

HOW TO UPDATE STUDENT/PARENT INFORMATION IN AERIES PARENT PORTAL

The following examples show how to request an address change, how to change a parent's phone number or email, and how to update emergency contacts. These are changes a parent can make throughout the year if information changes.

**Please note this does not replace the requirement for parent/guardians to complete Data Confirmation, which is required to complete in July annually.*

Example: How to request an address change.

1. Log into your Aeries Parent Portal Account.
2. Find and click "Data Confirmation" on the navigation tree on the left hand side.
3. Click on the "Student" section and click the "Change" button. Enter the new Mailing Address and Residence Address (if different from Mailing Address), hit the "Save" button.

*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. Once the school has a new proof of residency from you, they will change Aeries to the updated information.

Family Information

Student

Contacts

Medical History

Documents

Authorizations

Final Data Confirmation

Last Confirmed: 6/15/2023 11:41:19 AM

Completing Data Confirmation and its related fields are treated by Dry Creek Joint Elementary School District like a physical handwritten signature on a paper form. I affirm that all the information provided is true and correct to the best of my knowledge.

Student Demographics

	Notes
Parent/Guardian Mickey Mouse	This field is used to address mailings from the school if applicable.
Mailing Address 1234 Disney Dr City: Roseville State: CA Zip: 95747-	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) 1234 Disney Dr City: Roseville State: CA Zip: 95747-	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 (916) 770-8888	
Student's Mobile	
Records Release	

Save Cancel

Example: Changing a Parent phone number

1. Click "Contacts" on the navigation tree on the left hand side.
2. Click on the pencil icon next to the contact who needs information updated.

Aeries Student | Test Michelle (DCJESD School - Grade 1) | Search students, pages, classes

Contacts

Test Michelle | General | Con

Student Email: [redacted]@dcjesd.us

Contacts [Add]

Minnie Mouse
Mother
1234 Disney Dr, Roseville CA 95747
Copy of All Mail Lives With Record Type: Parent (P) Ed Level: College Graduate (11)
[redacted]@rocketmail.com
Cell: [redacted]
More Info Last Updated: 9/5/2023 10:23 AM

Mickey Mouse
Father
1234 Disney Dr, Roseville CA 95747
Lives With Record Type: Parent (P) Ed Level: Grad School/post grad trng (10)
[redacted]@rocketmail.com
Cell: (916) 770-0000
More Info Last Updated: 9/5/2023 10:23 AM

3. Enter the new phone number under the "Telephone" section and the "Mobile Phone" section, hit "Save" at the bottom.

Edit Contact

Prefix	Last Name	First Name	Middle Name	Suffix	Mailing Name		
	Mouse	Minnie			Minnie Mouse		
Lives With?	Address	City	State	Zip Code	ZipExt	Address Type	
Y	1234 Disney Dr	Roseville	CA	95747			
Relationship	Primary Contact	Record Type	Notification Preferences	Attendance Notification	Mail Tag	Contact Order	Enrolled the Student
Mother		Parent	1		Copy of All	1	Y
Telephone	Work Phone	Extn	Mobile Phone	Pager	CorrLng	Ed Level	
						11	
Birthdate	TB Test Status	TB Test Expiration	Fingerprint Status	Fingerprint Date			

Example: Changing a Parent email address

1. Your email address is associated with an active Portal account and cannot be edited in the “Contact” section. After logging into the account, it can be changed by clicking “Change Email” from the menu in the top right corner.

