

## Aeries Parent Data Confirmation Guide

### What is Data Confirmation?

Aeries Parent Data Confirmation is the online process for parents/guardians to review and update important student information. This replaces the traditional “Summer Re-Registration” paper packet and includes:

- Emergency contact updates
- Document acknowledgments
- Authorization preferences

⚠ You must have an active Aeries Parent Portal account to complete this process.

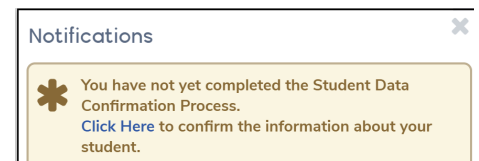
### Step 1: Log in to the Aeries Parent Portal

- Make sure your school has your current email address on file.
- Visit: <https://aeriesportal.riversideunified.org/parent>
- Log in with the email and password you used when setting up your account.
  - o Forgot your password? Click "Forgot Password?" on the login page.
  - o For login help, contact your school office.



### Step 2: Begin Data Confirmation

- After logging in, look for a yellow banner on your screen that says:  
"You have not yet completed the Student Data Confirmation Process."
  - o Click the “Click Here” link.
  - o If no banner appears, go to the Student Info tab and select Data Confirmation.

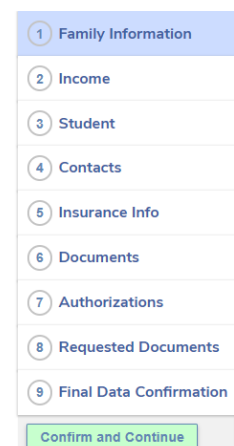


### Step 3: Complete All Nine Sections

You must go through each of the 7 tabs. Click the green “Confirm and Continue” button at the bottom of each page to save your information and move on.

#### 1) Family Information

Answer the following:



- Is the student currently in foster care?
- Is a parent/guardian active in the U.S. Armed Forces?
- What is the student's current housing situation?

## 2) Income

Provide:

- Number of people in your household
- Total monthly household income

⚠ Income information is kept confidential and helps our school district secure funding that supports programs, staff, and student services. Even if your student doesn't qualify for free or reduced meals, this information helps us maintain vital resources across all schools. Click [here](#) for more information.

## 3) Student

Review and update (if needed):

- Primary phone number
- Correspondence language
- Birth city, state, and/or country

### ⚠ Changing your address?

Bring two (2) current proofs of the new address to your school office. They'll update the system once verified.

## 4) Contacts

Add, update, or remove emergency contacts. For each contact, fill in all required fields in blue:

- First and Last Name
- Lives with Student? (Yes/No)
- Relationship [to student]
- Record Type (Parent/Guardian, Emergency Contact, Other)
- Automated Notification Preferences (for ParentSquare access and communications)
- Education Level (select highest for parents/guardians; use "90 Non-Parent/Info Not Needed" for others)

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Edit Contact						
Prefix	Last Name	First Name	Middle Name	Suffix	Mailing Name	
	Doe	Jane			Jane Doe	
Lives With?		Address	City	State	Zip Code	
Y						
Relationship	Primary Contact	Record Type	Automated Notification Preferences		Contact Order	Enrolled the Student
Mother	<input type="checkbox"/>	Parent/Guardian	General and Emergen		1	<input checked="" type="checkbox"/>
Telephone	Work Phone	Extn	Mobile Phone	Corr Lng	Ed Level	
(555) 123-4567					12	
Birthdate	TB Test Status	TB Test Expiration	Fingerprint Status		Fingerprint Date	
Email Address	Employer Name	Employer Location	Occupation			
parent@example.com						

### 5) Insurance Info

You may add or update your child's health insurance information.

### 6) Documents

- Click each document to review.
- Check the box to confirm you've read each document.

### 7) Authorizations

- Read each item carefully.
- Mark your selection in the Status column.
- Click Save when done.

### 8) Requested Documents

Use this tab to upload any requested documents (PDF, Word, or JPG).

### 9) Final Data Confirmation

Review the information entered and click "Finish and Submit" on the left side of the screen. Bring any required documents to the school during your student's registration day.

### Need Help?

- Login issues? Contact your school office.
- Questions about Data Confirmation? Contact your school office or contact the [Family Resource Center](#) for an appointment.