Aeries Procedure

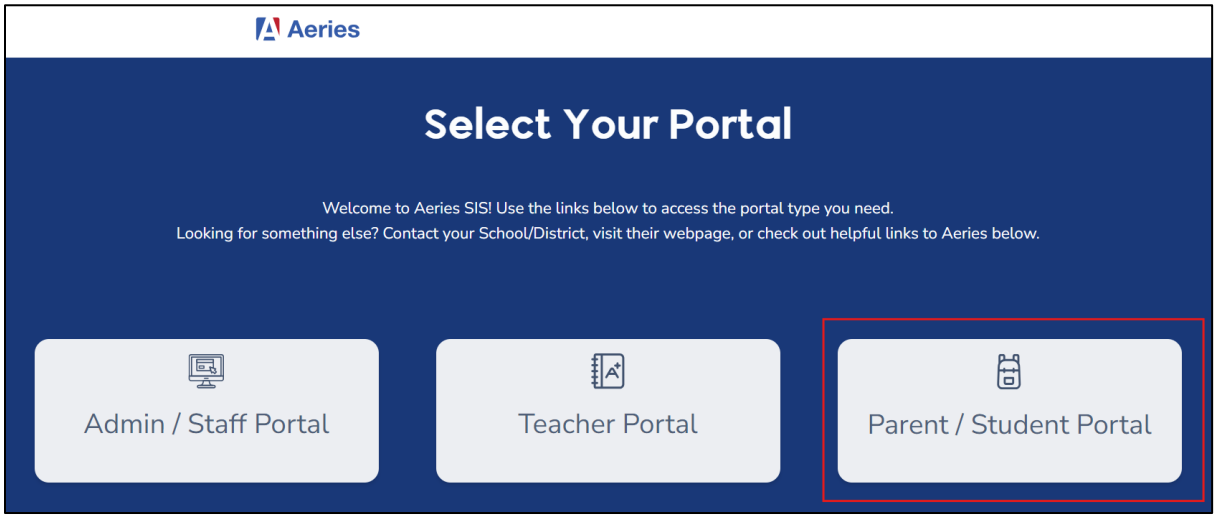
Parent Data Confirmation Guide

Data Confirmation is an annual process that allows parents to view and update student demographics, contacts, and authorization information; review District and school policies; and approve important forms the District must have on file for every student, including technology use, media release, and more. In order to view your student's information during the upcoming school year in the Parent Portal, you will need to complete the data confirmation process for each of your students.

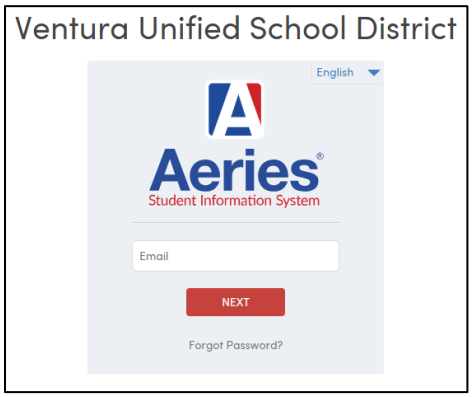
NOTE: We strongly recommend going directly to the Aeries web browser to complete this process for the best experience as Data Confirmation does not always load correctly on the Aeries app.

Step 1: Login to Aeries

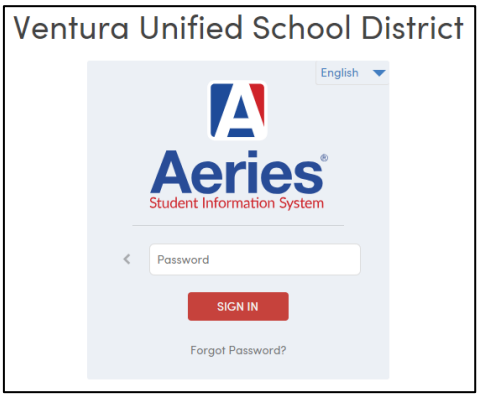
To log into Aeries Parent Portal, go to https://venturausd.aeries.net and click **'Parent/Student Portal'.**



Enter your email and click **'Next'**.



Enter your password and click **'Sign In'**.

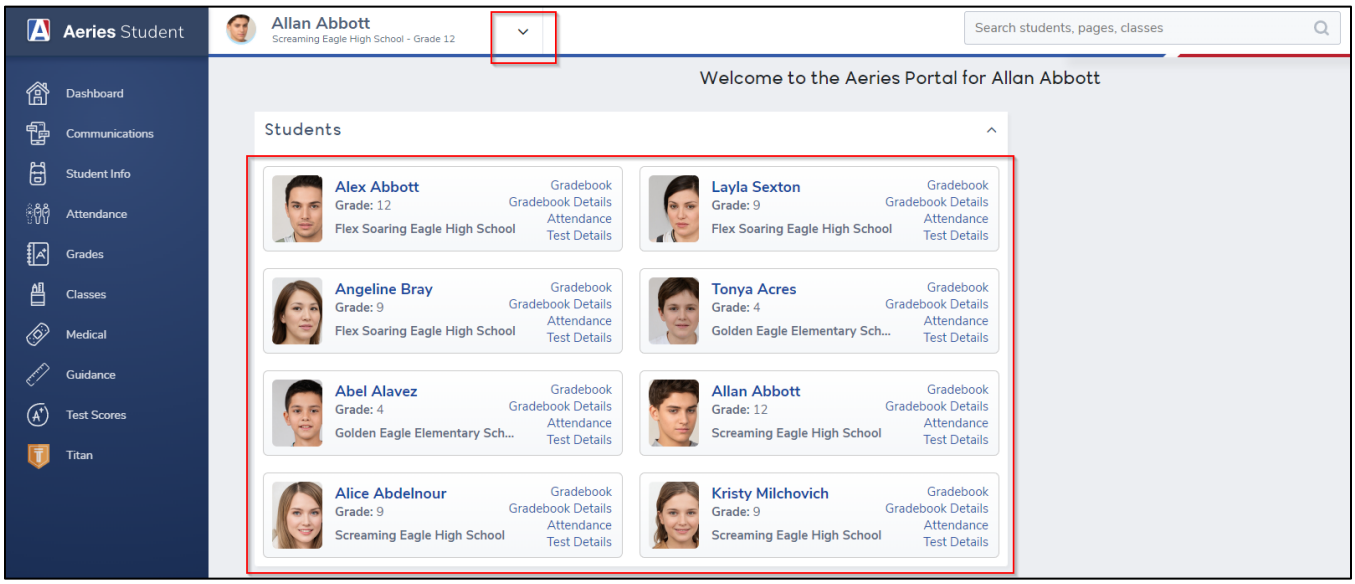


- *Parent portal accounts are automatically created when a student has enrolled in Ventura Unified School District (VUSD). If you DO NOT have a parent portal account, please contact the front office staff at your child's school to ensure that your email address is current in Aeries. For a list of all schools and links to their websites, please visit https://www.venturausd.org/schools.*
- *Once your email address is updated in Aeries, you should receive an automated email with your account login information.*

Step 2: Select Student

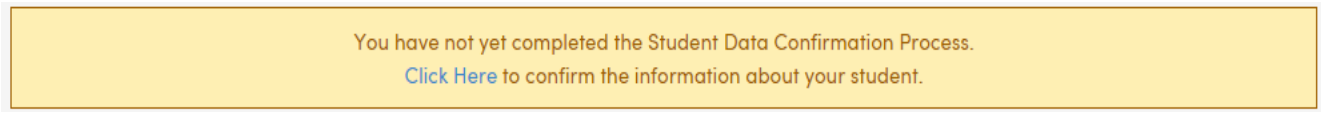
Once you login, the system will default to your student.

- If you have more than one student, you can switch between them by clicking the arrow at the top left side of the screen.
- Data Confirmation must be completed for **each student**.

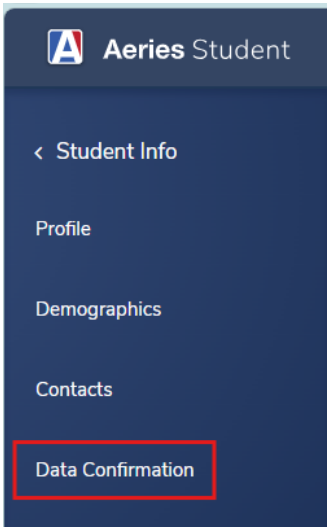


Step 3: Student Data Confirmation Process

You should see a message guiding you to confirm your student's information. Select "Click Here" to proceed.



Alternatively, you can go to Student Information on the left side main navigation panel, then select Data Confirmation:

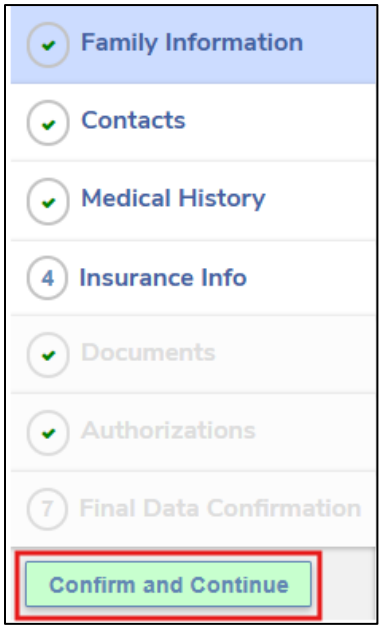


You will now go through each of the sections, following the instructions provided, until you have completed the process.

Section 1: Family Information

- **Foster Care**: Select whether student is in foster care or not.
- **Military Service**: Select whether at least one parent/guardian of this student is active in the United States Armed Forces.
- **Housing Questionnaire**: Select one of the following options to complete the residence survey:
    - Temporary Shelters: Staying in a shelter (family shelter, domestic violence shelter, youth shelter) or Federal Emergency Management Agency (FEMA) trailer.
    - Hotels/Motels: Temporarily living in a motel or hotel due to loss of housing, economic hardship, natural disaster, or similar reason.
    - Shared Housing: Sharing housing with other(s) due to loss of housing, economic hardship, natural disaster, lack of adequate housing, or similar reason.
    - Temporarily Unsheltered: Living in a car, park, campground, abandoned building, or other inadequate accommodations (i.e. lack of water, electricity, or heat).
    - None of the above: You may select this option if none of the above home situations apply to this student.

Select **'Confirm and Continue'** under tab headers and move to the next section.



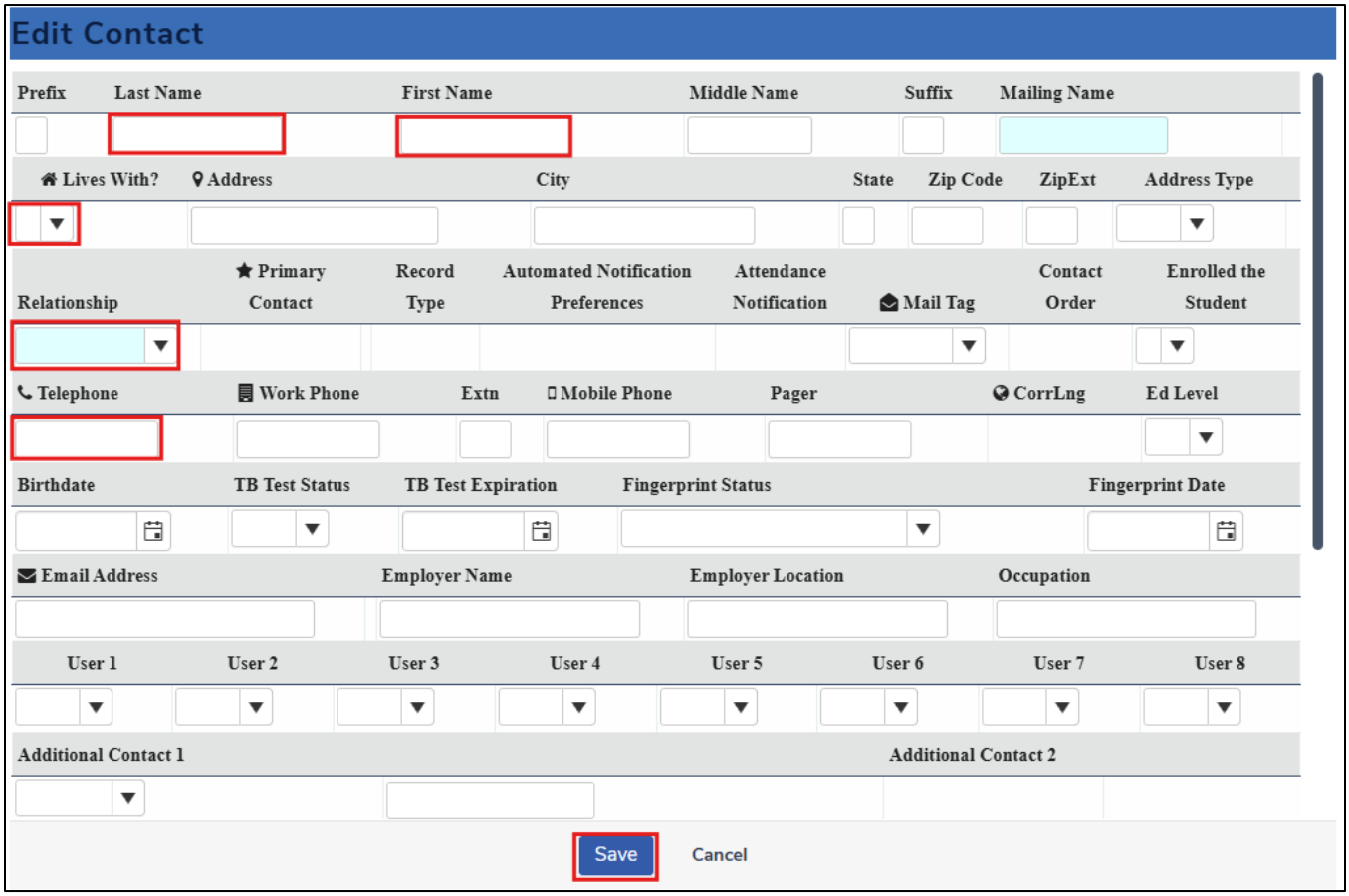
Section 2: Contacts

This section will ask you to update the parent/legal guardian contacts and emergency contacts.

To make a change, click on the pencil icon next to the contact's name. After the changes are completed, select **'Save.'**

To add a new contact, select **'+Add'** on the blue bar, enter the information for the new contact, then select **'Save.'** For each contact, be sure to include:

- first and last name
- whether they live with the student
- the relationship to the student (mother, father, grandparent, legal guardian, etc)
- telephone number



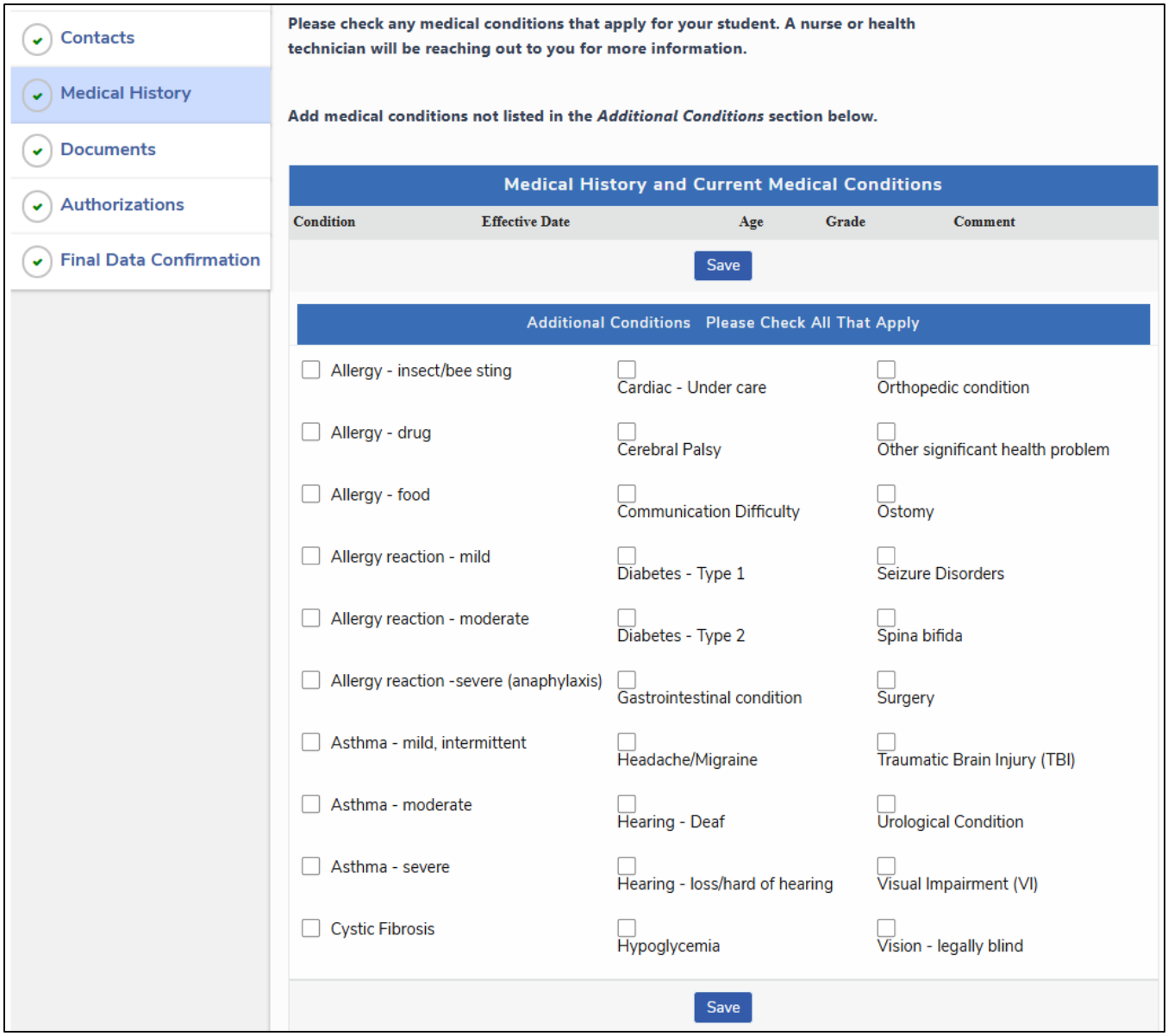
Select **'Confirm and Continue'** under tab headers and move to the next section.

Section 3: Medical History

The student's existing medical history records are displayed at the top of the page. Please update your student's medical history information:

- To remove an existing record, select 'No Longer Applies,' enter comments and then click **'Save.'**
- To add any additional conditions, click on the appropriate checkbox for the Medical Condition. Today's date will be used as the Effective Date but can be updated. Enter the comments and click **'Save'** at the bottom of the page.

Note: If your student does not have any medical conditions, you do not need to select any medical conditions. Just select **'Confirm and Continue'** under tab headers and move to the next section.

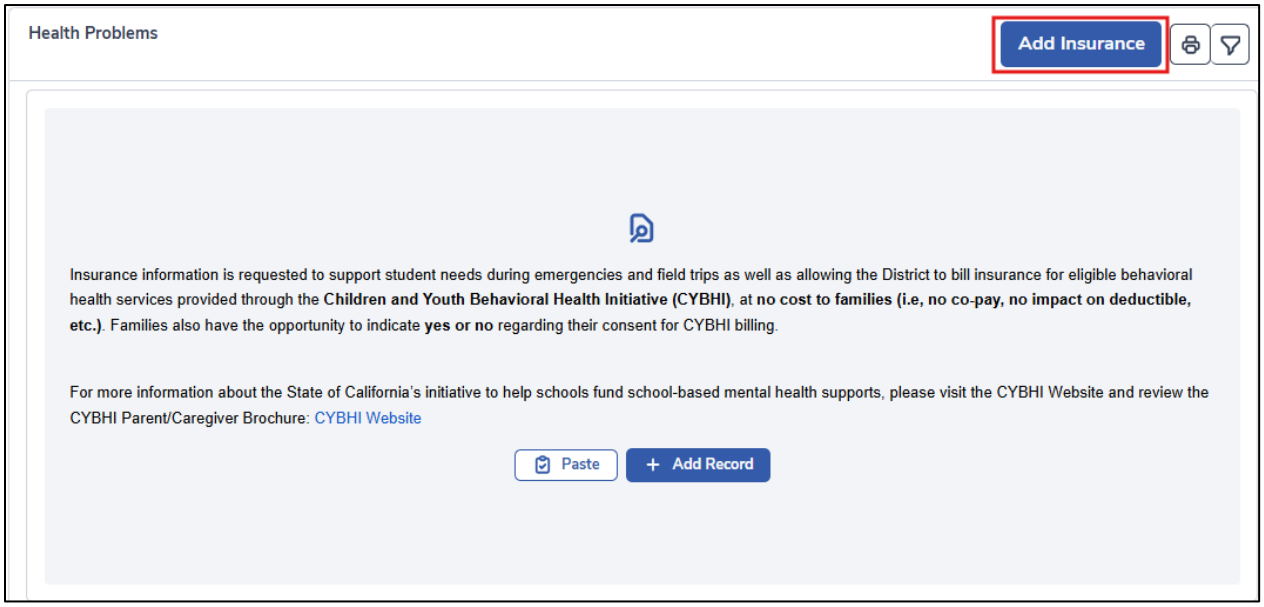


Section 4: Insurance Info

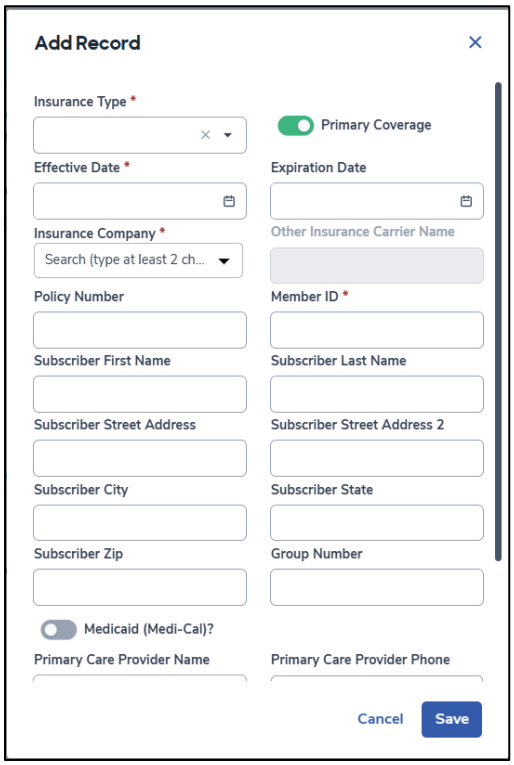
Insurance information will be used in case of a student emergency, field trips, athletics, and potential billing for mental and behavioral health services. VUSD aims to streamline this information to eliminate the need for parents to provide information multiple times throughout the school year. Insurance will not be shared or used unless you provide explicit consent.

Click on **'Add Insurance'** to open the insurance entry window.

Aeries Procedure



Enter insurance information. Aeries requires you to enter insurance information to be able to proceed to the next step of Data Confirmation. You must at least enter the Insurance Type (Medical), Effective Date (you can use today's date), and Insurance Company (you can enter None if applicable). Click **'Save'**.



Select **'Confirm and Continue'** under tab headers and move to the next section.

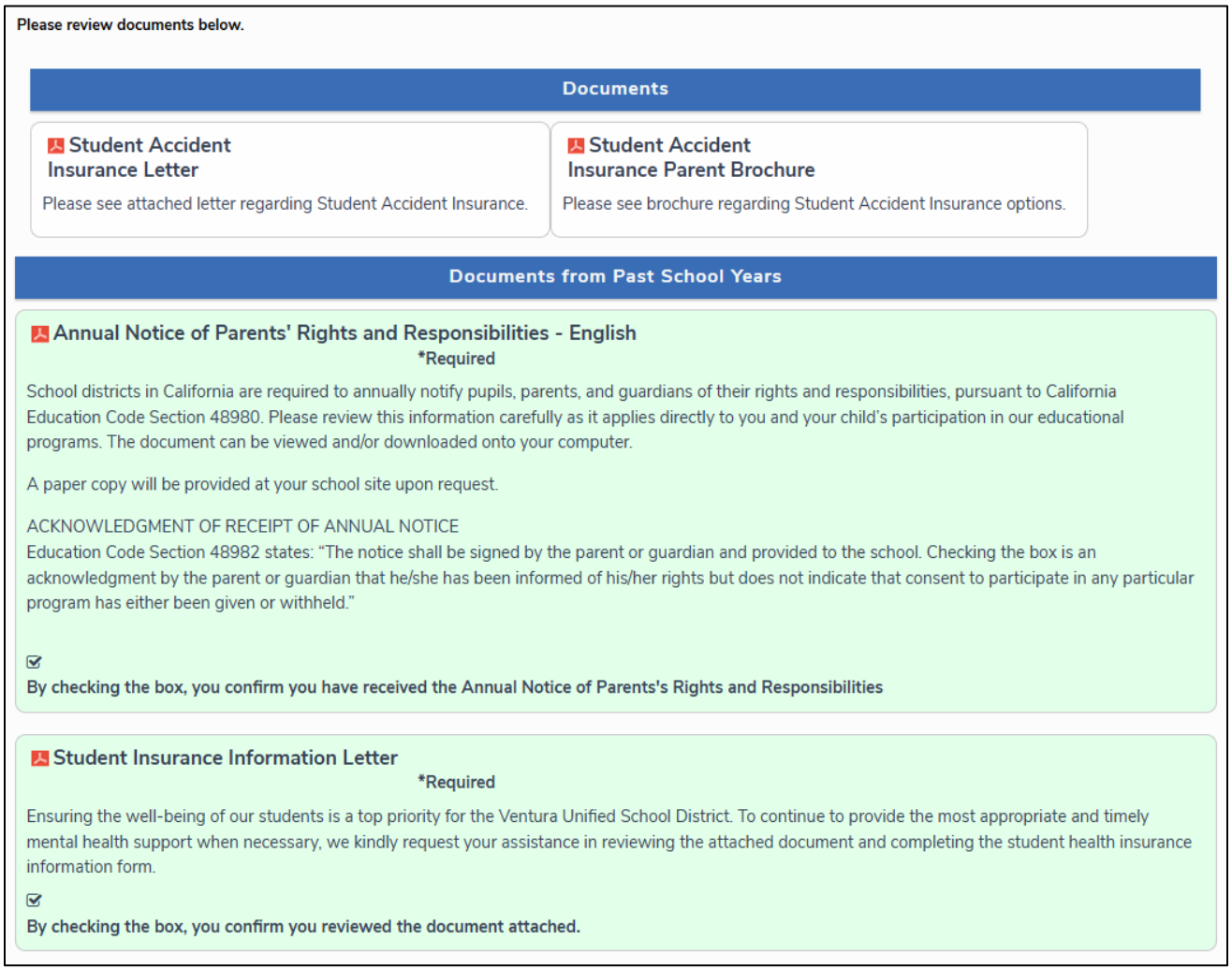
Section 5: Documents

Click on each PDF document to review, and print, if desired. Click on the check box next to each document, if present, to acknowledge that you have read the document.

Documents that are included for each student:

- Student Accident Insurance letter
- Student Accident Insurance Parent brochure
- Annual Notice of Parents' Rights and Responsibilities
- Student Insurance Information letter

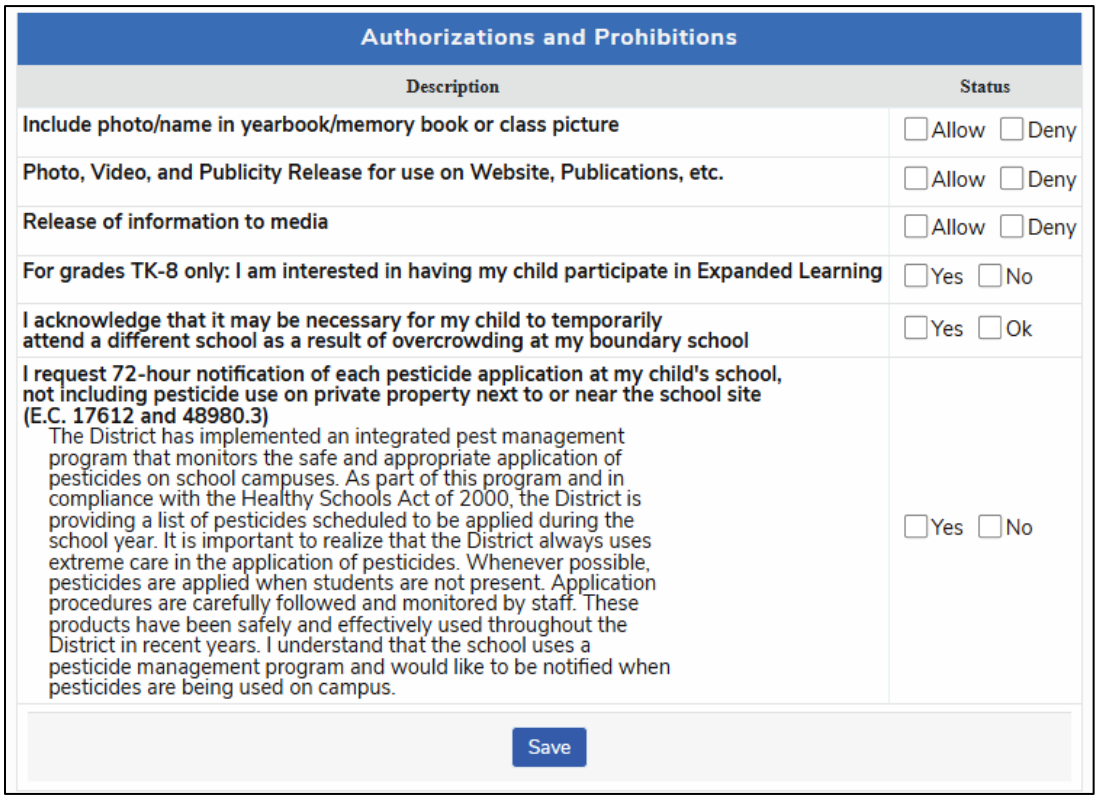
Some school sites also have personalized documents, such as a school compact or school handbook, included for their parents to read and sign an acknowledgement form.



Select **'Confirm and Continue'** under tab headers and move to the next section.

Section 6: Authorizations

Carefully read through each authorization. Indicate your response (allow/deny or yes/no) in the **Status** column for each of the following:



Authorizations and Prohibitions

Description	Status
Include photo/name in yearbook/memory book or class picture	☐ Allow ☐ Deny
Photo, Video, and Publicity Release for use on Website, Publications, etc.	☐ Allow ☐ Deny
Release of information to media	☐ Allow ☐ Deny
For grades TK-8 only: I am interested in having my child participate in Expanded Learning	☐ Yes ☐ No
I acknowledge that it may be necessary for my child to temporarily attend a different school as a result of overcrowding at my boundary school	☐ Yes ☐ Ok
I request 72-hour notification of each pesticide application at my child's school, not including pesticide use on private property next to or near the school site (E.C. 17612 and 48980.3) The District has implemented an integrated pest management program that monitors the safe and appropriate application of pesticides on school campuses. As part of this program and in compliance with the Healthy Schools Act of 2000, the District is providing a list of pesticides scheduled to be applied during the school year. It is important to realize that the District always uses extreme care in the application of pesticides. Whenever possible, pesticides are applied when students are not present. Application procedures are carefully followed and monitored by staff. These products have been safely and effectively used throughout the District in recent years. I understand that the school uses a pesticide management program and would like to be notified when pesticides are being used on campus.	☐ Yes ☐ No

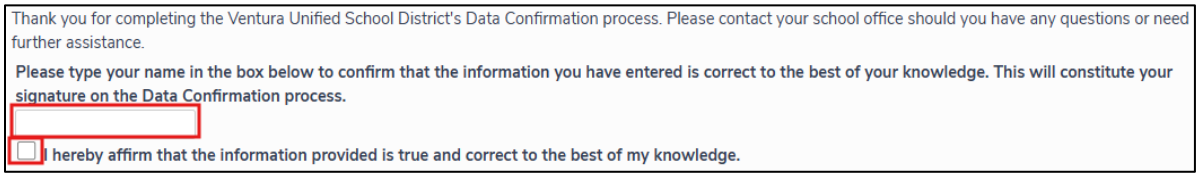
Save

Click **'Save'**.

Select **'Confirm and Continue'** under tab headers and move to the next section.

Section 7: Final Data Confirmation

The Final Data Confirmation screen requires you to confirm that all information on the tabs is correct. If it is correct, type your name in the signature box and click the box to confirm that the information is true and correct.



Thank you for completing the Ventura Unified School District's Data Confirmation process. Please contact your school office should you have any questions or need further assistance.

Please type your name in the box below to confirm that the information you have entered is correct to the best of your knowledge. This will constitute your signature on the Data Confirmation process.

☐ I hereby affirm that the information provided is true and correct to the best of my knowledge.

Click **'Finish and Submit'** on the left-hand side of the page to finalize Data Confirmation. You will receive an email confirming its completion. Thank you.