medical History 5 Documents 6 Authorizations 7 Final Data Confirmation 	<p>Please update parent/guardian contact information AND additional emergency contacts who you authorize to be notified and/or your student released to in an event of an emergency.</p> <p>Be sure each parent is listed and identified as a parent/guardian in the "CODE" field. Parent/Guardian "Cell Phone" numbers will be contacted via <i>Text Messaging</i> in the event of an important notification. Only enter or update email addresses for parents or guardians.</p> <p>Include contact phone numbers for the student's <i>physician</i>.</p> <p>To Add a new contact click on the "Add" button. To Update an existing contact click on the pen next to the contact record, update and save. All changes will be logged. (All changes to contact information can be viewed by school personnel.)</p>
<input type="button" value="Confirm and Continue"/>	<div style="border: 1px solid #ccc; padding: 5px;"> <div style="background-color: #2c5e8c; color: white; padding: 5px; display: flex; justify-content: space-between;"> Contacts <input type="button" value="+ Add"/> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: center;"> <input type="button" value="✎"/> </div> <div> <p>Automated Dialer</p> <p>Automated Dialer</p> <p>☎ (909) 649-4279</p> <p style="text-align: right; font-size: small;">🕒 Last Updated: 6/18/2016 10:34 AM</p> </div> </div> </div> <div style="border: 1px solid #ccc; padding: 5px; margin-top: 5px;"> <div style="display: flex; justify-content: space-between; align-items: flex-start;"> <div style="text-align: center;"> <input type="button" value="✎"/> </div> <div> <p>Texting Automated</p> <p>Automated Texting</p> </div> </div> </div> </div>

MEDICAL HISTORY TAB

1. **Click on the Medical History tab**

2. Select any conditions and **click on Save**

- OR

- You may remove any previous conditions by **clicking No Longer Applies** and **click on Save**

3. **Click on Confirm and Continue**

Family Information

Student

Contacts

Medical History

Documents

Authorizations

Final Data Confirmation

Confirm and Continue

Medical Data Saved at 6/3/2020 3:42:31 PM.

Medical Information lists the medical concerns/conditions currently on file for your student.

By updating this area you agree to **CONTACT THE SCHOOL REGISTERED NURSE** about any conditions requiring special medical care at school.

Add medical conditions not listed in the *Additional Conditions* section below and check all boxes that apply.

SAVE changes.

Medical History and Current Medical Conditions

Condition	Effective Date	Age	Grade	Comment	
Allergies	06/03/2020 <input type="text" value=""/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value=""/>	No Longer Applies
Asthma	06/03/2020 <input type="text" value=""/>	<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value=""/>	No Longer Applies

Save

Additional Conditions
 Please Check All That Apply

Allergies with EpiPen
 Mental Health
 Epilepsy/Seizures
 Diabetes
 Other

Save

DOCUMENTS TAB

1. **Click on the Documents Tab**

2. **Click on and read each document**

3. **Click on the I have read check box** for each document listed

NOTE – A new browser tab will open with the document in it. You can close this tab and return to the previous tab to continue reading other documents.

4. **Click on Confirm and Continue**

<ul style="list-style-type: none"> <li style="border-bottom: 1px solid #ccc; padding: 5px;"><input checked="" type="checkbox"/> Family Information <li style="border-bottom: 1px solid #ccc; padding: 5px;"><input checked="" type="checkbox"/> Student <li style="border-bottom: 1px solid #ccc; padding: 5px;"><input checked="" type="checkbox"/> Contacts <li style="border-bottom: 1px solid #ccc; padding: 5px;"><input checked="" type="checkbox"/> Medical History <li style="border-bottom: 1px solid #ccc; padding: 5px;"><input checked="" type="checkbox"/> 5 Documents <li style="border-bottom: 1px solid #ccc; padding: 5px;"><input type="checkbox"/> 6 Authorizations <li style="border-bottom: 1px solid #ccc; padding: 5px;"><input type="checkbox"/> 7 Final Data Confirmation <div style="border: 1px solid #ccc; background-color: #e0f2f1; padding: 5px; text-align: center; margin-top: 5px;"> Confirm and Continue </div>	<p style="color: red; font-size: small;">You cannot continue with the confirmation process until you read and confirm all of the documents listed on this tab.</p> <p style="font-size: x-small;">To view the documents below please click on the link for each document. You can print or save the documents for your own records. When you have reviewed the documents please click on the "reviewed" check box to confirm that the document was read. Note: If you are unable to see the "reviewed" check box after reading a document, please press the TAB key on your keyboard.</p> <div style="background-color: #3959ab; color: white; padding: 5px; margin-top: 10px;"> <h3 style="margin: 0;">Documents</h3> </div> <div style="margin-top: 10px;"> <div style="background-color: #e0f2f1; padding: 10px; border: 1px solid #ccc; margin-bottom: 10px;"> <p> Student Technology Responsible Use Agreement</p> <p><input checked="" type="checkbox"/> I have read the required document and will answer accordingly on the Authorizations page.</p> </div> <div style="background-color: #e0f2f1; padding: 10px; border: 1px solid #ccc; margin-bottom: 10px;"> <p> Family Rights and Privacy Act *Required</p> <p><input checked="" type="checkbox"/> I have read and understand the required document.</p> </div> <div style="background-color: #e0f2f1; padding: 10px; border: 1px solid #ccc;"> <p> Sexual Harassment Policy *Required</p> <p><input checked="" type="checkbox"/> I have read and understand the required document.</p> </div> </div>
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AUTHORIZATIONS TAB

1. Click on the **Authorizations Tab**
2. Answer each question
3. Click **Save**
4. Click on **Confirm and Continue**

NOTE – Required fields are marked with the asterisk.

<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Family Information <input checked="" type="checkbox"/> Student <input checked="" type="checkbox"/> Contacts <input checked="" type="checkbox"/> Medical History <input checked="" type="checkbox"/> Documents 6 <input type="checkbox"/> Authorizations <input type="checkbox"/> 7 Final Data Confirmation <p style="text-align: center; margin-top: 10px;">Confirm and Continue</p>	<p>Please complete the following authorizations and acknowledgement questions. Detailed information can be found on the documents page. When all questions are answered, click save at the bottom of the section.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #3959ab; color: white;"> <th colspan="2" style="text-align: center;">Authorizations and Prohibitions</th> </tr> <tr style="background-color: #e0e0e0;"> <th style="text-align: center;">Description</th> <th style="text-align: center;">Status</th> </tr> </thead> <tbody> <tr> <td style="padding: 5px;"> <p>* Use The Internet As the parent/guardian of this student, I have read and understand the Student Technology Responsible Use Agreement. I hereby give my permission to grant access to the SBCUSD electronic network to my child.</p> </td> <td style="padding: 5px; text-align: right;"> <input checked="" type="checkbox"/> Allow <input type="checkbox"/> Deny </td> </tr> <tr> <td style="padding: 5px;"> <p>California College Guidance Initiative If you do not want your student's grades to be released to the CaliforniaColleges.edu platform please select deny.</p> </td> <td style="padding: 5px; text-align: right;"> <input checked="" type="checkbox"/> Deny </td> </tr> <tr> <td style="padding: 5px;"> <p>* Release Student Transcripts As the parent/guardian of this student, I have read the Course and Grade Release document and I give consent for the San Bernardino City Unified School District to release my student's courses and grades to any accredited college or University for the purpose of reviewing entrance qualifications.</p> </td> <td style="padding: 5px; text-align: right;"> <input checked="" type="checkbox"/> Allow <input type="checkbox"/> Deny </td> </tr> <tr> <td style="padding: 5px;"> <p>* Surveys Permitted As the parent/guardian of this student, I have read and understand the Student Survey document and authorize my child (student) to participate in the surveys.</p> </td> <td style="padding: 5px; text-align: right;"> <input checked="" type="checkbox"/> Allow <input type="checkbox"/> Deny </td> </tr> </tbody> </table>	Authorizations and Prohibitions		Description	Status	<p>* Use The Internet As the parent/guardian of this student, I have read and understand the Student Technology Responsible Use Agreement. I hereby give my permission to grant access to the SBCUSD electronic network to my child.</p>	<input checked="" type="checkbox"/> Allow <input type="checkbox"/> Deny	<p>California College Guidance Initiative If you do not want your student's grades to be released to the CaliforniaColleges.edu platform please select deny.</p>	<input checked="" type="checkbox"/> Deny	<p>* Release Student Transcripts As the parent/guardian of this student, I have read the Course and Grade Release document and I give consent for the San Bernardino City Unified School District to release my student's courses and grades to any accredited college or University for the purpose of reviewing entrance qualifications.</p>	<input checked="" type="checkbox"/> Allow <input type="checkbox"/> Deny	<p>* Surveys Permitted As the parent/guardian of this student, I have read and understand the Student Survey document and authorize my child (student) to participate in the surveys.</p>	<input checked="" type="checkbox"/> Allow <input type="checkbox"/> Deny
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FINAL DATA CONFIRMATION

1. Read the final instructions
2. **Click on Finish and Submit**

Family Information ✓

Student ✓

Contacts ✓

Medical History ✓

Documents ✓

Authorizations ✓

7 Final Data Confirmation

Finish and Submit

Please review the instructions below. Click on "Finish and Submit" to print the Final Data Confirmation form. Please sign & return the Final Data Confirmation form back to your school when appropriate. Thank you.

3. **Click on Print New Emergency Card** button

Family Information ✓

Student ✓

Contacts ✓

Medical History ✓

Documents ✓

Authorizations ✓

Final Data Confirmation ✓

Thank you for confirming the student data in the system.

The following document(s) must be returned to your student's high school on his/her registration day:

Signed and dated *Final Data Confirmation form* (can be printed after clicking finish & submit)

Print New Emergency Card

4. **Print** and **Sign** the Final Data Confirmation page
5. Return the Final Data Confirmation page to School on registration day


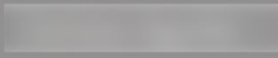

CONTACT DATA CHANGES


The following screen – Verified Parent/Guardian contains the original parent guardian information per initial enrollment. This can be used to compare changes made.

VERIFIED PARENT/GUARDIAN

1. Pages >


Verified Parent Guardian






Student ID _____
State Student ID _____
Status Tag _____
Student Number _____

Verified Parent Guardian

 Relationship: Father Prefix: Mr First Name: Last Name:

 Relationship: Mother First Name: Last Name: Verified Date: 8/25/2016

POST PROCESSING REPORTS

VERIFY INDIVIDUAL STUDENT DATA COMPLETION STATUS

1. To check an individual student, locate the student’s record in Aeries
2. **Click on Pages** and filter for “data confirmation log”
3. Select **Data Confirmation Log** in the **Pages** menu

Data Confirmation Log

Test Student	
Table	Date/Time
AUT - Authorizations, Prohibitions, and Waivers	6/4/2020 11:12:49 AM
CON - Contacts	6/4/2020 11:10:52 AM
DCS - Data Confirmation Documents	6/4/2020 11:12:42 AM
FinalDataConf - FinalDataConf	6/4/2020 11:13:02 AM
MHS - Medical History	6/4/2020 11:10:55 AM
PRS - Parent Response to Survey	6/4/2020 11:10:44 AM
STU - Student Data	6/4/2020 11:10:48 AM

VERIFY INDIVIDUAL STUDENT DOCUMENTS DOWNLOAD CONFIRMATION

1. To check an individual student, locate the student’s record in Aeries
2. **Click on Pages** and filter for “data confirmation log”
3. Select **Data Confirmation Log** in the **Pages** menu

Document Download / Conf Log

Test Student			
Title	Document	Action	Date/Time
Course and Grade release to Colleges and Universities	Course and Grade release English & Spanish.pdf	Confirmed Document	6/4/2020 11:12:37 AM
Military Recruiter/ Contact Authorization	Military Recruiter Form.pdf	Confirmed Document	6/4/2020 11:12:35 AM
Federal 2020-2021 Annual Low – Income Levels	INCOME Highschool Test Fee APIB Parent Letter.pdf	Confirmed Document	6/4/2020 11:12:33 AM
Valedictorian Salutatorian Selection Letter to Parents	20-21Valedictorian Salutatorian Selection Letter.pdf	Confirmed Document	6/4/2020 11:12:32 AM
High School Attendance and Grading Policy	High School Attendance Policy English & Spanish.pdf	Confirmed Document	6/4/2020 11:12:30 AM
CHS Parent and family engagement policy	2019 2020 Parent and family engagement policy.pdf	Confirmed Document	6/4/2020 11:12:28 AM
CHS Parent Compact	2019 2020 School Parent Compact.pdf	Confirmed Document	6/4/2020 11:12:27 AM

VERIFY MASS STUDENT DATA COMPLETION STATUS

1. To check on all students, **click on the Reports** menu
2. Filter for data confirmation
3. **Select Data Confirmation Status** from the **Reports** menu
4. Select the desired **report options** and **click on Run Report**

Print Information Confirmation Status Report Options

Report Format: PDF

Report Delivery: Email w/ Link

Print Which Students:

Include All Students

Only Students Without All Data Confirmed

Only Students With All Data Confirmed

Sort:

By Student Name

By Student Grade

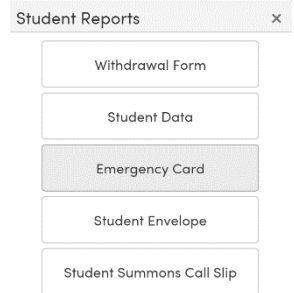
By Counselor

Run Report

PRINTING EMERGENCY CARDS

PRINT INDIVIDUAL STUDENT EMERGENCY CARD

1. Locate the student’s record in Aeries
2. **Select Demographics** from the **Pages** menu
3. At the bottom of the student’s Demographics screen **click** on the **Reports** button
4. **Click** on **Emergency Card**
5. **Select** the desired **report options** and **click** on **Run Report**



PRINT MASS STUDENT EMERGENCY CARDS

1. **Select** the **Report** menu
2. Filter the **Reports** menu for **Emergency**
3. **Select** the desired **report options**
4. **Select Show all Students**
5. **Click Run Report**

Print Student Emergency Card Report Options

Report Format: PDF

Report Delivery: Email w/ Link

A KEEP/SKIP query is recommended to run this report against large schools.

Sort By:

Student Name

Grade

Counselor

Print Contact's Red Flag Print Authorizations

Print Student Picture Print Student Schedule

Print Siblings Information Print Two Signature Lines

Print Medical Information Double Side Printing

Include Inactive Students (blank pages are added as needed)

Select Students to be used if not all.

Show all Students (includes inactive students)

Filter by Student ID, Name, or Number...

StuID	Name	Gender	Grade
432810	Abitia, Randy	M	9
351419	Abrajan, Sergio	M	12
433754	Abreu, Rhynfel	M	9
364647	Aceituno, Alex	M	10
400526	Aceituno, Micaela	F	10
500661	Adeniji,	M	9

Total: 0