Pasadena Unified School District
AERIES.NET PARENT PORTAL
USER MANUAL
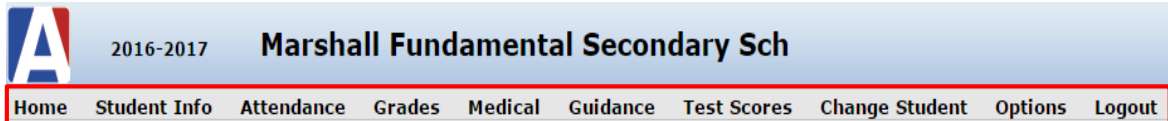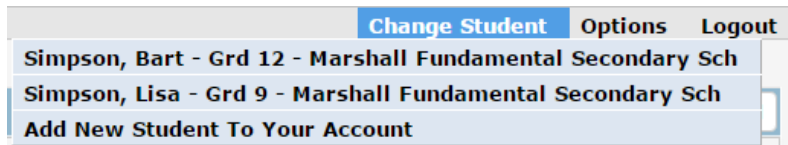
Contents

KEY POINTS

✓ **Top Navigation Menu**

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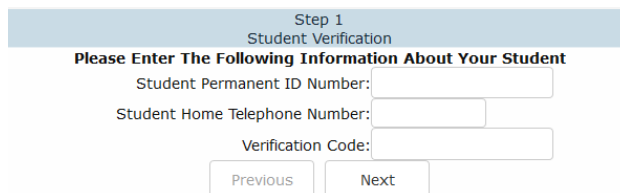

✓ **Changing & Adding New Students**

➢ 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**

Student Info | **Attendance** | **Grad**
- **Profile**
- **Demographics**
- **Supplemental**
- **Contacts**
- **Classes**
- **Activities and Awards**
- **Authorizations**
- **Fees and Fines**
- **Secondary Stu Data**
- **Service Learning**
- **Service Learning Organizations**
- **Siblings**
- **Work Permit**

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

Student Profile

	Last StuNumName	First Name	Middle Name	Perm ID Num	State Stu ID	Sex	Grd	Age	Birthdate	ProgTrackStatusCorrLngRptgLng		LangFlu
	10 Simpson	Lisa		901234	1234567891	F	9	14	5/1/2002	Active English Spanish		R-FEP-Reclassified to Eng Proficient

Ethnicity	Race	ColSup	Bus	AUP	Acad	GATE	SpEd	User7	Poly	User9	User10	SchUse	SchUse	A-G
Y	White			N	A	G	0		R		P			

Parent/Guardian	Primary Phone	Father's Work	Mother's Work	Parent Email	Residence
Marge Simpson	(123) 456-7891			simpson.marge@email.com	351 S. Hudson Pasadena, CA 91104-4438

1
Class Summary
☐ Show All Terms ☰ Show Legend

Per	Course	Teacher	Room	Gradebook	Mark	Trend	Missing Assignment	Past 5 Days W T F M T	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

2
College Entrance Requirements

	University of California				California State University			
	Required	Completed	Current	Needed	Required	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			

3
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

☐ Show credit details on screen

4
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

5
Most Recent Test Results

Test	Taken	Result
CAHSEE		
Math		Not Taken
English Language Arts		Not Taken
SBAC		
Mathematics	05/2016	Standard Exceeded
English Lang Arts /Liter	05/2016	Standard Exceeded
CST		
Science	06/2016	Advanced
CELDT		
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

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

1. Select record from list on right side

2. Record details will display on left side

D. STUDENT INFO > EMAIL LIST

Student Info | **Attendan**
- Profile
- Demographics
- Supplemental
- Contacts
- Classes
- Activities and Awards
- Authorizations
- **Email List**
- Fees and Fines
- Secondary Stu Data
- Siblings
- Work Permit

1. 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.

2. "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.

1

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

2 Email All Selected People
simpson.marge@gmail.com; Si1234Li0501@pusd.us; watson.lewis@pusd.us; payes.sara@pusd.us; lavin.breanne@pusd.us; ganschow.cletus@pusd.us; seo.sueng@pusd.us; collinsmoore.frances@pusd.us

E. STUDENT INFO > CLASSES (TEACHER EMAIL INFO)

Student Info	Attendance	Grad
Profile		
Demographics		
Supplemental		
Contacts		
Classes		
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	RptgLng	LangFlu	Status
10	Simpson	Lisa		901234	F	9	14	5/1/2002			Spanish		R-FEP-Reclassified to Eng Proficient

Current Classes

Section	Pd	Trm	Days	CrsID	Crs Title	Teacher	Room	Today	Email	Website
117	1	F	MTWTF	311935	Math 1 Int HP A	36 - Watson, Lewis	B222		watson.lewis@pusd.us	
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		payes.sara@pusd.us	
354	4	F	MTWTF	810925	Dance Beg A	79 - Lavin, Breanne	D237		lavin.breanne@pusd.us	
566	5	F	MTWTF	211435	English 1HP A	518 - Ganschow, Cletus	LIB		ganschow.cletus@pusd.us	
543	6	F	MTWTF	411905	Chemistry HP A	494 - Seo, Sueng Mee	G161	HERE	seo.sueng@pusd.us	

Pri Print Changes   Quick Print

✓ View Only Current Term ✓ Today ☐ Sort by Term

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

2. ATTENDANCE

1. Daily Attendance Data Dashboard

2. "**Quick Print**" button - prints copy of daily attendance

3. Attendance Totals

4. Current Attendance Enrollment

Attendance menu:
- Attendance | Grades
- Attendance
- Enrollment History
- Attendance History

Attendance

StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	ProgTrack	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	AbsLtr	TdyLtr
CollinsMoore, Frances	Marge Simpson	(123) 456-7891			0	0

1

Monday Date A 0123456789	Tuesday Date A 0123456789	Wednesday Date A 0123456789	Thursday Date A 0123456789	Friday Date A 0123456789
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 - A A - - -	08/23 I 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]

3
Days Enrolled: **13**   Days Present: **12 (92.3%)**
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

4

Date	Ent/Lv	Grd	Prg	Trk	Reason	NextSchl	AttPgm1	AttPgm2	RptgSchl	IntDist	District of 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)

Grades	Medical	Guidance	T
Gradebook			
Gradebook Details			
Grades			
Graduation Status			
Transcripts			
College Entrance Requirements			

1. 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

2. 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	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	
insMoore, Frances	Marge Simpson	(123) 456-7891			Quick CON

Name	Term	Per	Teacher	%	Avg	Current Mark	Trend	Missing Assignment	T	F	M	T	W	Last Updated	Status
⊞ 1 - Math 1H	Fall	1	Watson, Lewis	100.00		A+		0	–	–	–	–	–	Aug 21	
⊞ Pre AP World Hist	Fall	2	Tornek, Joshua	100.00		A+		0	–	–	–	–	–	Aug 23	
⊞ English 1HP A	Fall	5	Ganschow, Cletus	73.59				0	–	–	–	–	–	Aug 23	
⊞ Chemistry HP 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

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

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

C. GRADES > GRADES

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	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	
CollinsMoore, Frances	Marge Simpson	(123) 456-7891			Quick CON

2 Print

1

Per	Crs-ID	Course	Tch#	Teacher	1st Prg	2nd Prg	3rd Prg	FNL Sm1	1st Prg	2nd Prg	3rd Prg	FNL Sm2	Cred	Cit	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

D. GRADES > GRADUATION STATUS

Grades	Medical	Guidance	T
Gradebook			
Gradebook Details			
Grades			
Graduation Status			
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	RptgLng	LangFlu	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 --		**5.00**
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 --		**5.00**
* TOTALS *	220.00		175.00		30.00	**15.00**

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

2 Print

E. GRADES > **TRANSCRIPTS**

Grades	Medical	Guidance	T
Gradebook			
Gradebook Details			
Grades			
Graduation Status			
Transcripts			
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 MarkAtmpCompSpecial Crs Title

2 ☐ Sort by Subject   ☐ 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
Gradebook			
Gradebook Details			
Grades			
Graduation Status			
Transcripts			
College Entrance Requirements			

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

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	RptgLng	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	Quick CON

1

	Date 1	Date 2	Date 3	Date 4	Date 5	Booster	Exemption 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

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

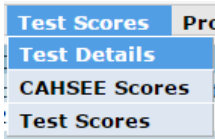| Records Presented	Beneficiary Identification Card Number	Disaster Information
3 - Other		

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

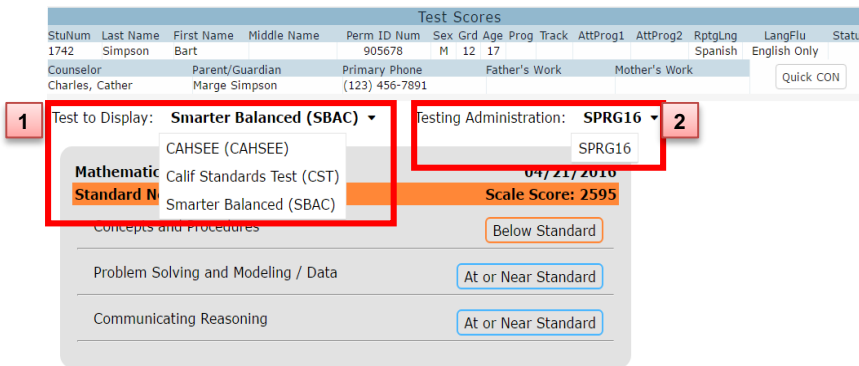**3** All Requirements Met

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
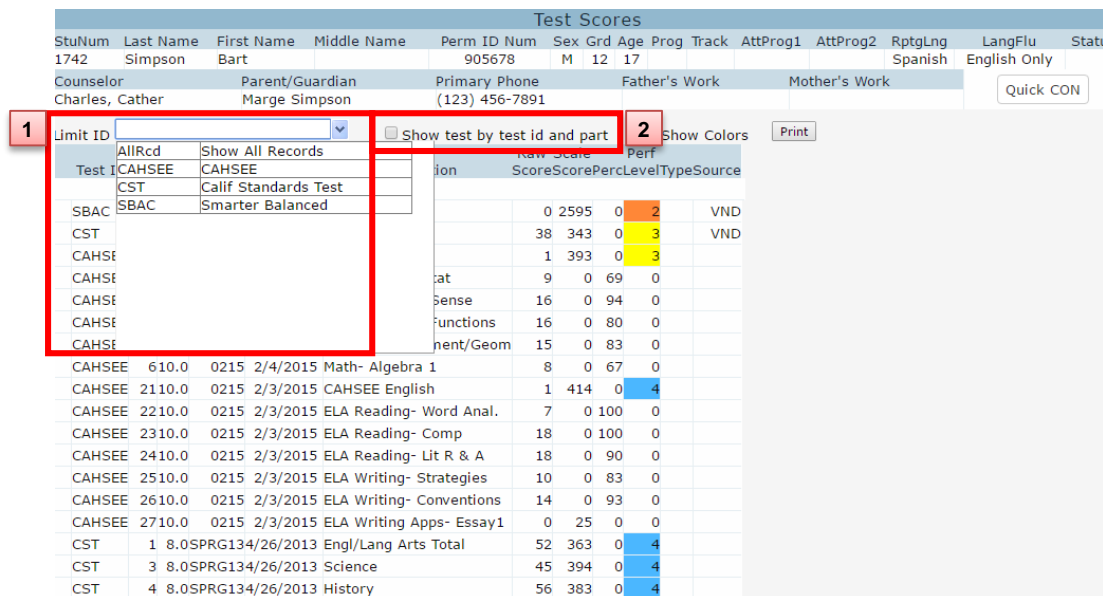
B. TEST SCORES > TEST SCORES

1. "**Limit ID**" dropdown menu - <u>filters</u> which tests to display (defaults to show all)

2. "**Show test by test id and part**" checkbox - alphabetically <u>sorts</u> by Test ID column

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:

Change Your Aeries Password
Password Change Successful.
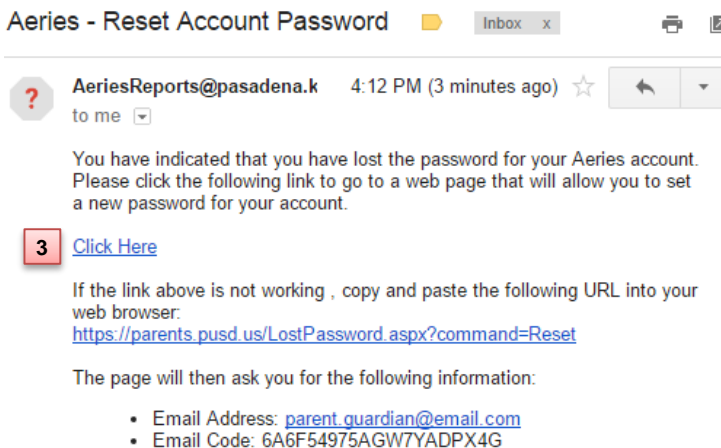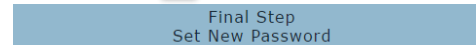
HOW TO RESET PASSWORD (IF UNABLE TO LOG IN)

Step 1
Send Email Verification

Please enter your email address into the field below:

Email Address: parent.guardian@email.com

A verification email will be sent to your email address from:
AeriesReports@pasadena.k12.ca.us
Before continuing, please add this email address to your
contacts or safe senders list, to ensure you receive this email.

Next

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
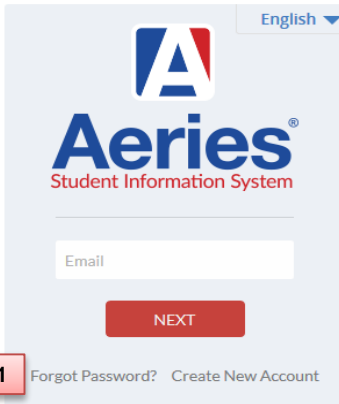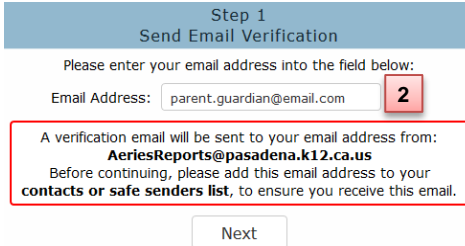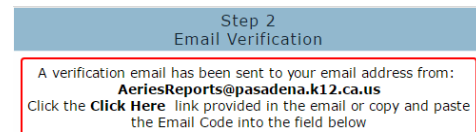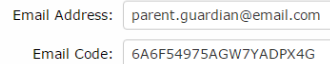4. Click "**Next**" button
5. Enter New Password twice, click "**Next**" to reset

Step 2
Email Verification

A verification email has been sent to your email address from:
AeriesReports@pasadena.k12.ca.us
Click the **Click Here** link provided in the email or copy and paste
the Email Code into the field below

Email Address: parent.guardian@email.com

Email Code: 6A6F54975AGW7YADPX4G

Next

Aeries - Reset Account Password   Inbox x

AeriesReports@pasadena.k   4:12 PM (3 minutes ago)
to me

You have indicated that you have lost the password for your Aeries account. Please click the following link to go to a web page that will allow you to set a new password for your account.

Click Here

If the link above is not working , copy and paste the following URL into your web browser:
https://parents.pusd.us/LostPassword.aspx?command=Reset

The page will then ask you for the following information:

- Email Address: parent.guardian@email.com
- Email Code: 6A6F54975AGW7YADPX4G

Final Step
Set New Password

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

New Password: ••••••••

ReType New Password: ••••••••

Next

Complete

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

Return to Login Page

Innovative Technology Services

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

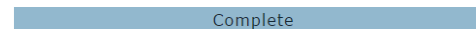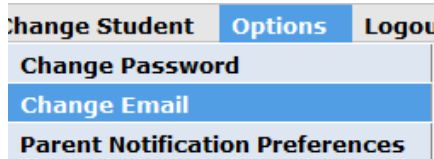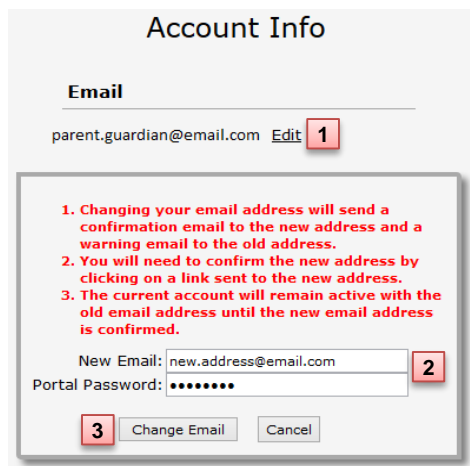1. Click "Edit" link
2. Enter new email address and your parent portal password
3. Click "Change Email"
4. Open Verification Email from your new email account's inbox and click on "**Confirm Current Email Address**"

Account Info

Email

parent.guardian@email.com Edit **1**

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.

New Email: new.address@email.com **2**
Portal Password: ••••••••

3 Change Email   Cancel

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
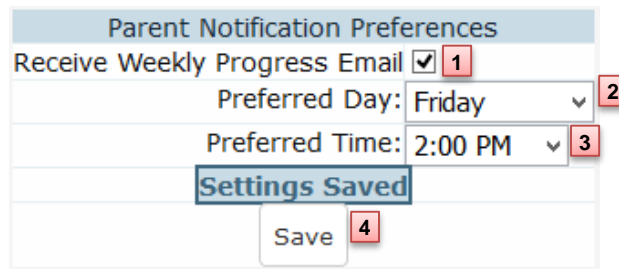
Reject Current Email Address

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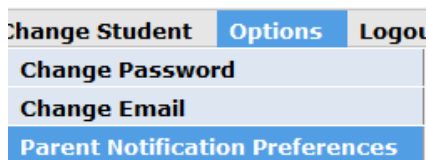
1. "**Receive Weekly Progress Email**" checkbox – check to TURN ON notifications; uncheck to TURN OFF
2. "**Preferred Day**" – set which day to receive weekly progress reports
3. "**Preferred Time**"- set what time of day to receive reports
4. Click "**Save**" to save your changes

Parent Notification Preferences
Receive Weekly Progress Email ☑ **1**
Preferred Day: Friday **2**
Preferred Time: 2:00 PM **3**
Settings Saved
Save **4**