

# Pasadena Unified School District

## AERIES.NET PARENT PORTAL

### USER MANUAL



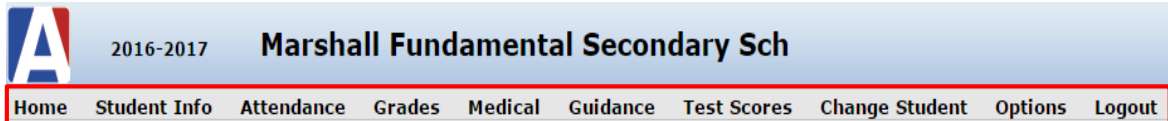
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## KEY POINTS

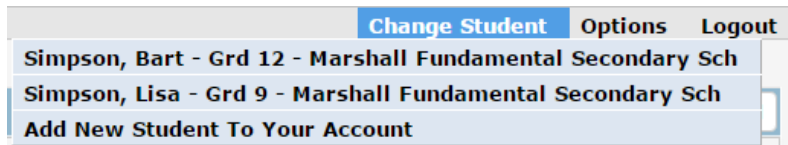
### ✓ Top Navigation Menu

- All student info can be accessed from the main **Top Navigation Menu** as seen below:

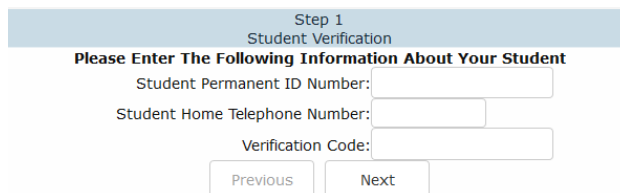


### ✓ Changing & Adding New Students

- If multiple students are linked to your account, you can change which student's info to view from the "Change Student" menu at the top right of your screen:



- To "Add a New Student To Your Account", contact the school admin staff to obtain the 3 items required to enter on the Student Verification screen below:



1. Student Perm ID
2. Student Home Telephone #
3. Verification Code (VPC)

### ✓ Updating Student/Parent Info & Missing/Incorrect Data

- **NOTE:** the accuracy of information displayed through the Parent Portal is based on the data managed by the school admin staff (e.g. demographics, medical, etc.) in conjunction with data inputted by the teachers (e.g. attendance, grades, gradebook details, etc.).
- **CONTACT THE SCHOOL ADMIN STAFF:**
  - **TO UPDATE** student/parent data (e.g. demographics, contacts, medical, etc.)
  - **TO VERIFY** missing/incorrect data (e.g. classes, attendance, grades, gradebook details, etc.)

# 1. STUDENT INFO: Profile, Demographics, Contacts, Classes

## A. STUDENT INFO > **PROFILE**

<b>Student Info</b>	Attendance	Grac
<b>Profile</b>		
<b>Demographics</b>		
<b>Supplemental</b>		
<b>Contacts</b>		
<b>Classes</b>		
<b>Activities and Awards</b>		
<b>Authorizations</b>		
<b>Fees and Fines</b>		
<b>Secondary Stu Data</b>		
<b>Service Learning</b>		
<b>Service Learning Organizations</b>		
<b>Siblings</b>		
<b>Work Permit</b>		

### Global view for:

1. Class Summary
2. College Entrance Reqs
3. Attendance Summary
4. Graduation Status
5. Recent Test Results

**Student Profile**

	Last Name: Simpson First Name: Lisa Middle Name: Perm ID Num: 901234 State Stu ID: 1234567891 Sex: F Grd: 9 Age: 14 Birthdate: 5/1/2002 ProgTrack: Active Status: English CorrLng: Spanish RptgLng: R-FEP-Reclassified to Eng Proficient LangFlu: Ethnicity: White Race: ColSup: Bus: AUP: Acad: GATE: SpEd: User7: Poly: User9: User10: SchUse: SchUse: A-G: Parent/Guardian: Marge Simpson Primary Phone: (123) 456-7891 Father's Work: Mother's Work: Parent Email: simpson.marge@email.com Residence: 351 S. Hudson Pasadena, CA 91104-4438
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**Class Summary**

Per	Course	Teacher	Room	Gradebook	Mark	Trend	Missing Assignment	Past 5 Days	Website	Access Code	Last Updated
1	Math 1 Int HP A	Watson, Lewis	B222	1 - Math 1H - Fall	A+ (100.0%)		0	- - - - -			Aug 21
2	World Hist HP A	Tornek, Joshua	A101	Pre AP World Hist - Fall	A+ (100.0%)		0	- - - - -			Aug 23
3	Spanish 2P A	Payes, Sara	A130					- - - - -			
4	Dance Beg A	Lavin, Breanne	D237					- - - - -			
5	English 1HP A	Ganschow, Cletus	LIB	English 1HP A - Fall	(73.5%)		0	- - - - -			Aug 23
6	Chemistry HP A	Seo, Sueng Mee	G161	Chemistry HP A - Fall	A (97.0%)		0	- - - - -			Aug 24

**College Entrance Requirements**

	Required	University of California	Completed	Current	Needed	Required	California State University	Completed	Current	Needed
A - History/Social Science	20	0	5	15	20	0	5	15		
B - English	40	2	5	33	40	2	5	33		
C - Mathematics	30	1.5	5	23.5	30	1.5	5	23.5		
D - Laboratory Science	20	0	5	15	20	0	5	15		
E - Foreign Language	20	0	5	15	20	0	5	15		
F - Visual/Performing Arts	10	0	0	10	10	0	0	10		
G - College Prep Electives	10	0	0	10	10	0	0	10		
Preliminary GPAs:		0.00				0.00				
Course Completions:	Does NOT Meet UC Course Completion Requirements					Does NOT Meet CSU Course Completion Requirements				
Entrance Requirements:	Does NOT Meet UC Entrance Requirements					Does NOT Meet CSU Entrance Requirements				

**Attendance Summary**

Code	Description	All	0	1	2	3	4	5	6	7	8	9
	_*TOTALS*_											
	EXCUSED	0	0	0	0	0	0	0	0	0	0	0
	UNEXCUSED	0	0	0	0	0	0	0	0	0	0	0

**Graduation Status**

Subject Area	Credit Required	Credit Completed	Credit Enrolled In	Credit Needed
C - Science	20.00	-	5.00	15.00
F - Visual/ Perform Arts	10.00	-	-	10.00
M - Mathematics	30.00	1.50	5.00	23.50
N - English	40.00	2.00	5.00	33.00
O - Social Science	30.00	-	5.00	25.00
P - Physical Educ	20.00	-	5.00	15.00
S - Life Science	10.00	-	-	10.00
W - World Lang	10.00	-	5.00	5.00
Z - Elective	50.00	1.50	-	48.50
* TOTALS *	220.00	5.00	30.00	185.00

**Most Recent Test Results**

Test	Taken	Result
<b>CAHSEE</b>		
Math		Not Taken
English Language Arts		Not Taken
<b>SBAC</b>		
Mathematics	05/2016	Standard Exceeded
English Lang Arts /Liter	05/2016	Standard Exceeded
<b>CST</b>		
Science	06/2016	Advanced
<b>CELDT</b>		
CELDT - Overall	10/2009	Advanced
List. & Speaking	10/2009	N/A
CELDT - READING	10/2009	Early Advanced
CELDT - Writing	10/2009	Early Advanced
CELDT - LISTENING	10/2009	Advanced
CELDT - Speaking	10/2009	Advanced
Comprehension	10/2009	N/A
CELDT Criterion	10/2009	N/A

## B. STUDENT INFO > DEMOGRAPHICS

<b>Student Info</b>	Attendance	Grad
Profile		
<b>Demographics</b>		
Supplemental		
Contacts		
Classes		
Activities and Awards		
Authorizations		
Fees and Fines		
Secondary Stu Data		
Service Learning		
Service Learning Organizations		
Siblings		
Work Permit		

1 Student Data 1
 2 Student Data 2

Stu#	Last Name	First Name	Middle Name	Suffix	Sex	Grd	Age	Birthdate
10	Simpson	Lisa			F	9	14	5/1/2002
Perm ID#	Last Alias	First Alias	Middle Alias	Birth Verif		Status		
901234				Birth Certificate (1)		Active		

Student Demographics													
Residence and Mailing Address								Addr. Verif					
351 S. Hudson Pasadena, CA 91104-4438													
Grid Code	ResSchl	IntDist	TransDist	IntDist Exp Dt	Name	Addr	Ver						
	John Muir High School (82)	Intra Dist Approved(In Dist Permit) (1)							8/18/2005				
Parent/Guardian			Telephone	Extn	Student Contact Info								
Name: Marge Simpson			Primary: (123) 456-7891		Student's Email: Si1234Li0501@pusd.us								
Ed Lvl: Some College (12)			Father's Work:		Student's Mobile:								
Email: simpson.marge@email.com			Mother's Work:										
Prog	Att Prg 1	Att Prg 2	Dist Enter Dt	Schl Enter Dt	Schl Leave Dt								
			9/6/2007	8/14/2013									
Counselor		Locker	Records Release	SM	DM	Family#							
764 - CollinsMoore, Frances			Do not release to Military (M)	K	K	9529							
Ethnicity	Race	(Ethnicity)	CorrLng	RptgLng	LangFlu	Birth City	State	Country					
Y	White	Hispanic or Latino Hispanic or Latino	English	Spanish	R-FEP-Reclassified to Eng Proficient (4)	Pasadena	CA	US					
ColSup	Bus	AUP	Acad	GATE	SpEd	User7	Poly	User9	User10	SchUse	SchUse	A-G	Message
		N	A	G	0		R		P				
Next SchI		Next Grd	Next Tch	Sched Grp	Algebra 1		High School Physical Fitness						
Marshall Fundamental Secondary School (64)		10	Unassigned (0)	(A)	Requirement Not Met		Not Tested/Undetermined						
Next Grid Code		Next Prg	Next Prg 1	Next Prg 2									
Next ResSchl		Next IntDist	Next TransDist										
Marshall Fundamental Secondary School (64)		Not applicable											

1. Full detailed demographic information for student on "Student Data 1" tab
2. Additional info on "Student Data 2" tab (e.g Student Email)

## C. STUDENT INFO > CONTACTS

<b>Student Info</b>	Attendance	Grad
Profile		
Demographics		
Supplemental		
<b>Contacts</b>		
Classes		
Activities and Awards		
Authorizations		
Fees and Fines		
Secondary Stu Data		
Service Learning		
Service Learning Organizations		
Siblings		
Work Permit		

Emergency Contacts												
Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Prog	Track	Rptg Lng	LangFlu	Status	Student Email
10	Simpson	Lisa	909695	F	9	14			Spanish	R-FEP-Reclassified to Eng Proficient		Si1234Li0501@pusd.us
Parent/Guardian	Primary Phone	Father's Work	Mother's Work	Student's Mobile		Parent Email						
Marge Simpson	(123) 456-7891					simpson.marge@email.com						
Mailing Name	Prefix Name	Last Name	First Name	Middle Name	Suffix	Verif	Red Flag					
Homer Simpson		Simpson	Homer									
Address	City	State	Zip Code	Zip Ext	Addr Type	Red Flag						
742 Evergreen Terrace	Pasadena	CA	91104	4479	2							
Relationship	Lives With?	Code	Mail Tag	Contact Order								
Father	No			2								
Telephone	Work Phone	Extn	Mobile Phone	Pager	Corr Lng							
			(741) 852-9630		English							
Email Address	Portal?	Employer Name	Employer Location									
Additional Contact 1		Additional Contact 2										
Additional Contact 3		Additional Contact 4										
		Answering Service										
Comment												

1. Select record from list on right side
2. Record details will display on left side

D. STUDENT INFO > **EMAIL LIST**

<b>Student Info</b>	<b>Attendance</b>
Profile	
Demographics	
Supplemental	
Contacts	
Classes	
Activities and Awards	
Authorizations	
<b>Email List</b>	
Fees and Fines	
Secondary Stu Data	
Siblings	
Work Permit	

- Teacher, Counselor, Student, and Primary Parent/Guardian email addresses can be obtained from this screen for the purposes of emailing through your personal email account.
  - ✓ Click on any email address link to launch your computer or device's default email application or **manually copy/paste** into a personal email account of your choice.
- "Email All Selected People" - Create a custom list of email addresses by checking or unchecking the check box next to their name. Helpful when composing one email to send to multiple recipients.

Name	Relation	Email Address
<input checked="" type="checkbox"/> Marge Simpson	Mother	<a href="mailto:simpson.marge@gmail.com">simpson.marge@gmail.com</a>
<input checked="" type="checkbox"/> Simpson, Lisa	The Student	<a href="mailto:Si1234Li0501@pusd.us">Si1234Li0501@pusd.us</a>
<input checked="" type="checkbox"/> Watson, Lewis	Teacher - Math 1 IntgrH A (F)	<a href="mailto:watson.lewis@pusd.us">watson.lewis@pusd.us</a>
<input type="checkbox"/> Tornek, Joshua	Teacher - World Hist HP A (F)	
<input checked="" type="checkbox"/> Payes, Sara	Teacher - Spanish 2P A (F)	<a href="mailto:payes.sara@pusd.us">payes.sara@pusd.us</a>
<input checked="" type="checkbox"/> Lavin, Breanne	Teacher - Dance Beg A (F)	<a href="mailto:lavin.breanne@pusd.us">lavin.breanne@pusd.us</a>
<input checked="" type="checkbox"/> Ganschow, Cletus	Teacher - English 1HP A (F)	<a href="mailto:ganschow.cletus@pusd.us">ganschow.cletus@pusd.us</a>
<input checked="" type="checkbox"/> Seo, Sueng Mee	Teacher - Chemistry HP A (F)	<a href="mailto:seo.sueng@pusd.us">seo.sueng@pusd.us</a>
<input type="checkbox"/> Watson, Lewis	Teacher - Math 1 IntgrH B (S)	<a href="mailto:watson.lewis@pusd.us">watson.lewis@pusd.us</a>
<input type="checkbox"/> Tornek, Joshua	Teacher - World Hist HP B (S)	
<input type="checkbox"/> Payes, Sara	Teacher - Spanish 2P B (S)	<a href="mailto:payes.sara@pusd.us">payes.sara@pusd.us</a>
<input type="checkbox"/> Lavin, Breanne	Teacher - Dance Beg B (S)	<a href="mailto:lavin.breanne@pusd.us">lavin.breanne@pusd.us</a>
<input type="checkbox"/> Ganschow, Cletus	Teacher - English 1HP B (S)	<a href="mailto:ganschow.cletus@pusd.us">ganschow.cletus@pusd.us</a>
<input type="checkbox"/> Seo, Sueng Mee	Teacher - Chemistry HP B (S)	<a href="mailto:seo.sueng@pusd.us">seo.sueng@pusd.us</a>
<input checked="" type="checkbox"/> CollinsMoore, Frances	Counselor	<a href="mailto:collinsmoore.frances@pusd.us">collinsmoore.frances@pusd.us</a>

**1**

**2** Email All Selected People

[simpson.marge@gmail.com](mailto:simpson.marge@gmail.com); [Si1234Li0501@pusd.us](mailto:Si1234Li0501@pusd.us); [watson.lewis@pusd.us](mailto:watson.lewis@pusd.us); [payes.sara@pusd.us](mailto:payes.sara@pusd.us); [lavin.breanne@pusd.us](mailto:lavin.breanne@pusd.us); [ganschow.cletus@pusd.us](mailto:ganschow.cletus@pusd.us); [seo.sueng@pusd.us](mailto:seo.sueng@pusd.us); [collinsmoore.frances@pusd.us](mailto:collinsmoore.frances@pusd.us)

E. STUDENT INFO > **CLASSES** (TEACHER EMAIL INFO)

Student Info	Attendance	Grad
Profile		
Demographics		
Supplemental		
Contacts		
<b>Classes</b>		
Activities and Awards		
Authorizations		
Fees and Fines		
Secondary Stu Data		
Service Learning		
Service Learning Organizations		
Siblings		
Work Permit		

1. Verify the “**View Only Current Term**” and “**Today**” checkboxes are CHECKED to ensure you are viewing the current day’s class schedule for current term
  - ✓ UNCHECK both boxes to show *all classes* scheduled for every day of the week, for both Fall and Spring semesters
2. **TEACHER EMAIL ADDRESSES** can be copied from this screen to send an email through your personal email account to the respective teacher
3. “**Print Changes**” button - print course attendance with start & end dates
4. “**Quick Print**” button - print class schedule directly through your internet browser

Class Schedules														
Student number	Last Name	First Name	Middle Name	Perm ID	Sex	Grd	Age	Birthdate	Prog	Track	Rptg	Lng	LangFlu	Status
10	Simpson	Lisa		901234	F	9	14	5/1/2002				Spanish	R-FEP-Reclassified to Eng Proficient	
<b>Current Classes</b>														
Section	PdTrm	Days	CrsID	Crs Title	Teacher	Room	Today	Email	Website					
117	1	F MTWTF	311935	Math 1 Int HP A 36 -	Watson, Lewis	B222		<a href="mailto:watson.lewis@pusd.us">watson.lewis@pusd.us</a>		2				
220	2	F MTWTF	111523	World Hist HP A 72 -	Tornek, Joshua	A101								
340	3	F MTWTF	510913	Spanish 2P A	527 - Payes, Sara	A130		<a href="mailto:payes.sara@pusd.us">payes.sara@pusd.us</a>						
354	4	F MTWTF	810925	Dance Beg A	79 - Lavin, Breanne	D237		<a href="mailto:lavin.breanne@pusd.us">lavin.breanne@pusd.us</a>						
566	5	F MTWTF	211435	English 1HP A	518 - Ganschow, Cletus	LIB		<a href="mailto:ganschow.cletus@pusd.us">ganschow.cletus@pusd.us</a>						
543	6	F MTWTF	411905	Chemistry HP A 494 -	Seo, Sueng Mee	G161	HERE	<a href="mailto:seo.sueng@pusd.us">seo.sueng@pusd.us</a>						
Print <b>3</b> <b>Print Changes</b> <b>Quick Print</b> <b>4</b>														
<b>1</b> <input checked="" type="checkbox"/> View Only Current Term <input checked="" type="checkbox"/> Today <input type="checkbox"/> Sort by Term														
Algebra 1						High School Physical Fitness								
Requirement Not Met						Not Tested/Undetermined								



## 2. ATTENDANCE

<b>Attendance</b>	<b>Grades</b>
<b>Attendance</b>	
<b>Enrollment History</b>	
<b>Attendance History</b>	

1. Daily Attendance Data Dashboard
2. "Quick Print" button - prints copy of daily attendance
3. Attendance Totals
4. Current Attendance Enrollment

Attendance															
StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Prog	Track	AttProg1	AttProg2	Rptg	Lng	LangFlu	Status
10	Simpson	Lisa		901234	F	9	14						Spanish	R-FEP-Reclassified to Eng Proficient	
Counselor		Parent/Guardian		Primary Phone		Father's Work		Mother's Work		AbsLtr	TdyLtr				
CollinsMoore, Frances		Marge Simpson		(123) 456-7891						0	0				

1	Monday		Tuesday		Wednesday		Thursday		Friday			
	Date	A	0	1	2	3	4	5	6	7	8	9
	08/08	NO SCHOOL	08/09	NO SCHOOL	08/10	STAFF DEV	08/11	STAFF DEV	08/12	STAFF DEV		
	08/15	-----	08/16	-----	08/17	-----	08/18	-----	08/19	-----		
	08/22	- AA - - -	08/23	I I I I I I	08/24	- T - - -	08/25	-----	08/26	-----		
	08/29	-----	08/30	-----	08/31	-----	09/01	-----	09/02	-----		
	09/05	HOLIDAY	09/06	-----	09/07	-----	09/08	-----	09/09	-----		
	09/12	-----	09/13	-----	09/14	-----	09/15	-----	09/16	-----		
	09/19	-----	09/20	-----	09/21	-----	09/22	-----	09/23	-----		
	09/26	-----	09/27	-----	09/28	-----	09/29	-----	09/30	-----		
	10/03	-----	10/04	-----	10/05	-----	10/06	-----	10/07	-----		
	10/10	-----	10/11	-----	10/12	-----	10/13	-----	10/14	STAFF DEV		
	10/17	-----	10/18	-----	10/19	-----	10/20	-----	10/21	-----		
	10/24	-----	10/25	-----	10/26	-----	10/27	-----	10/28	-----		
	10/31	-----	11/01	-----	11/02	-----	11/03	-----	11/04	-----		

Quick Print	2	Refresh Totals
-------------	---	----------------

Days Enrolled: 13	Days Present: 12 (92.3%)	3
Days Excused: 1	Days Unexcused: 0	
Days Tardy: 0	Days With Truancies: 0	
Days Suspended: 0		

Code	Description	All	0	1	2	3	4	5	6	7	8	9
A	Absent	0		1	1							
I	Illness	1	1	1	1	1	1	1				
T	Tardy	0		1								
_*TOTALS*_												
	EXCUSED	1	0	1	1	1	1	1	1	0	0	0
	UNEXCUSED	0	0	0	1	1	0	0	0	0	0	0

Current Attendance Enrollment											District of	4
Date	Ent/Lv	Grd	Prg	Trk	Reason	NextSchl	AttPgm	1AttPgm	2Rptg	SchlInt	Dist	Residence
8/15/2016	E	9					0				1	






### 3. GRADES: Gradebook, Gradebook Details, Grades, Grad Status, Transcripts, College Ent Reqs

#### A. GRADES > **GRADEBOOK** (SUMMARY LIST)

<b>Grades</b>	Medical	Guidance	T
<b>Gradebook</b>			
Gradebook Details			
Grades			
Graduation Status			
Transcripts			
College Entrance Requirements			

- Summary information listed for each Gradebook for the current term as created by teachers
  - ✓ **Reminder:** any missing Gradebook from the list means the respective teacher has not yet created one and properly configure for that class
- Click on each Gradebook “Name” link to go directly to the **Gradebook Details** page for that gradebook

Gradebook Summary																		
StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Prog	Track	Att	Prog1	Att	Prog2	Rptg	Lng	LangFlu	Status	
10	Simpson	Lisa		901234	F	9	14								Spanish	R-FEP-Reclassified to Eng Proficient		
Counselor		Parent/Guardian		Primary Phone		Father's Work		Mother's Work										Quick CON
2	insMoore, Frances	1	Marge Simpson	(123) 456-7891														
Gradebook Details																		
Name	Term	Per	Teacher	%	Avg	Mark	Trend	Missing Assignment	Past 5 Days					Last Updated	Status			
<a href="#">1 - Math 1H</a>	Fall	1	Watson, Lewis	100.00		A+		0	-	-	-	-	-	Aug 21				
<a href="#">Pre AP World Hist</a>	Fall	2	Tornek, Joshua	100.00		A+		0	-	-	-	-	-	Aug 23				
<a href="#">English 1HP A</a>	Fall	5	Ganschow, Cletus	73.59				0	-	-	-	-	-	Aug 23				
<a href="#">Chemistry HP A</a>	Fall	6	Seo, Sueng Mee	97.00		A		0	-	-	-	-	-	Aug 24				

 - Nominal change     
  - Predicted increase of 1% or more     
  - Predicted decrease of 1% or more

[Help Me Understand the Trend](#)



**B. GRADES > GRADEBOOK DETAILS**

<b>Grades</b>	Medical	Guidance	T
<b>Gradebook</b>			
<b>Gradebook Details</b>			
Grades			
Graduation Status			
Transcripts			
College Entrance Requirements			

1. Change Gradebook Dropdown Menu - switch between gradebooks
2. **“Print”** button - print details for selected Gradebook
3. **“Show only missing assignments”** button - toggles missing assignments (if any)
4. Assignment Details
5. **“+/-”** buttons - expand or collapse Additional Assignment Details (i.e. Date Assigned, Long Description, Due Time)
6. Overall class progress by category

Gradebook Details															
StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Prog	Track	AttProg1	AttProg2	RptgLng	LangFlu	Status	
10	Simpson	Lisa		901234	F	9	14					Spanish	R-FEP-Reclassified to Eng Proficient		
Counselor			Parent/Guardian		Primary Phone		Father's Work		Mother's Work		Quick CON				
CollinsMoore, Frances			Marge Simpson		(123) 456-7891										
1	1- 1 - Math 1H- Fall 8/15/2016 - 12/22/2016										Print	2	Watson, Lewis <a href="mailto:watson.lewis@pusd.us">watson.lewis@pusd.us</a>		
3	<input type="checkbox"/> Show only missing assignments														
5	#	+	4	Description	Type	Category	Score	Correct	%	Status/Comment	Date Completed	Due Date	Grading	Complt Documents	
1	1	+		Syllabus & Honor Code	Formative	Homework	10 / 10	1 / 1	100.00%		08/19/2016	08/19/2016	No		
				<b>Date Assigned:</b> 08/15/2016	<b>Due Time:</b>										
				<b>Long Description:</b> Return signed (student & parent/guardian) portion of syllabus and honor code. Acknowledges the acceptance of the expectations and consequences.											
2	2	+		Compare & contrast addition and subtrations	Formative	Classwork	10 / 10	1 / 1	100.00%		08/19/2016	08/19/2016	No		
				Category				Perc of Grade	Points Max	Perc	Mark	6			
				Test, Quiz, Project	80.00%	0.00	0	0.00%							
				Classwork	10.00%	10.00	10	100.00%	A+						
				Homework	10.00%	10.00	10	100.00%	A+						
				<b>Total</b>				100.00%	A+						

✓ **Reminder:** contact the school admin staff to coordinate with the teacher for any missing or incorrect data

C. GRADES > **GRADES**

<b>Grades</b>	Medical	Guidance	T
Gradebook			
Gradebook Details			
<b>Grades</b>			
Graduation Status			
Transcripts			
College Entrance Requirements			

1. Display of final marks for each grading period currently entered in the system
  - ✓ **Reminder:** contact the school admin staff to coordinate with the teacher for any missing or incorrect data
2. **“Print”** button - prints a copy of the final marks currently entered in the system

Grades																																																																																																																																																																																			
StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Prog	Track	AttProg1	AttProg2	Rptg	Lng	LangFlu	R-FEP-Reclassified to Eng Proficient		Status																																																																																																																																																																		
10	Simpson	Lisa		901234	F	9	14						Spanish																																																																																																																																																																						
Counselor			Parent/Guardian		Primary Phone			Father's Work		Mother's Work		Quick CON																																																																																																																																																																							
CollinsMoore, Frances			Marge Simpson		(123) 456-7891																																																																																																																																																																														
<div style="border: 1px solid red; padding: 5px;"> <table border="1"> <thead> <tr> <th>Per</th> <th>Crs-ID</th> <th>Course</th> <th>Tch#</th> <th>Teacher</th> <th>1st Prq</th> <th>2nd Prq</th> <th>3rd Prq</th> <th>FNL Sm1</th> <th>1st Prq</th> <th>2nd Prq</th> <th>3rd Prq</th> <th>FNL Sm2</th> <th>Cred</th> <th>Clt</th> <th>WH</th> <th>Abs</th> <th>Comments</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>311935</td> <td>Math 1 Int HP A</td> <td>36</td> <td>Watson, Lewis</td> <td>A+</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>5.00</td> <td></td> <td></td> <td>0</td> <td></td> </tr> <tr> <td>2</td> <td>111523</td> <td>World Hist HP A</td> <td>72</td> <td>Tornek, Joshua</td> <td>A+</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>5.00</td> <td></td> <td></td> <td>0</td> <td></td> </tr> <tr> <td>3</td> <td>510913</td> <td>Spanish 2P A</td> <td>527</td> <td>Payes, Sara</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>5.00</td> <td></td> <td></td> <td>0</td> <td></td> </tr> <tr> <td>4</td> <td>810925</td> <td>Dance Beg A</td> <td>79</td> <td>Lavin, Breanne</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>5.00</td> <td></td> <td></td> <td>0</td> <td></td> </tr> <tr> <td>5</td> <td>211435</td> <td>English 1HP A</td> <td>518</td> <td>Ganschow, Cletus</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>5.00</td> <td></td> <td></td> <td>0</td> <td></td> </tr> <tr> <td>6</td> <td>411905</td> <td>Chemistry HP A</td> <td>494</td> <td>Seo, Sueng Mee</td> <td>A</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>5.00</td> <td></td> <td></td> <td>0</td> <td></td> </tr> <tr> <td colspan="4">Total Weighted</td> <td colspan="4">Credit Attmp</td> <td colspan="6">Credit Comp</td> <td colspan="4"></td> </tr> <tr> <td colspan="4">4.0000</td> <td colspan="4">15.0000</td> <td colspan="6">15.0000</td> <td colspan="4"></td> </tr> </tbody> </table> </div>																		Per	Crs-ID	Course	Tch#	Teacher	1st Prq	2nd Prq	3rd Prq	FNL Sm1	1st Prq	2nd Prq	3rd Prq	FNL Sm2	Cred	Clt	WH	Abs	Comments	1	311935	Math 1 Int HP A	36	Watson, Lewis	A+								5.00			0		2	111523	World Hist HP A	72	Tornek, Joshua	A+								5.00			0		3	510913	Spanish 2P A	527	Payes, Sara									5.00			0		4	810925	Dance Beg A	79	Lavin, Breanne									5.00			0		5	211435	English 1HP A	518	Ganschow, Cletus									5.00			0		6	411905	Chemistry HP A	494	Seo, Sueng Mee	A								5.00			0		Total Weighted				Credit Attmp				Credit Comp										4.0000				15.0000				15.0000									
Per	Crs-ID	Course	Tch#	Teacher	1st Prq	2nd Prq	3rd Prq	FNL Sm1	1st Prq	2nd Prq	3rd Prq	FNL Sm2	Cred	Clt	WH	Abs	Comments																																																																																																																																																																		
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Total Weighted				Credit Attmp				Credit Comp																																																																																																																																																																											
4.0000				15.0000				15.0000																																																																																																																																																																											

2 Print

1

**D. GRADES > GRADUATION STATUS**

<b>Grades</b>	Medical	Guidance	T
Gradebook			
Gradebook Details			
Grades			
<b>Graduation Status</b>			
Transcripts			
College Entrance Requirements			

1. Click “**Show credit details on screen**” checkbox to show full details on credit status progression
2. “**Print**” button - prints copy of Graduation Requirements

Graduation Requirements													
Student number	Last Name	First Name	Middle Name	Perm ID	Sex	Grd	Age	Birthdate	Prog Track	Rptg Lng	Lang Flu	Status	Grad Track
1742	Simpson	Bart		905678	M	12	17	12/8/1998		English	English Only		

1  Show credit details on screen

Graduation Status Details						
Subject Area	Reqd	Courses Completed	Credit	Courses Enrolled	Credit	Needed
C - Science	20.00	AP Biology A	5.00			
		AP Biology B	5.00			
		Chemistry P A	5.00			
		Chemistry P B	5.00			
F - Visual/ Perform Arts	10.00	Band Adv P	5.00			
		Band Int	5.00			
M - Mathematics	30.00	Advanced Math A	5.00			
		Advanced Math B	5.00			
		Algebra 2P A	5.00			
		Algebra 2P B	5.00			
		Geometry P	10.00			
N - English	40.00	AP Eng Lang A	5.00			
		AP Eng Lang B	5.00			
		English 1P	10.00			
		English 2 HP A	5.00			
		English 2 HP B	5.00			
		AP Eng Lit A	5.00			
		-- NOT COMPLETED --				<b>5.00</b>
Z - Elective	50.00	Adv Chorus A	5.00			
		Adv Chorus B	5.00			
		Band Int	5.00			
		Spanish 2P A	5.00			
		Spanish 2P B	5.00			
		Adv Chorus A	5.00			
		AP Phys 1 Alg A	5.00			
College Alg A	5.00					
		Drama Adv P A	5.00			
		-- NOT COMPLETED --				<b>5.00</b>
<b>* TOTALS *</b>	<b>220.00</b>		<b>175.00</b>		<b>30.00</b>	<b>15.00</b>

Algebra 1 Requirement Met	High School Physical Fitness Not Tested/Undetermined
------------------------------	---

2

E. GRADES > **TRANSCRIPTS**

<b>Grades</b>	Medical	Guidance	T
Gradebook			
Gradebook Details			
Grades			
Graduation Status			
<b>Transcripts</b>			
College Entrance Requirements			

1. "Limit Rcds" button - filter results by Grade Range:

Limit Grade Range

Low Grade High Grade

6 ▼ 11 ▼

OK Reset Cancel

2. Sort checkboxes available to sort by Subject and/or Date Descending

✓ **Contact school admin staff regarding requests for a printed transcript**

Transcripts												
Student number	Last Name	First Name	Middle Name	Perm ID	Sex	Grd	Age	Birthdate	Prog Track	RptgLng	LangFlu	Status
1742	Simpson	Bart		905678	M	12	17	12/8/1998		English	English Only	
(W) Acad GPA		(W) Total GPA		(W) 10-12 GPA		Credit Att/Compl		Class Rank/Size				
2.65 2.52		2.80 2.69		2.40 2.20		185.00 175.00		150 of 249				

1 Limit Rcds

Course History												
Schl Year	TmGrd	Crs ID	Std	Course Title	RTCP	N/H	Mark	Atmp	Comp	Special	Crs Title	
				<input type="checkbox"/> Sort by Subject		<input type="checkbox"/> Sort by Date Descending						
64	10-11	1	6	1061HMAPP English 6	H	C	5.00	5.00				
64	10-11	1	6	2361HMAPP Wld Hist 6H	H	D+	5.00	5.00				
64	10-11	1	6	3061HMAPP Math 6	H	C-	5.00	5.00				
64	10-11	1	6	4061HMAPP Science	H	C-	5.00	5.00				
64	10-11	1	6	5061D Phys Ed 6	N	A	5.00	5.00				
64	10-11	1	6	7501D Band Beg		A	5.00	5.00				
64	10-11	2	6	1062HMAPP English 6	H	B-	5.00	5.00				
64	10-11	2	6	2362HMAPP Wld Hist 6H	H	C	5.00	5.00				
64	10-11	2	6	3062HMAPP Math 6	H	C	5.00	5.00				
64	10-11	2	6	4062HMAPP Science	H	C	5.00	5.00				
64	10-11	2	6	5062D Phys Ed 6	N	A	5.00	5.00				
64	10-11	2	6	7502D Band Beg		A	5.00	5.00				
64	11-12	1	7	1071HMAPP English 7H	H	B-	5.00	5.00				
64	11-12	1	7	2371D World History 7		A-	5.00	5.00				
64	11-12	1	7	3001H Pre Algebra H	H	B	5.00	5.00				
64	11-12	1	7	4071D Science 7		A-	5.00	5.00				
64	11-12	1	7	5781D Phys Ed 78	N	A	5.00	5.00				
64	11-12	1	7	7503D Band Int		A	5.00	5.00				
64	11-12	2	7	1072HMAPP English 7H	H	C+	5.00	5.00				

**F. GRADES > COLLEGE ENTRANCE REQUIREMENTS**

Grades	Medical	Guidance	T
<b>Gradebook</b>			
<b>Gradebook Details</b>			
<b>Grades</b>			
<b>Graduation Status</b>			
<b>Transcripts</b>			
<b>College Entrance Requirements</b>			

1. UC and CSU Entrance Requirements dashboard
2. "Print UC Eligibility Report" button
3. "Print CSU Eligibility Report" button

College Entrance Requirements												
Student number	Last Name	First Name	Middle Name	Perm ID	Sex	Grd	Age	Birthdate	Prog Track	RptgLng	LangFlu	Status
1742	Simpson	Bart		905678	M	12	17	12/8/1998		English	English Only	

	University of California				California State University			
	Required	Completed	Current	Needed	Required	Completed	Current	Needed
A - History/Social Science	20	20	0	0	20	20	0	0
B - English	40	20	5	15	40	20	5	15
C - Mathematics	30	30	5	0	30	30	5	0
D - Laboratory Science	20	20	0	0	20	20	0	0
E - Foreign Language	20	20	0	0	20	20	0	0
F - Visual/Performing Arts	10	5	5	0	10	5	5	0
G - College Prep Electives	10	0	15	0	10	0	15	0
Preliminary GPAs:	2.07				2.07			
Course Completions:	Does NOT Meet UC Course Completion Requirements				Does NOT Meet CSU Course Completion Requirements			
Entrance Requirements:	Does NOT Meet UC Entrance Requirements				Does NOT Meet CSU Entrance Requirements			

These calculations are based upon known rules and available data. It may not express all criteria that a university may use for admissions. Please refer to the CSU and UC Admissions Guides for details on admissions eligibility.

- 2 Print UC Eligibility Report
- 3 Print CSU Eligibility Report

Req	Comp	Cur	Need
A-Hist	20	20	0
B-English	40	20	15
C-Math	30	30	5
D-Lab-Sci	20	20	0
E-Foreign	20	20	0
F-Arts	10	5	5
G-CP Elect	10	0	15

Req	Comp	Cur	Need
A-Hist	20	20	0
B-English	40	20	15
C-Math	30	30	5
D-Lab-Sci	20	20	0
E-Foreign	20	20	0
F-Arts	10	5	5
G-CP Elect	10	0	15

#### 4. **MEDICAL** (Immunizations)

**Medical** **Guidan**  
**Immunizations**

1. Immunization details
2. **“Print Plain Paper”** button - prints copy of *Student Immunization Card*
3. Requirement Status

Immunizations																
StuNum	Last Name	First Name	Middle Name	Perm ID Num	Birthdate	Sex	Grd	Age	Prog	Track	AttProg1	AttProg2	Rptg	Lng	LangFlu	Status
10	Simpson	Lisa		901234	05/01/2002	F	9	14						Spanish	R-FEP-Reclassified to Eng Proficient	
Parent/Guardian		Birth City		State	Country	Health Problems			LastSchl			Primary Phone				
Marge Simpson		Pasadena		CA	US				Marshall Fundamental Secondary Sch			(123) 456-7891		<a href="#">Quick CON</a>		

Exemption											
	Date 1	Date 2	Date 3	Date 4	Date 5	Booster	Code	Date	Comment		
Polio	7/27/2002	9/9/2002	11/26/2002	5/22/2006							
DTP	7/8/2002	9/13/2002	11/26/2002	4/28/2004	5/22/2006						
DTP Type						Tdap	5/2/2014				
MMR	6/10/2003	8/7/2006									
HIB	8/8/2002	9/9/2002	11/26/2002	9/7/2005							
HEP/B	7/8/2002	9/9/2002	11/26/2002								
Varicella	6/10/2003	Contracted? [ ]									
HEP/A	7/13/2005	8/18/2006									
Physical	2/11/2008										
Other											

Exempt									
TB Skin Test	Date 1	Date 2	MM	Pos	Neg	Type	Exempt	Date	Comment
	4/4/2005	4/6/2005	2	Y	P	P - PPD			
	11/26/2007	11/28/2007	2	Y	P	P - PPD			
Chest XRay	Normal [ ]		Abnormal [ ]						

Records Presented	Beneficiary Identification Card Number	Disaster Information
3 - Other		

Blue Card Info		Code	Date
Requirements Met (A):			
Status (B):			
Exemptions			
Medical Reasons - Permanent (C):			
Medical Reasons - Temporary (D):			
Personal Beliefs (E):			

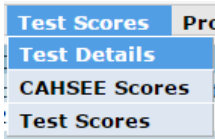
**2** [Print Plain Paper](#)

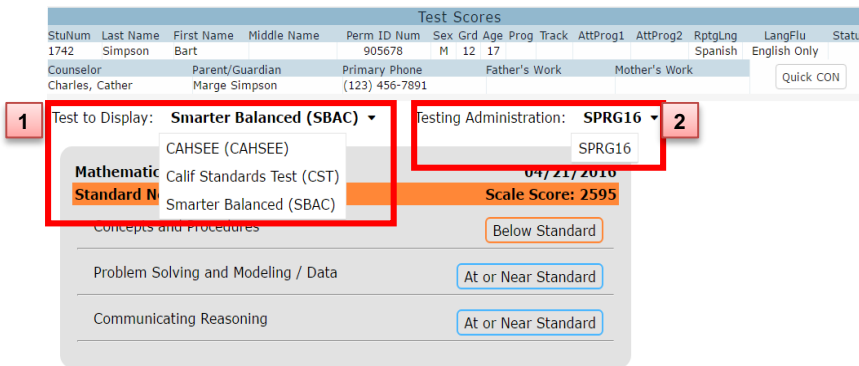
**3** **All Requirements Met**

## 5. TEST SCORES: Test Details, Test Scores

### A. TEST SCORES > TEST DETAILS



1. "Test to Display" dropdown menu - select which test to display
2. "Testing Administration" dropdown menu - select which year for the respective test selected



StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Prog	Track	AttProg1	AttProg2	RptgLng	LangFlu	Status
1742	Simpson	Bart		905678	M	12	17					Spanish	English Only	

Counselor: Charles, Cather | Parent/Guardian: Marge Simpson | Primary Phone: (123) 456-7891 | Father's Work: | Mother's Work: | Quick CON

Test to Display: **Smarter Balanced (SBAC)** | Testing Administration: **SPRG16**

Mathematics Standard N: Smarter Balanced (SBAC) | Scale Score: 2595

Concepts and Procedures: Below Standard

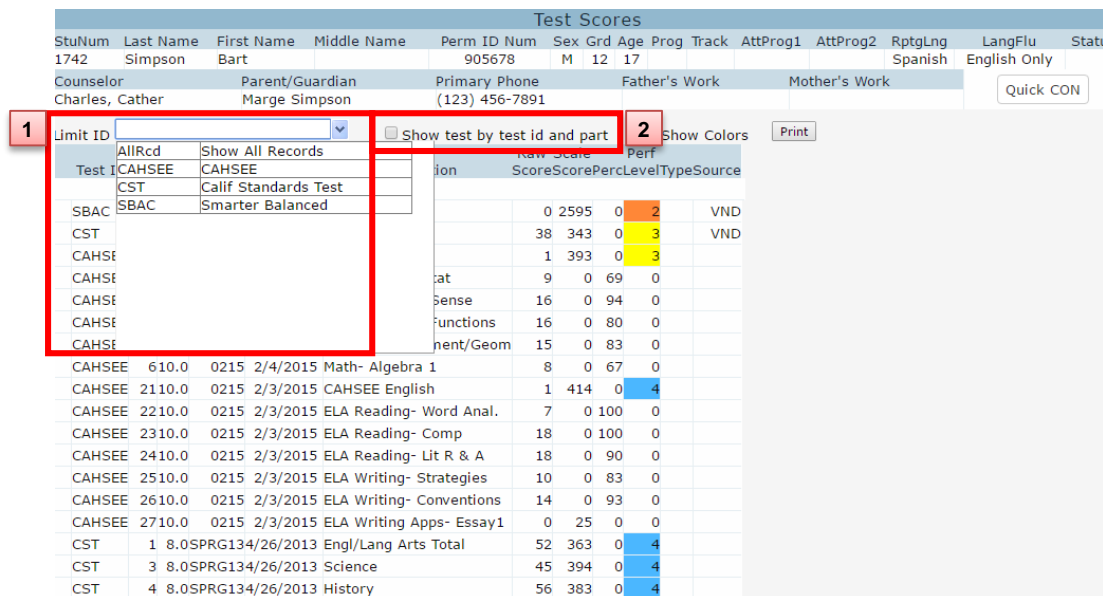
Problem Solving and Modeling / Data: At or Near Standard

Communicating Reasoning: At or Near Standard

### B. TEST SCORES > TEST SCORES



1. "Limit ID" dropdown menu - filters which tests to display (defaults to show all)
2. "Show test by test id and part" checkbox - alphabetically sorts by Test ID column

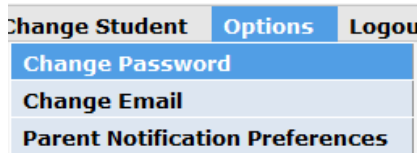
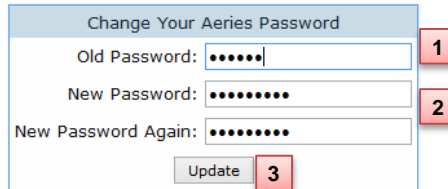


Test ID	Test Name	Raw Score	Scale Score	Perc	Level	Type	Source	
SBAC	Smarter Balanced	0	2595	0	2	VND		
CST	Calif Standards Test	38	343	0	3	VND		
CAHSE	CAHSEE	1	393	0	3			
CAHSE	CAHSEE	9	0	69	0			
CAHSE	CAHSEE	16	0	94	0			
CAHSE	CAHSEE	16	0	80	0			
CAHSE	CAHSEE	15	0	83	0			
CAHSEE	610.0	0215	2/4/2015	Math- Algebra 1	8	0	67	0
CAHSEE	2110.0	0215	2/3/2015	CAHSEE English	1	414	0	4
CAHSEE	2210.0	0215	2/3/2015	ELA Reading- Word Anal.	7	0	100	0
CAHSEE	2310.0	0215	2/3/2015	ELA Reading- Comp	18	0	100	0
CAHSEE	2410.0	0215	2/3/2015	ELA Reading- Lit R & A	18	0	90	0
CAHSEE	2510.0	0215	2/3/2015	ELA Writing- Strategies	10	0	83	0
CAHSEE	2610.0	0215	2/3/2015	ELA Writing- Conventions	14	0	93	0
CAHSEE	2710.0	0215	2/3/2015	ELA Writing Apps- Essay1	0	25	0	0
CST	1	8.0	SPRG134/26/2013	Engl/Lang Arts Total	52	363	0	4
CST	3	8.0	SPRG134/26/2013	Science	45	394	0	4
CST	4	8.0	SPRG134/26/2013	History	56	383	0	4

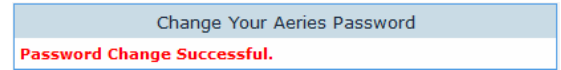


## 6. OPTIONS: Change Password, Change Email, Parent Notification Preferences

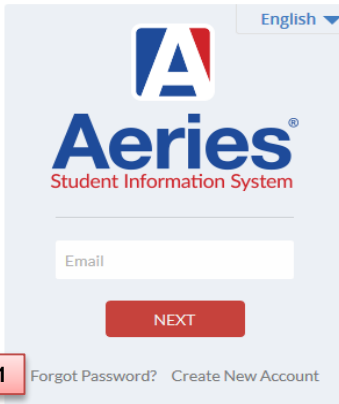
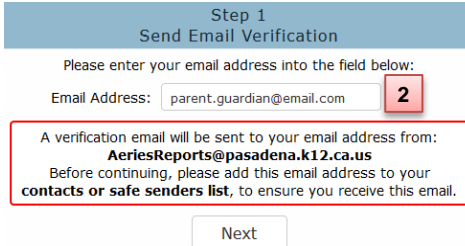
### A. OPTIONS > **CHANGE PASSWORD (MUST ALREADY BE LOGGED IN)**

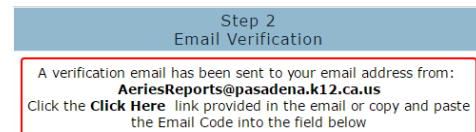
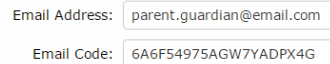
1. Enter Old Password
2. Enter New Password twice
3. click **“Update”**, if entered correctly you should receive:



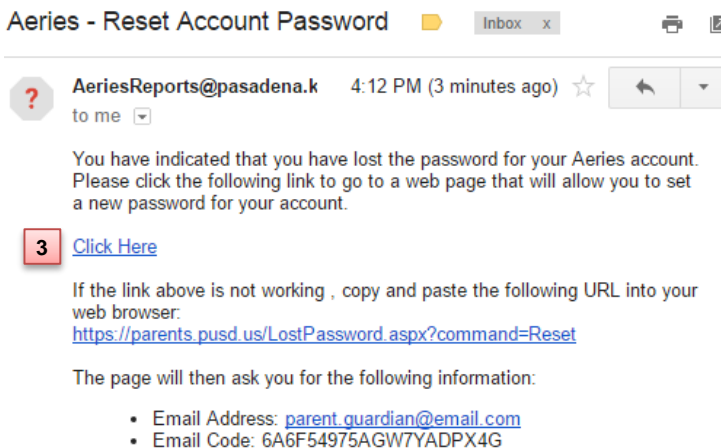
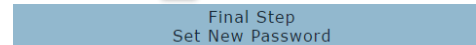
### **HOW TO RESET PASSWORD (IF UNABLE TO LOG IN)**

1. Click **“Forgot Password?”** link from Log in Page
2. Enter your Parent Portal Account email address
3. Open Verification Email from your inbox and click on **“Click Here”** to open page in browser
4. Click **“Next”** button
5. Enter New Password twice, click **“Next”** to reset

**4** Next

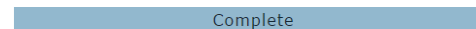



Thank you for confirming your email address. You may now enter a new password for your account.

New Password:

ReType New Password:

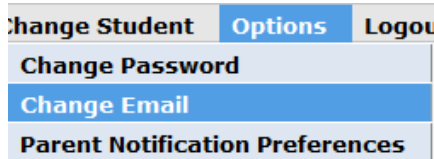
**5** Next



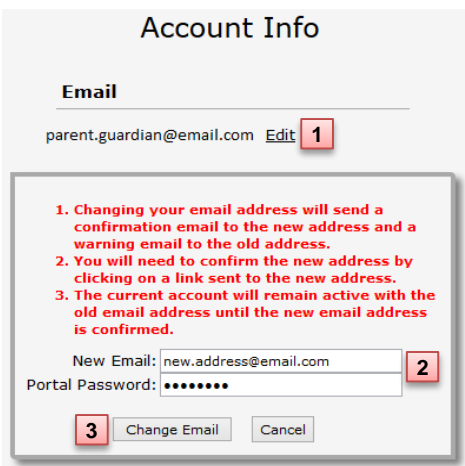
Your password has been adjusted. You may now login to Aeries.

[Return to Login Page](#)

**B. OPTIONS > CHANGE EMAIL (MUST ALREADY BE LOGGED IN)**



1. Click "Edit" link
2. Enter new email address and your parent portal password
3. Click "Change Email"
4. Open Verification Email from your new email account's inbox and click on "**Confirm Current Email Address**"



The 'Account Info' page shows the 'Email' section with the current email 'parent.guardian@email.com' and an 'Edit' link (1). Below is a form with a red warning box containing instructions:
 

1. Changing your email address will send a confirmation email to the new address and a warning email to the old address.
2. You will need to confirm the new address by clicking on a link sent to the new address.
3. The current account will remain active with the old email address until the new email address is confirmed.

 The form has fields for 'New Email:' (2) and 'Portal Password:' (3), and 'Change Email' and 'Cancel' buttons.

Thank you for telling the school district about your new email address. 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.

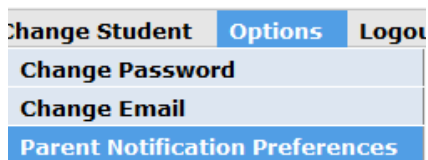
If you can, please click on the following links to confirm or reject this account:

- 4 [Confirm Current Email Address](#)
- [Reject Current Email Address](#)

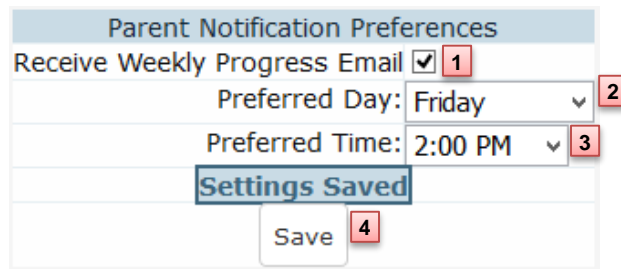
Final Step  
Login to Aeries

Thank you for confirming your email address. You may now login to Aeries and link your account to a student.  
[Return to Login Page](#)

**C. OPTIONS > PARENT NOTIFICATION PREFERENCES (Weekly Progress Reports)**



1. "Receive Weekly Progress Email" checkbox - check to TURN ON notifications; uncheck to TURN OFF
2. "Preferred Day" - set which day to receive weekly progress reports
3. "Preferred Time"- set what time of day to receive reports
4. Click "Save" to save your changes



The 'Parent Notification Preferences' form shows:
 

- Receive Weekly Progress Email  (1)
- Preferred Day: Friday (2)
- Preferred Time: 2:00 PM (3)
- Settings Saved
- Save (4)