

Dear Simi Valley Schools Families:

In order to access your child's schedule, you will need to first complete the Data Confirmation in the Aeries Parent Portal for **each child** enrolled in our schools. Please follow these instructions step-by-step. At the end, you will have completed all of the required information we need, and you will have access to your child's schedule for school.

Aeries will be switching its viewing format in the coming weeks. Right now, both the old and new formats are available to view in the system. We are showing these instructions in the new format.

One note: It is very hard to work through the Data Confirmation on a smart phone screen. Some of the "buttons" do not show up. Please try to do this process on a bigger screen, such as a laptop or desktop computer, or even your student's Chromebook. If you have no options for a larger screen, please contact your student's school. All of our campuses have Chromebooks or computers that can be used by our families to access Aeries. Given the current Covid-19 conditions, please call the school first and make the arrangements.

If you have any additional problems or concerns, please contact the Information Technology (IT) Department's Help Desk at helpdesk@simivalleyusd.org or (805) 306-4500, Ext. 4811. Thank you.

Aeries Parent Portal

LOG IN TO AERIES PARENT PORTAL

On the District website, www.simivalleyusd.org, and all of the school websites, there are links to the Aeries Parent Portal. Please use that link to access the log-in page for Aeries.

If you have more than one student in our schools, the dashboard will show each student you have access to. Please click on the student of your choice. If you are updating each students' account, you will need to return to the log in and click on the next student of your choice. **EACH STUDENT'S AERIES ACCOUNT WILL NEED TO BE SEPARATELY UPDATED.**

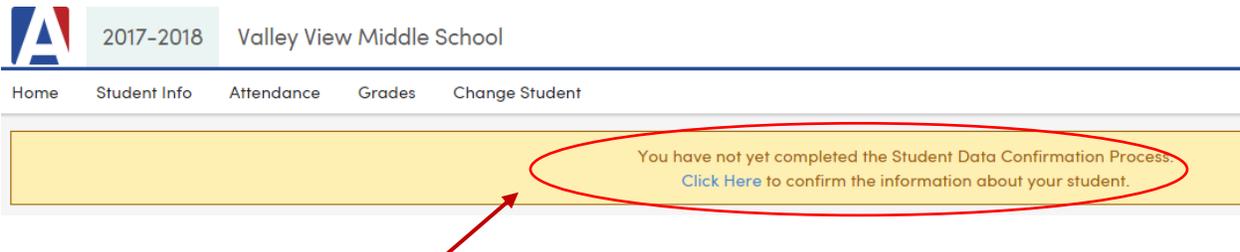
The screenshot shows the Aeries Parent Portal interface. On the left is a dark blue sidebar with navigation icons for Dashboard, Student Info, Attendance, Grades, and Test Scores. The main content area has a header with the user's name (blacked out) and school (Township Elementary School - Grade 5), and a search bar. Below the header, a welcome message says "Welcome to the Aeries Portal for [blacked out]". A "Students" section displays a grid of student cards. Each card shows a grade and school name, with links for Gradebook, Gradebook Details, Attendance, and Test Details. The card for "Grade: K" at "Township Elementary School" is circled in red, with a red arrow pointing to it.

Grade	School	Gradebook	Gradebook Details	Attendance	Test Details
Grade: 5	Township Elementary School	Gradebook	Gradebook Details	Attendance	Test Details
Grade: 8	Valley View Middle School	Gradebook	Gradebook Details	Attendance	Test Details
Grade: 12	Simi Valley High School	Gradebook	Gradebook Details	Attendance	Test Details
Grade: K	Township Elementary School	Gradebook	Gradebook Details	Attendance	Test Details

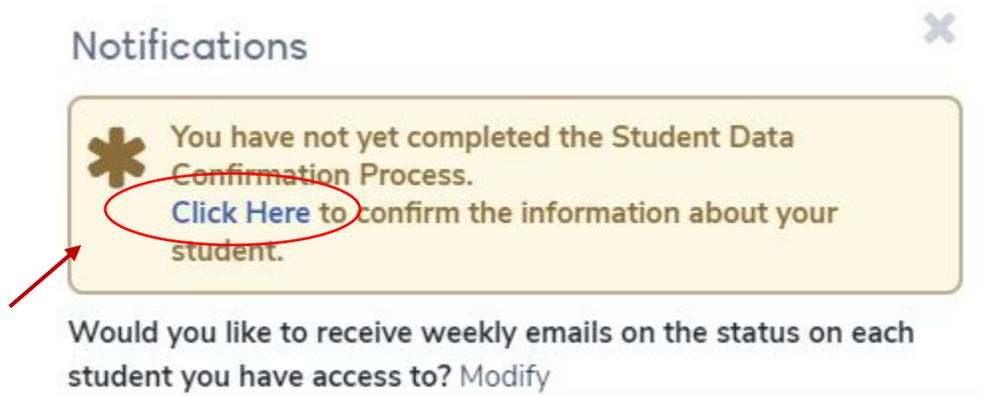
ACCESSING YOUR STUDENT'S DATA CONFIRMATION:

To start the Data Confirmation Process, click on “[Click Here](#)” in the Data Confirmation Alert Box. The Data Confirmation Alert is shown below in both the old and new formats.

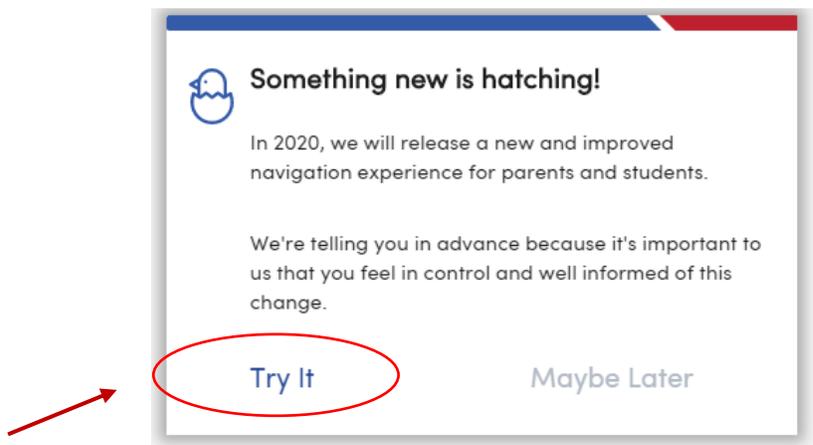
OLD FORMAT:



NEW FORMAT:



To switch to the new Aeries Parent Portal format, click on the “[Try It](#)” link:



STEP 1 – FAMILY INFORMATION:

Please answer the following questions and then click the **“Confirm and Continue”** button:

Please make sure to complete all the information requested in the sections on the left side of your screen. If you do not complete each section, you will not be able to complete the Student Data Confirmation Process successfully.

1 Family Information

2 Contacts

3 Medical History

4 Documents

5 Authorizations

6 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:

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.

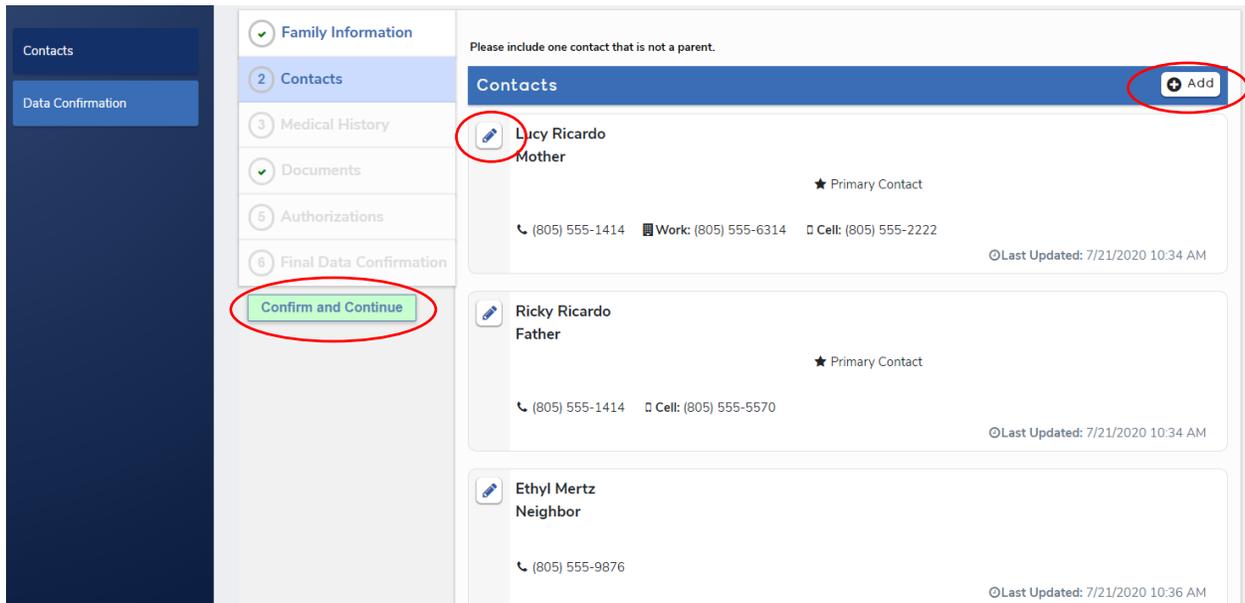
Temporarily Doubled Up A temporary residence where a homeless family is sharing the housing of other persons due to the loss of housing, economic hardship, or other similar reasons.

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.

Permanent Residence
In a single-family residence (house, apartment, townhouse, condo or mobile home).

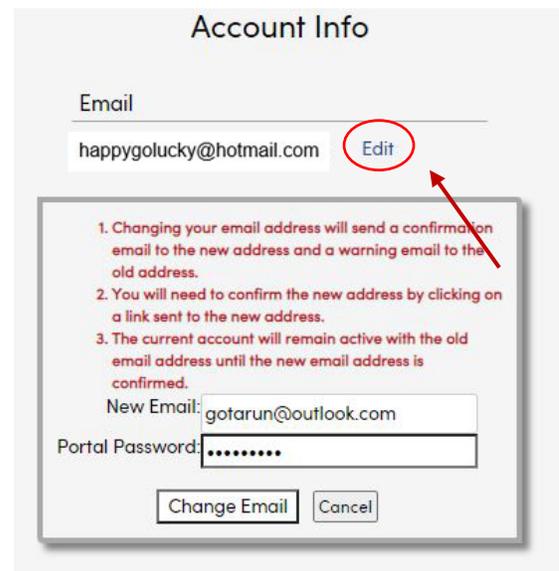
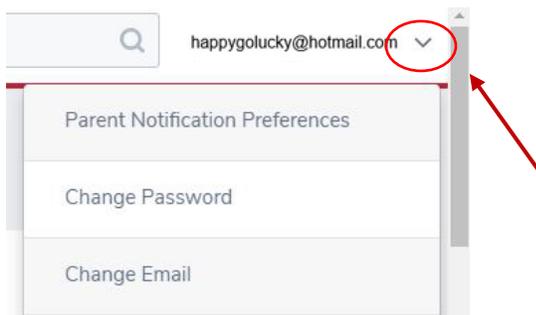
STEP 2 – CONTACTS:

To add a Contact please click on the **“Add”** button. To change a Contact, please click on the **pencil** to the left of the Contact. (If you are trying to remove a Contact completely from your student’s information, please call your student’s school directly. For elementary schools, ask for the Office Manager and for middle and high schools, ask for the Registrar. Only they can remove a Contact from your student’s Aeries account.) After making the needed changes, please click the **“Confirm and Continue”** button to move onto the next screen.



CHANGING YOUR EMAIL ADDRESS:

To change your email address, click on the down arrow to the right of your email address and then click on the **“Edit”** button. Follow the steps to change your email address.



STEP 3 – MEDICAL HISTORY:

Please select the medical conditions that apply to your child and then click the **“Save”** button. If your student no longer has a medical condition, please click the **“No Longer Applies”** button. Please click the **“Confirm and Continue”** button to move onto the next screen.

Contacts

Data Confirmation

Family Information

Contacts

3 Medical History

Documents

Authorizations

Final Data Confirmation

Confirm and Continue

Any condition checked here must be medically diagnosed and documentation must be provided to the school site by the parent. Please make sure to list any medications that accompany any medical condition in the comments section. Any other medications or conditions not listed, please report to your school's office directly.

Medical History and Current Medical Conditions

Condition	Effective Date	Age	Grade	Comment
Hearing Concerns	03/09/2020 <input type="text" value=""/>	11	5	<input type="text" value=""/>
<input type="button" value="No Longer Applies"/>				

Additional Conditions
Please Check All That Apply

<input type="checkbox"/> Anaphylaxis/Epi-pen	<input type="checkbox"/> Autism Spectrum Disorder	<input type="checkbox"/> Migraine and other headaches
<input type="checkbox"/> ADD/ADHD	<input type="checkbox"/> Cerebral Palsy	<input type="checkbox"/> Neurological Impairment
<input type="checkbox"/> Adverse drug reaction	<input type="checkbox"/> Concussion	<input type="checkbox"/> Oncology (Cancer) Condition
<input type="checkbox"/> Allergy, nuts - Mild	<input type="checkbox"/> Congenital/Birth Abnormalities	<input type="checkbox"/> Organ Transplant
<input type="checkbox"/> Allergy, nuts - Moderate	<input type="checkbox"/> Diabetes, Type I	<input type="checkbox"/> Other Health Concerns
<input type="checkbox"/> Allergy, nuts - Severe	<input type="checkbox"/> Diabetes, Type II	<input type="checkbox"/> Respiratory Condition
<input type="checkbox"/> Allergy (other) - Mild	<input type="checkbox"/> Digestive Problems	<input type="checkbox"/> Scoliosis
<input type="checkbox"/> Allergy (other) - Moderate	<input type="checkbox"/> Emotional/Mental Health Concerns	<input type="checkbox"/> Seizures
<input type="checkbox"/> Allergy (other) - Severe	<input type="checkbox"/> Heart Disease	<input type="checkbox"/> Speech Difficulty
<input type="checkbox"/> Asthma - Mild	<input type="checkbox"/> Immune System Abnormalities	<input type="checkbox"/> Tachycardia
<input type="checkbox"/> Asthma - Moderate	<input type="checkbox"/> Lactose Intolerance	<input type="checkbox"/> Vision Concerns - Glasses/Contacts
<input type="checkbox"/> Asthma - Severe		

STEP 4 – DOCUMENTS:

By clicking the box under the **“Parent Rights and Responsibilities Document,”** you are acknowledging that you have read and understand the information contained in this document. You must click the box in order to continue to Step 5.

Please note that each of the high schools and the four title schools (Arroyo, Berylwood, Park View and Santa Susana elementary schools) have an additional document that you must acknowledge in order to continue. Please download the additional documents listed in this **“Document”** section as needed.

4 Documents

5 Authorizations

6 Final Data Confirmation

Confirm and Continue

Documents

2020-2021 Parents Rights and Responsibilities
*Required
By checking the box, you confirm you have received and reviewed the Parent's Rights and Responsibilities.

Medication Authorization
If your child needs to take medication, while at school, this form must be completed and signed by both the parent/guardian and the physician, and given to your school health office. Note: Simi Valley Unified School District maintains a drug free policy for school campuses, therefore all medications will be secured in the school health office, unless otherwise prescribed by the physician.

Allergy Health Record
If your child has allergies, please complete this form and give it with any medications and authorization forms to your school health office. See also "Medication Authorization" and "Allergy Emergency Plan" if necessary.

Allergy Emergency Plan
If your child has severe allergies and uses emergency medications, please have your physician complete this form and give it to your school health office.

Asthma Health Record
If your child has asthma, please complete this form and give it to your school health office. See also "Medication Authorization" if medication is needed at school.

Diabetes Physician Authorization
If your child has diabetes, this form must be completed and signed by both the parent/guardian and the physician, and given to your school health office.

Management of Anaphylaxis
If your child has anaphylaxis, please have your physician complete this form and give it to your school health office.

Readmission After Injury or Surgery
If your child is returning to school after injury, illness or surgery and will need to use casts, crutches, wheelchair, stitches, elastic bandages or slings, this form must be completed and signed by both the parent/guardian and the physician, and given to your school health office.

Seizure Information
If your child has seizures, please complete this form and give it to your school health office.

Industrial Arts - Stagecraft - Drama Informed Consent

SVUSD Concussion Info Sheet

STEP 5 – AUTHORIZATIONS:

Please answer the questions listed below and then click the **“Confirm and Continue”** button. Please note that the parents of middle and high school students will have more Authorizations to accept/deny than the parents of elementary students will have to accept/deny.

- Family Information
- Contacts
- Medical History
- Documents
- 5 Authorizations**
- 6 Final Data Confirmation

Please make sure to complete the outlined permissions detailed below. If you do not check the boxes in each section, you will not be able to complete the Student Data Confirmation Process successfully. By completing this process you are agreeing to the guidelines and policies of the Simi Valley Unified School District. More information about these authorizations is available in the Parent’s Rights and Responsibilities document.

Authorizations and Prohibitions	
Description	Status
Acknowledgement of Student Acceptable Use Policy Please check "YES" to confirm you have read the Student Acceptable Use Policy in the Parents' Rights Handbook and understand it clearly. You also confirm that you have read with and explained to your child the Student Acceptable Use Policy so that he/she understands it clearly.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Acknowledgement of Portable Device Guidelines Please check "YES" to confirm that you read and understand the Portable Device Guidelines outlined by the Simi Valley Unified School District in the Parents' Rights Handbook.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Authorization for Emergency Medical Treatment In case of an accident or emergency, and the parent or guardian of the minor cannot be reached, I authorize Simi Valley Unified School District, to give emergency medical treatment. This may include transportation (ambulance) to the nearest Hospital and/or emergency room. Under the care of the physician, emergency treatment may include: x-ray examination, anesthesia, and/or dental surgical treatments. In cases where emergency medical treatment is life threatening, the school is required to call 911.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Parent Internet and Media Release for District Purposes I give my permission to use my child's name, work and/or image for Simi Valley Unified School District purposes, including, but not limited to, the District's website, school website, social media or print product for Simi Valley Unified School District purposes. I further understand there would be no compensation paid for any inclusion of my child in District's materials.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Parent Internet and Media Release for Outside Media Purposes I give my permission for area media members to feature my child— name and/or image—in their reporting of happenings on Simi Valley Unified School District campuses and at events.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Consent for Directory Information to be Released to PTA/PTSA Please check "NO" if you request the PTA/PTSA NOT be given the name, address and telephone number of your student.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Consent for Directory Information to be Released to Health Department	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Consent for Directory Information to be Released to Elected Officials	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Consent for Directory Information to be Released to United States Armed Forces	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Consent for Directory Information to be Released to College or Other Educational Institutions	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Annual Pesticide Notification Request Please check "YES" if you wish to be pre-notified every time a pesticide application is to take place at the school. If you DO NOT need to be notified, please check "NO".	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Consent to Participate in an Education Project Involving the Harmful or Destructive Use of Animals	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Consent for Physical Exam	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Consent for HIV/AIDS Prevention Education	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
* Consent to check out library materials I give my consent for my child to check out library books based on the policies and procedures of each school site. I understand that we are responsible for paying for any lost or damaged books.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

* Response Required

STEP 6 – FINAL DATA CONFIRMATION:

Please click the “**Finish and Submit**” button:

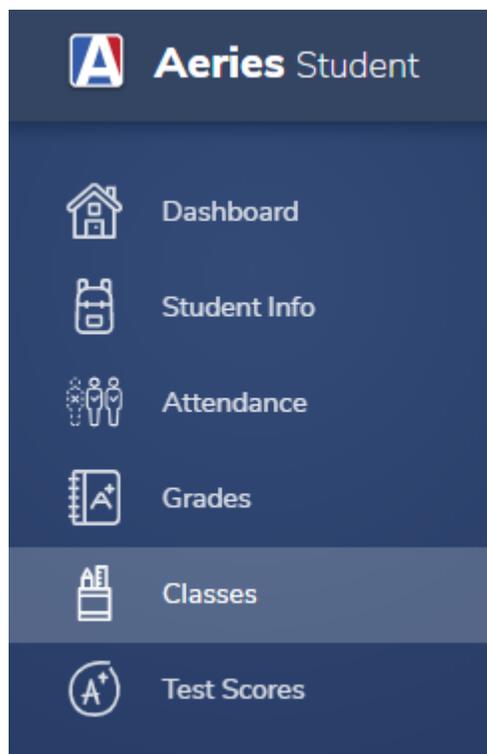
The screenshot shows a vertical sidebar on the left with six menu items, each with a green checkmark icon: Family Information, Contacts, Medical History, Documents, Authorizations, and Final Data Confirmation. The 'Final Data Confirmation' item is highlighted with a blue background and a small '6' in a circle. Below the sidebar is a green button with the text 'Finish and Submit', which is circled in red. To the right of the sidebar is a large white area containing the text: 'Thank you for completing the Simi Valley Unified School District Parent's Rights and Responsibilities forms. Please contact your school office should you have any questions or need further assistance.'

Once you have reached this screen, you have completed the Data Confirmation Process:

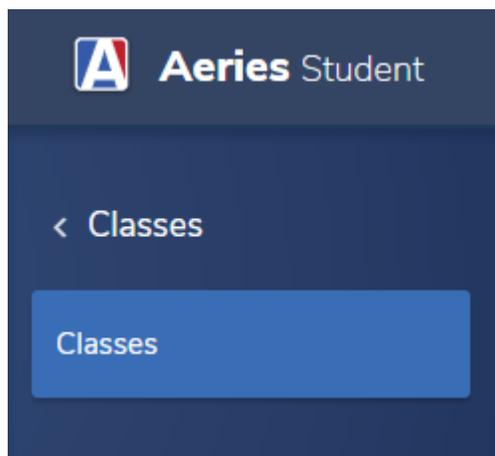
The screenshot shows the same vertical sidebar as the previous image, but now all six items (Family Information, Contacts, Medical History, Documents, Authorizations, and Final Data Confirmation) are highlighted with a blue background. The 'Final Data Confirmation' item still has the '6' in a circle. To the right of the sidebar, the text reads: 'Thank you for confirming the student data in the system.' followed by 'Thank you for completing the Simi Valley Unified School District Parents' Rights and Responsibilities forms. Please contact your school office should you have any questions or need further assistance.' Below this text is a button labeled 'Print New Emergency Card'.

ACCESSING YOUR STUDENT'S SCHEDULE:

When you go back to your student's main page/dashboard, you will see a menu on the left side of the screen called the Navigation Tree. It will look like this. Please click on "**Classes.**"



This screen will pop up. Click on "**Classes**" again.



Your student's schedule will pop up. A student in middle or high school will look similar to this:

Santa Susana High School - Grade 12

Classes

Quick Print Print Changes Print Sort by Term View Only Current Term Today

Santa Susana High School

Course	Pd	Trm	Cal	Teacher	Sec	Room	Today	Email	Website
HE2030 - Expo Read Write	2A	F	F2	Garner, J	1397	111		[redacted]	
HH2001 - Amer Gov't	3A	F	F3	Roth, C	3989	307		[redacted]	
HR0031 - ROP Cybersec H	4A	F	F4	Timmons, S	4062	101		[redacted]	
HG2045 - Robotics & Eng	5A	F	F5	Nebens, B	1368	106		[redacted]	
HM2009 - Business Alg II	6A	F	F6	Nebens, B	1689	106		[redacted]	
HD-ELE - DE-Elective	7A	F	F78A	Thompson, D	896			[redacted]	

Please note that the sample schedule above shows a regular, in-person schedule. While we are in Virtual Learning, students will have two main courses and up to three electives, so it will be shorter than the sample shown. The “course” list shows your student’s classes. The “Pd” is the class period and the student’s cohort. Students are either in “A” or “B” cohorts. In middle and high school, the cohorts rotate through a two-week schedule, so it’s not a given that a student will be AM or PM students. Please refer to your school’s specific period schedule to find out what times the classes will be held on which days. For each class listed, the teacher’s name, room number and email are provided. Until we return to campus in-person, the room number is irrelevant.

An elementary student will look like this:

Arroyo Elementary School - Grade 2

Classes

Quick Print Print Changes Print Sort by Term View Only Current Term Today

Arroyo Elementary School

Course	Pd	Trm	Days	Teacher	Sec	Room	Today	Email	Website
ES0212 - 1st 2nd Core	1	Y	MTWTF	25 - WALGREN, LAURIE	44	303		[redacted]	

For elementary students, the “Course” shows the grade. In the sample above, the student is in a 1st/2nd grade split class. (“Core” refers to the grade level.) “Pd” shows whether the student is in the AM or PM session. The number “0” refers to the AM sessions. The number “1” refers to the PM sessions. The exact times for each session are determined by your student’s specific school. The school will provide those times for you. The teacher’s name, room number and email address are also shown. Until we return to campus in-person, the room number is irrelevant.

You can print the schedule using either the “Print” or “Quick Print” buttons above the listing.