

# Thomas Jefferson Online Resources Manual

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## Student Registration

All students within BUSD must enroll online. The process for this is listed below.

#### <u>Step 1:</u>

Log on to <u>www.busd.k12.ca.us</u> and click on "Registration". If on a cell phone, click on "Menu" and then "Registration".



#### <u>Step 4:</u>

Scroll down until you see the blue link titled "Click here to get started enrolling a new student and then select the "enroll a New Student" button". Click on this link.

#### **Online Registration**

We look forward to welcoming your child(ren) and you to BUSD. We build futures!! Our Online Registration for the current 2019-2020 school year is now open for new students registering in K-12th grades, and it is the first step for students who have never enrolled and/or attended any of the schools within the district.

BUSD Aeries Online Registration allows you to quickly start the process of enrolling your student(s) for school. Information about the student such as emergency contacts, medical and language information will be collected. Upon completion, the student's information is electronically sent to the school but is not complete until the school site has reviewed the data and received the appropriate required documents.

The online process should take approximately 20 minutes to complete and requires a valid email address. You can logout and resume if the process takes longer than expected, if you resume please log back in and continue, DO NVT attempt to set up another account.

Click here to get started enrolling a new student and then select the "Enroll a New Student" button.

Read the information on the Online Enrollment page.



#### <u>Step 6:</u> Scroll down to the bottom of the page and choose your preferred language. Then click "Enroll A New Student".



Choose to enroll for the current year or for the upcoming year.



#### You will need a valid address within the school district boundaries, your student's immunization record, and the name and phone number of your student's doctor in order to complete enrollment

#### <u>Step 8:</u>

Log in if you are an existing user or create a new account if you are new to Aeries.

	erroll a student for this district, you may login as an existing user. If this is your first time here, Please provide your email address and a password to create a new account.
Em	Existing user
Pa	ssword
	Login
For	got Password
	Create new account
Yo	Create new account
Yoi	Create new account ur Name nail address
Yoi	Create new account ur Name nail address
Yoi Em Pa	Create new account ar Name nail address ssword -type Password

#### Agree to Terms of Service.



#### <u>Step 10:</u>

#### Input student information.

Aeries Online Enrollment	
Student's Nam	е
Student's legal first name	
Student's nick name (optional)	
Student's legal middle name	
Student's legal last name	
Student's suffix	
* (	•
Student's Birthdate	
Month 🔻 Day 🔻 Year 🔻	
Please select a grade level or pro- enroll this student in.	gram to
Please select a grade level or program to student in	enroll this
Select Grade Level or Program	*

#### <u>Step 11:</u>

Verify account by checking email address that was initially listed during the enrollment process.



The email will contain a link titled "Account Authorization". Click on this link. Once this is done, the following message will appear. Click "Next" to continue with the enrollment process.



#### <u>Step 12:</u>

Log back in using the newly-created email address and login information.



Your students' name should be listed under the "Pending Enrollment" section. Click on "Resume" in order to continue the enrollment process.

#### <u>Step 13:</u>

Complete all of the following sections:

General Student Information Out of State Contact Information Emergency Contacts Other District Enrollments Documents Upload Confirmation

Language Information Restrained Individual Healthy Survey Documents Supplemental Questions Resident Parent Information Local Physician Information Immunization Information Authorizations Residence and Military Surveys

You will need to upload all requested documentation prior to submitting your enrollment request. The system will not allow you to go back and upload documents once your have clicked "Finish and Submit"

## Other Registration Documents

Once enrolled, families may be required to complete additional documentation as required by the school site as well as Child Welfare and Attendance

#### <u>Step 1:</u>

Log on to <u>www.busd.k12.ca.us</u> and click on "Departments". If on a cell phone, click on "Menu" and then "Departments".



#### Step 2: Click on "Special Education and Student Support".



(Computer or Device)

(Cell Phone)

#### <u>Step 3:</u> Once there, click on "Child Welfare & Attendance".



Click on the type of enrollment document that you need to complete. Doing this will take you to the proper form that you can then complete digitally. Forms that can be completed include:

- Statement of Residence
- Caregiver Affidavit
- Homeless Affidavit
- Foster Youth Affidavit

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								Superinten	dent's Office	~	
								Academic A	ccountability		
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Special Education and Student	Help Your Ch	nild Strive for	Good Atte	endance		2		Curriculum	and Instruction		
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Child Welfare & Attendance ^ > School Address List	important aspect questions, explar	ts of the lessons a nations and much	are for lost for h more. Stude	rever. Absent stud nts fall behind and	ents miss out I sometimes d	on discussion lo not recover.	, raised	Special E	ducation and Student Support		
> District Permits										-	
> Statement of Residence	<u>To support go</u>	ood school at	tendance:					Child We	lfare & Attendance		
> Caregiver Affidavit > Homeless Youth	Talk with your chi	ild about the imp	oortance of at	tending school reg	ularly.			• Sch	ool Address List		
> Foster Youth	<ul> <li>Avoid sched</li> <li>Make sure y</li> </ul>	duling family trips your student eats	s or doctor ap healthy food	pointments during s and gets enough	school hours	s. ercise.		• Dist	trict Permits		
School Safety >	<ul> <li>Don't accep</li> <li>Discuss what</li> <li>Support sch</li> </ul>	at happened at so hool rules and co	chool each da nsequences fo	nust miss of be ta iy. or skipping class a	nd being tard	<i>v</i> .		• Stat	tement of Residence		
Special Education >	<ul> <li>Provide ince</li> </ul>	entives for impro	ving school at	ttendance and pro	mptness.			• Car	egiver Affidavit		
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Mid-Cities SELPA >								• School Sa	afety		
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You will need a Gmail account in order to complete any of the forms on this page.

## Permit Requests

Permit requests allow families both within and outside of the school district to request specific schools that they would like for their students to attend.

#### <u>Step 1:</u>

Log on to <u>www.busd.k12.ca.us</u> and click on "Registration". If on a cell phone, click on "Menu" and then "Registration".



#### <u>Step 2:</u>

Scroll to the bottom of the menu and click on "Permits". If on a cell phone, click on "Pages" and then "Permits".



(Computer or Device)

(Cell Phone)

(Cell Phone)

Click on the type of permit that you need to complete. Doing this will take you to the proper form that you can then complete digitally. Forms that can be completed include:

Intradistrict Permit - For students who live within BUSD attendance boundaries and want to attend another BUSD school other than their school of residence

Interdistrict Permit - For students who live outside of BUSD attendance boundaries and want to attend a school within the BUSD attendance boundaries

HOME	OUR DISTRICT	GOVERNANCE	DEPARTMENTS	REGISTRATION	PROGRAMS	EMPLOYMENT	PARENTS	SCHOOLS	COVID-19		
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2020-2	2021	ient	Intra-I	District Pe	rmit Ap	plication	(BUSD )	Resider	nts		
Schoo	ol of Choice		<u>Only)</u>	•							
		-	The Intra-Dis	trict Permit applic	ation is for stud	ents:					
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Immu	nization Requirem	ients -	1. Who res	side within BUSD a of residence.	ttendance boun	idaries and desire	to attend a BU	ISD school oth	ier than their		
Spanis	sh		2. Student	ts who currently at	tend a BUSD scl	hool and desire to	attend a differ	rent BUSD Sch	ool.		
Schoo	ol Address List		Follow these	steps to complete	an Intra-Distric	t Permit applicatio	n:				
			1. Ensure 2. Comple	your student is cu	rently enrolled t Permit Applica	in a BUSD school.				/	
Annua	al Notifications		If NEW to our	r the District and re	questing an Int	ra-District permit,	your student /	MUST BE REGIS	STERED IN		
Permi	its		THEIR HOMES	SCHOOL.							
			INCOM	ING Inte	r-Distric	t Permit	Applica	tion (N	on-		
			BUSD I	Residents	)		-lelesson	(			

You will need a Gmail account in order to complete any of the forms on this page.

## Parent Portal

Parent Portal accounts allow for families to update address and contact information, student immunization records, as well as view student attendance, report cards, and assigned teachers

#### <u>Step 1:</u>

Log on to <u>www.busd.k12.ca.us</u> and click on "Parents". If on a cell phone, click on "Menu" and then "Parents".



(Computer or Device)

(Cell Phone)

(Cell Phone)

#### <u>Step 2:</u>

Click on "Aeries Parent Portal & App". If on a cell phone, click on "Pages" and then "Aeries Parent Portal & App".



Click on "Parent Portal" to create an account.

Parents	🗚 🔒 bus	sd.k12.ca.us (
Parents	+ Back	х
Summer Learning Resources	AERIES PARENT PORT	AL & APP
California Healthy Kids Survey	Data Confirmation Direc	ctions
Aeries Parent Portal & App ^	Parent Portal	
> Parent Portal		lool
> Aeries App	Aeries App	
Supporting Your Child's Education		



(Cell Phone)

#### <u>Step 4:</u>

Follow the given directions to create your Parent Portal account.

First, open the <u>BUSD Parent Portal website by clicking here</u> .
Once the login screen appears, click on the Create New Account link.
Bellflower Unified School District
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the account creation process and will be
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The Parent option should have a black dot in the circle. If not, click on the circle next to Parent t black dot.
Return to Login Face
Step 1
Account Type - Varent/Guardian or Student     Porent O Student
Previous Next
Type in your email address in the Email Address and Verify Email Address boxes.
Type in a password that you will use each time you log in to the Parent Portal.
Retype your password, Then select the Next button.

## Data Confirmation

Data Confirmation allows for schools to electronically collect, verify, and confirm the registration information for students within the Bellflower Unified School District. *This process must be completed each year for all students.* Data Confirmation also provides families with current school information that can be referenced throughout the year.

#### <u>Step 1:</u>

Log on to <u>www.busd.k12.ca.us</u> and click on "Parents". If on a cell phone, click on "Menu" and then "Parents".



#### (Computer or Device)

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(Cell Phone)

#### <u>Step 2:</u>

Click on "Aeries Parent Portal & App". If on a cell phone, click on "Pages" and then "Aeries Parent Portal & App".



(Computer or Device)

(Cell Phone)

(Cell Phone)

#### Click on "Data Confirmation Directions".



(Computer or Device)

(Cell Phone)

#### Step 4:

Follow the given directions to complete the Data Confirmation process.



## Meal Program

Parents can now complete lunch applications, check and pay balances, create payment schedules, and view lunch menus online

#### <u>Step 1:</u>

Log on to <u>schoolcafe.com</u>. Log in or create an account. Language preference can also be updated in the far right corner.



#### <u>Step 2:</u>

Once logged in, use the left menu to do the following:

- See account balance
- Make a payment
- Update payment information
- View school menus
- Complete a lunch application

≡ school <i>café</i>		
Welcome, Tiffany! BELLFLOWER USD	E Dashboard	
Dashboard	Connect To My Cafeteria Account	
Payments Make a Payment	Connect to your School Cafeteria Account to view your Dashboard.	
Payment Info		
Menus		
Y School Menus		
🖌 My Favorites		
I. Polls		
Support		

You must input your student's school ID and last name, as well as school name to access your student's account

## Student Email Accounts

Each student within the Bellflower Unified School District has an email account that can be used in order to get information from and communicate with teachers. This account also allows students to see what assignments have been posted to Google Classroom

#### <u>Step 1:</u>

Log in to <u>www.gmail.com</u>. You will be asked to enter your students' username and password.



#### <u>Step 2:</u>

Go to the "Inbox" to check for new emails.

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#### <u>Step 3:</u>

To send an email to the teacher, students should click on "Compose".

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> Sent				
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Meet				
Start a meeting				
🥅 Join a meeting	Using 0.13 GB	Program Policies		Last account activity: 10 days ago
Chat		Powered by Google		Details
Tiffany - +				

Type in the teacher's email address in the "To" section, the subject of the email in the "Subject" section, and then type the message. Once done, hit "Send".



## Google Docs

Google Docs allows for students to type a word document and share it with others

#### Google Docs Help Videos

#### <u>Step 1:</u>

Open a new tab on your device and click on the "Waffle".



#### <u>Step 2:</u> Click on the "Docs" app.



Click on the plus sign in order to create a new document.

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#### <u>Step 4:</u>

Type in a title and then begin to type in the large blank area in order to create the document.



#### <u>Step 5:</u>

Once done, share the document by clicking on the "Share" button in the upper right corner.



- Type in who you want to share the document with
- Choose whether you want this person to be able to view or edit the document
- Type in a message to that person
- Click "Send"



## **Google Sheets**

Google Sheets allows for students to create a spreadsheet and share it with others

#### Google Sheets Help Videos

#### <u>Step 1:</u>

Open a new tab on your device and click on the "Waffle".



#### <u>Step 2:</u>

Click on the "Sheets" app.



Click on the plus sign in order to create a new spreadsheet.



#### <u>Step 4:</u>

Type in a title and then begin to create the spreadsheet.

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kr		100% - \$	% .0 .00 1:	23 - Default (A	ri + 10 ·	• B <i>I</i> - S	<u>A</u> ♦. ⊞	53 ×   <b>=</b> •	<u>+</u> +  + + 17 +	GD 🖬 📠	Υ - Σ -		^	31
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## <u>Step 5:</u>

Once done, share the spreadsheet by clicking on the "Share" button in the upper right corner.

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#### <u>Step 6:</u>

- Type in who you want to share the spreadsheet with
- Choose whether you want this person to be able to view or edit the spreadsheet
- Type in a message to that person
- Click "Send"



## **Google Slides**

Google Slides allows you to create, edit, and share presentations

#### Google Slides Help Videos

#### <u>Step 1:</u>

Open a new tab on your device and click on the "Waffle".



#### <u>Step 2:</u>

Click on the "Slides" app.

New Tab × +								- 0
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Click on the plus sign in order to create a new presentation.

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	Blank	Flash cards	Science project	Book report	Field trip

#### <u>Step 4:</u>

Type in a title and then begin to create the presentation.



#### <u>Step 5:</u>

Once done, share the document by clicking on the "Share" button in the upper right corner.



- Type in who you want to share the presentation with
- Choose whether you want this person to be able to view or edit the presentation
- Type in a message to that person
- Click "Send"



## Google Forms

Google Forms allows you to create and edit surveys and quizzes

#### Google Forms Help Videos

#### <u>Step 1:</u>

Open a new tab on your device and click on the "Waffle".



#### <u>Step 2:</u>

Click on the "Forms" app.



Click on the plus sign in order to create a new quiz or survey.

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	Start	a new form		Te	mplate gallery 💲 🚦
	$\rightarrow$				
	Blank	Time Off Req	uest Blank Quiz	Event Feedback	Course Evaluation

#### <u>Step 4:</u>

Type in a title (Pick one of the two spots to type in the title) and then begin to create the survey or quiz.

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## <u>Step 5:</u>

Once done, share the Form by clicking on the "Share" button in the upper right corner.

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- Type in who you want to share the Google Form with
- The "Subject" will automatically list the title of your Google Form
- Type in a message to that person
- Click "Send"

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Send form			×
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Email			
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Subject			
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Message I've invited you to fill out a form:			
Include form in email			
0		Cancel	Sand
2+ Add collaborators		Cancel	Send

## Google Classroom

Google Classroom allows students to see, complete, and turn in online assignments that have been out by teachers

#### Google Classroom Help Videos

#### <u>Step 1:</u>

Open a new tab on your device and click on the "Waffle".



#### <u>Step 2:</u>

Click on the "Classroom" app.



<u>Step 3:</u> Click on the title of your Google Classroom



<u>Step 4:</u>

- Click on "Stream" to view announcements and other important information posted by the teacher
- Click on "Classwork" to see what assignments have been posted by the teacher (Colored icons next to assignments mean that they have not been turned in) (Grey icons next to assignments mean that they have been turned in)
- Click on "People" to see who is in the Google Classroom

≡ Mrs. Ha	milton's First Grade 2019-2	020 Stream Classwork People Grades	۲	***	J
	Mrs. Hamilto class code dqhmu2d [] Meet link https://meet.google. THIS WEEK'S KEEP UP	on's First Grade 2019-2020	ne oto		
	Upcoming No work due soon	Share something with your class	→ _		
	View all	Holly Hamilton Jun 3 Here is the link to our End of the Year Messages made on Flipgrid. The password is "Hamilton".			
0		Flipgrid MixTape https://flipgrid.com/+hamilto			

## Google Meets

Google Meets allows for video conferencing or video chats

#### Google Meet Help Videos



Go to the "Stream" section of Google Classroom and click on the Google Meet link that is provided by the teacher (it can be found in one of two places) OR go to your emails and click on the Google Meet link that was sent to you.



(Google Classroom)



(Email)

#### <u>Step 2:</u>

- Check that your microphone has been turned OFF.
- Check that your camera has been turned ON.
- Ask to join the meeting and wait to be let in by the teacher.



Follow the Google Meets Rules listed above. When the meeting is over, click the red telephone button to "Leave Call".



## Accelerated Reader

Accelerated Reader lets students take quizzes online to see if they understood the books that they read

#### <u>Step 1:</u>

Click on this link: <u>https://hosted30.renlearn.com/264564/</u>

and click the button labeled "I'm a Student"



#### <u>Step 2:</u>

Click on "Thomas Jefferson Elementary School" and "Next"



Input your first and last name and then click "Search"

AISSANCE LEARN	ING
School: Thon	nas Jefferson Elementary School
(If this is not	your school, change school now.)
Type in all o	r part of your name
First Name	
First Name	
Last Name	
< Back Search	
aissance Learning, Inc.	All rights reserved. About Renaissance Place

## <u>Step 4:</u>

Click on your name and then put in your password information. Then click "Log In".

RENAISSANCE	
	Student
	User Name 12793
Gul AN	Password
11-215	Log In
	Change Your Role   Forgot Your User Name?

Input the book's title and take the test.