



Request for Parent Email Address

Please provide the most frequently used parent or guardian email address for safety advisories, as well as information related to your child's education, school events, updates from the Superintendent, and changes to District policy. Email addresses will be stored securely and will not be shared with third-party organizations.

STUDENT FIRST NAME:

STUDENT LAST NAME:

STUDENT DATE OF BIRTH:

PARENT EMAIL ADDRESS:

Processing Instructions for Clerical Staff:

Enter Parent Email Address in AERIES using the following steps:

1. Go to the Aeries Student Data Screen
2. Click 6. Contacts
3. On the top, right-hand corner, type the parent email address in the Parent/Guardian Email box
4. Press Enter on your keyboard.

The screenshot shows the 'Emergency Contacts' form in the Aeries system. The student's name is 'Bella Vista'. The form is divided into several sections: 'General' (Prefix, Last Name, First Name, Middle Name, Suffix, Lives With, Red Flag), 'Mailing Name' (Relation, City, State, Zipcode, Extn, AddType, Order), 'Telephone' (Work Phone, Extn, Mobile Phone, Pager, Corr, Lang), 'E-Mail Address' (Portal?, Mail Tag, Verif Date, Code), 'Employer Name' (Employer Location, Entered Dt), and 'Additional Contacts' (Additional Contacts, Comments). The 'Parent/Guardian Email' field is highlighted in the 'Parent/Guardian' section. The bottom of the form has a navigation bar with buttons for 'Backward', 'Get', 'Forward', 'Add', 'Copy', 'Change', 'Delete', 'Print', 'eXit', and 'Link'.