



## Parent Portal Data Confirmation Steps

<https://bpsd.aeries.net/student/LoginParent.aspx>

### **Aeries Parent Portal Account**

If you already have an Aeries Parent Portal Account, you can log in with your email address as your username, and password. If you don't remember your password, you can reset your password by clicking on the "Forgot Password" link.

If you get a message that your username doesn't exist, please contact the school office to update your email address on your child's contact information.

### **Logging in to Aeries Parent Portal**

When you log into your parent portal account, you will land on the Data Confirmation page. Data Confirmation process must be completed before you can view your student's information on the portal.

### **Data Confirmation Screen Welcome Message**

"Welcome to online Data Confirmation. The information you provide will keep the school office up to date in case of any student emergency. All information that you provide is confidential. You will also be provided important District and School policy information in the Documents section that may be printed for your own records. Begin with the Student section. After reviewing or updating the information, move on to the next section. You may stop at any time, and log back in to complete the remaining sections at a later time. The school office may contact you if they have any questions regarding the information you have submitted.

Before starting the Data Confirmation process, please confirm your student (above) is assigned at the right school (in the top line above). Once you are on the right student and school, you may begin.

Follow the instructions on each tab below to complete Registration."

### **Section 1 - Student**

This section contains the current address and phone number assigned to your child. Click on the "Change" button to make any changes to the current information.

*\*Please note that you are not able to make changes to the address directly. You will need to provide proof of resident at the new address to the school and the school will make the change for you.*

After you make changes, remember to click on the "Save" button that appear below the edited data.

Click on **Confirm and Continue** to go to the next section.

Follow the instructions on each tab below to complete Registration.

- ✓ Student
- ✓ Contacts
- 3 Documents
- ✓ Requested Documents
- 5 Final Data Confirmation

**Confirm and Continue**

Please review and update student's demographic information. Please note, changes to address requires verification. Please provide proof of address change to the school office.

Student Demographics		
		Notes
Mailing Address	8201 Country Club Dr Buena Park CA 90621	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)	8201 Country Club Dr Buena Park CA 90621	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.


### Section 2 - Contacts

Use this section to change, add, or delete the existing emergency contact information for your child in addition to the parent/guardian. **If parent/guardian is missing on the contact list, please add the information at this time. Per new California requirement, the "record type" and "education level" is required for each parent/guardian contact record.** Click on the pencil icon next to each existing contact, and in the pop-up window, make the needed changes and save or delete. You can add new contacts by clicking on the Add button on the right. In addition to each parent/guardian, include at least two additional emergency contacts. After changing or adding contacts, click on the "Save" button below. Then click on **Confirm and Continue** to move to the next section.



You can add, change, or delete a contact to keep us up to date of your child's emergency contact for this school year.



Please note, if you are in joint custody, you cannot change or delete the contact information of the other parent without authorization. When the other custodial parent reports this to the office, you will lose your Parent Portal account privileges.

**Contacts** + Add

 **Linen White** **Father**

8201 Country Club Dr, Buena Park CA 90621(Home Address)

 Lives With  Primary Contact

 c  @gmail.com


**Confirm and Continue**


### Section 3 - Documents


This section contains information that is required to be clicked to download to read and/or printed. Click on each document as required. After you have reviewed each document (or save the document to review at a later time), continue onto the next section. You must click on all the documents that are marked as **\*Required** to continue. The ones you clicked will be changed to green.

Please click on each document to download and review carefully. By clicking on the document, you are indicating that you have received and reviewed them.

**Documents**

 **Dental Form--(E, S, & K)**  
Dental Form--(English, Spanish, & Korean)--required for Kindergarten and 1st grade students.

 **Health Examination Form (E & S)**  
Health Examination Form (English & Spanish) Required for Kindergarten and 1st grade students.

 **McKinney Vento Form** **\*Required**  
McKinney Vento Form (English)

### **Section 4 – Requested Documents**

Some of the documents that you clicked to download in the previous section can be completed and submitted back to the school on this section. If there is nothing to upload, you may skip this section by clicking on **Confirm and Continue**.

✓ Student

✓ Contacts

✓ Documents

✓ Requested Documents

5 Final Data Confirmation

Confirm and Continue

Please use this screen to securely upload documents that you need to submit to the school.

**Military Survey**

Please upload the completed Military Survey only if you have answered "Yes" that at least one parent/guardian of the student is ACTIVELY serving in the United States Armed Forces.

Files

Select documents...

**Income Survey**

Please upload the completed Income Survey only if this is your first time enrolling in Buena Park School District or if you left

### **Section 5 – Final Data Confirmation**

On this final page, you can go back to the previous sections to make any more updates, or click **Confirm and Continue**. The on the final step, click on "**Finish and Submit**" to indicate that you have completed each of the above sections.

✓ Student

✓ Contacts

✓ Documents

✓ Requested Documents

5 Final Data Confirmation

Confirm and Continue

Please click on Finish and Submit to complete the Data Confirmation steps.

Then you will be able to view this screen to confirming the Data Confirmation has been completed.

✓ Student

✓ Contacts

✓ Documents

✓ Requested Documents

✓ Final Data Confirmation




**Thank you for confirming the student data in the system.**




Thank you for completing the Data Confirmation of your student.

### **Final Note**

For any changes you make in your account, you will also receive an email notification. If you receive such notification when you haven't accessed your account, please change your password right away and notify the school immediately. Below are samples of email notification that you would receive regarding Parent Portal account creation and Data Change notification.

## Sample email for New Parent Portal Account Creation

Aeries Account Verification(a[redacted]@gmail.com)   

**BPSDAeries@bpsd.k12.ca.us** Tue, Jul 28, 12:40 PM (9 days ago)     
to me ▾

Thank you for registering for an Aeries account. In order to ensure the account was requested by you, please click on the appropriate link below or copy and paste the URL into the Address bar of your browser.

If you can, please click on the following links to confirm or reject this account:




[Confirm This Email Address](#)




[Reject This Email Address](#)

If you are unable to click the links above, you need to copy and paste the following URL into your web browser's Address bar.  
<https://portal.bpsd.k12.ca.us/parent/ConfirmEmail.aspx>

You will then be prompted for the following information which you can copy and paste into the page:  
Email Address: [a\[redacted\]@gmail.com](mailto:a[redacted]@gmail.com)  
Email Code: BJC[redacted]3295

## Sample email text for Notification of Change

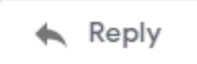

Student Contact Information Change for:    
Snow White (School #=[redacted], Student #=1,  
Student ID=3000[redacted]) 

**BPSDAeries@bpsd.k12.ca.us** 10:15 PM (1 hour ago)     
to me ▾




Changes have been made to a Student Contact record of Snow White (School #=[redacted]  
Student #=1, Student ID=3000[redacted]).

The changes were made by Parent Account: "[a\[redacted\]@gmail.com](mailto:a[redacted]@gmail.com)".

The details of this change can be obtained by contacting the school where this student is enrolled.

## Sample email text for Data Confirmation Receipt

Student Data Confirmation for: Ibrahim A. (School #=, Student #=, Student ID=50)  Inbox x  

BPSDAeries@bpsd.k12.ca.us  
to me ▾

Tue, Aug 4, 7:20 PM (2 days ago)

### DATA CONFIRMATION RECEIPT

Thank you for confirming the data for your student: Ibrahim Aasim.

Having accurate information greatly helps the school maintain a healthy and safe learning environment.

This email confirms that you have completed the data confirmation process.

 Reply

 Forward