IT Training Quick Reference Guide

Student Data Confirmation

For Existing/Returning Students

SAN BERNARDINO CITY
UNIFIED SCHOOL DISTRICT

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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.
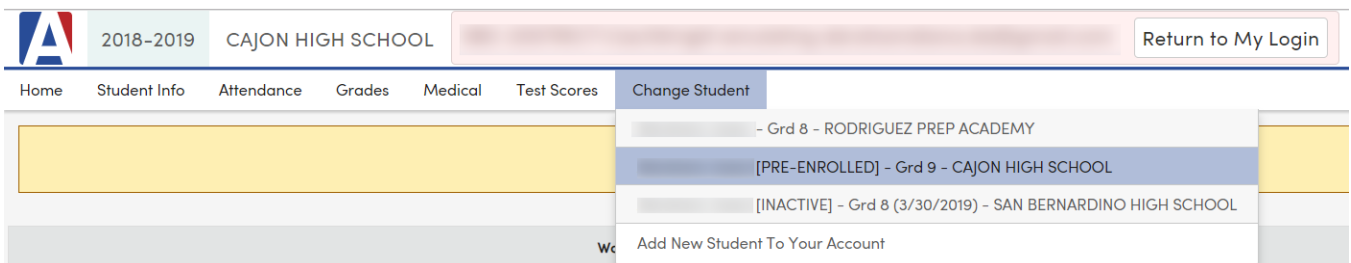
4. **Click** on **Click Here** in the yellow banner
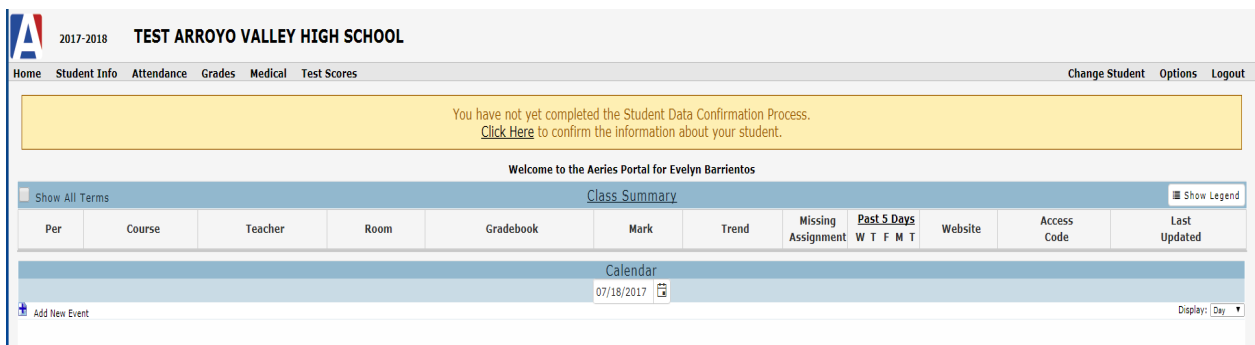
> **NOTE** – *If you do not finish or you return to the data confirmation process in a later session, you will need to select Data Confirmation from the Student Menu.*
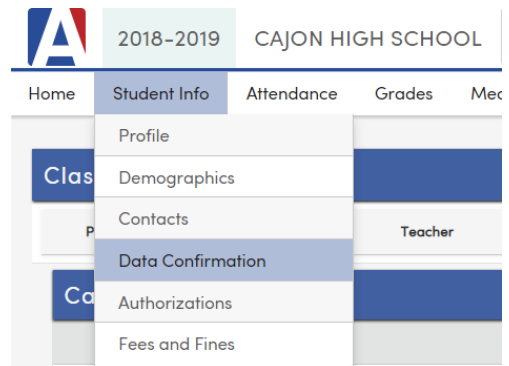
> **NOTE** - *If needed, use the Change Student Menu to select the correct student and or school site.*

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**

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**

	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	

Sidebar navigation:
- ✔ Family Information
- 2 Student
- 3 Contacts
- 4 Medical History
- 5 Documents
- 6 Authorizations
- 7 Final Data Confirmation

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**

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**

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**

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.*

✔ Family Information	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.
✔ Student	
✔ Contacts	
✔ Medical History	
✔ Documents	
6 Authorizations	
7 Final Data Confirmation	

Confirm and Continue

Authorizations and Prohibitions	
Description	**Status**
* **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.	☑ Allow ☐ Deny
California College Guidance Initiative If you do not want your student's grades to be released to the CaliforniaColleges.edu platform please select deny.	☑ Deny
* **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.	☑ Allow ☐ Deny
* **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.	☑ Allow ☐ Deny

FINAL DATA CONFIRMATION

1. Read the final instructions

2. **Click** on **Finish and Submit**

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

4. **Print** and **Sign** the Final Data Confirmation page

5. Return the Final Data Confirmation page to School on registration day
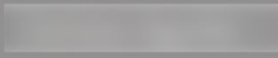
The following screen – Verified Parent/Guardian contains the original parent guardian information per initial enrollment. This can be used to compare changes made.

VERIFIED PARENT/GUARDIAN
   1.   Pages >

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

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

Title	Document	Action	Date/Time
Course and Grade release to Colleges and Universities	Course and Grade release English & Spanish.p	Confirmed Document	6/4/2020 11:12:37 AM
Military Recruiter/ Contact Authorization	Milatary 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 Lette	Confirmed Document	6/4/2020 11:12:33 AM
Valedictorian Salutatorian Selection Letter to Parents	20-21Valedictorian Salutatorian Selection Lette	Confirmed Document	6/4/2020 11:12:32 AM
High School Attendance and Grading Policy	High School Attendance Policy English & Spanis	Confirmed Document	6/4/2020 11:12:30 AM
CHS Parent and family engagement policy	2019 2020 Parent and family engagement polic	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

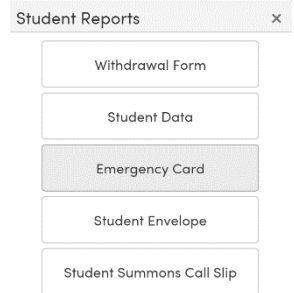Sort:
● By Student Name
○ By Student Grade
○ By Counselor

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**

Student Reports	✕
Withdrawal Form	
Student Data	
Emergency Card	
Student Envelope	
Student Summons Call Slip	

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   Clear All

Run Report