



要求家長電郵地址

請提供家長或監護人的電郵地址，以便送出安全忠告、以及資料有關貴子女的教育、學校項目、校區總監最新消息、和校區政策更改。電郵地址將會安全儲存起來而不會與其他機構分享的。

學生名字:

學生姓氏:

學生出生日期:

家長電郵地址:

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 for student 'Bella Vista'. The form is divided into several sections: 'General' (Prefix, Last Name, First Name, Middle Name, Suffix, Lives With, Red Flag), 'Mailing Name', 'Address' (City, State, Zipcode, Extn, Add Type, Order), 'Telephone' (Work Phone, Extn, Mobile Phone, Pager, Corr Lang), 'E-Mail Address', 'Employer Name', 'Employer Location', 'Entered Dt', 'Additional Contacts', and 'Comments'. The 'Parent/Guardian Email' field is highlighted with a red flag. The form also includes a 'Select Record to Display...' table and a 'Record: 1 of 3' indicator. At the bottom, there are buttons for 'LOCATE' (Backward, Get, Forward), 'UPDATE' (Add, Copy, Change, Delete), 'Details', 'Print Preview', and 'OTHER' (Print, eXit, Link).