

## Data Confirmation – Parent Guide

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**Data Confirmation** is a feature of Aeries that allows parents to update student demographics, contacts, and authorization information. It also allows documents to be made available to parents for registration. This process handles the normal “**Summer Re-Registration**” of students where parents are normally required to fill out updated emergency cards, sign various documents, and establish authorizations.

### How to access Aeries Parent Portal

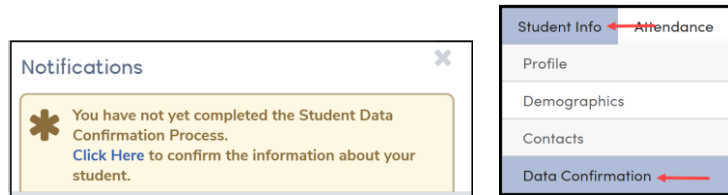
Click on or copy and paste the following Web URL: <https://aeriesportal.riversideunified.org/parent>

#### Riverside Unified School District

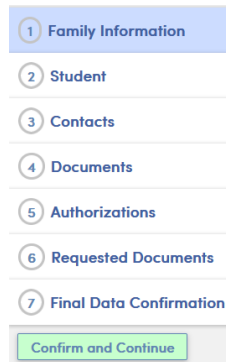
- Enter the email address that you initially provided to setup your Aeries Parent Portal account.
- Enter the password that was emailed to you during the initial setup of your Aeries Parent Portal account. If the password has changed since the original setup, enter the most recent password used.
- Once the email address, and password have been entered correctly, click on the SIGN IN button to logon to Aeries Parent Portal.
- If you forgot your password, click on Forgot Password? This will initiate the process to reset your password. You must have access to the email address that was used to initially setup the Aeries Parent Portal account in order to reset your password.

Once you're logged into **Aeries Parent Portal**, you should see a yellow banner stating, **"You have not yet completed the Student Data Confirmation Process."** Click on the **Click Here** link to go directly into **Data Confirmation**. If there is no yellow banner at the top (as shown below), you can find **Data Confirmation** under the **Student Info** menu.

**Note:** If you still do not see the option for Data Confirmation, you might be logged in as a student instead of a parent in the Aeries Portal. Please contact your student's school office for assistance.



To complete Data Confirmation, you will need to review and update tabs 1 – 7. You must click the **"Confirm and Continue"** button in order to save the information and move on to the next tab.



## 1. Family Information Tab

Answer the following two questions: 1) Whether or not at least one parent/guardian is active in the US Armed Forces (Army, Marines, Air Force, Navy, or National guard) and, 2) the Student Housing Survey:

Please select whether or not at least one parent/guardian of this student is active in the United States Armed Forces:

Yes, at least one parent/guardian of this student is active in the United States Armed Forces.

No, this student does not have a parent/guardian who is active in the United States Armed Forces.

Please select one of the following options to complete the Student Housing Questionnaire:

Temporary Shelter: A temporary residence provided for homeless individuals who would otherwise sleep on the street or a temporary residence provided to individuals in emergency situations.

Hotels/Motels: A temporary residence for homeless individuals usually requiring payment or vouchers for lodging and services on a daily, weekly, or monthly basis.

Doubled Up: Residence where a homeless family is sharing the housing of other persons due to the loss of housing, economic hardship, or other similar reasons.

Temporarily Unsheltered: A type of residence for homeless individuals that is not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings, campgrounds, trailer parks, bus and train stations, or persons abandoned in the hospital (on the street). A note of thumb would be to see the dwelling as comparable to an automobile in that it shelters but is not adequate housing.

None of the above: You may select this option if none of the above home situations apply to this student.

## 2. Student Demographics

Review and update, if necessary, the following fields: Residence Address, Home Telephone, Student Mobile, and Corresponding Language.

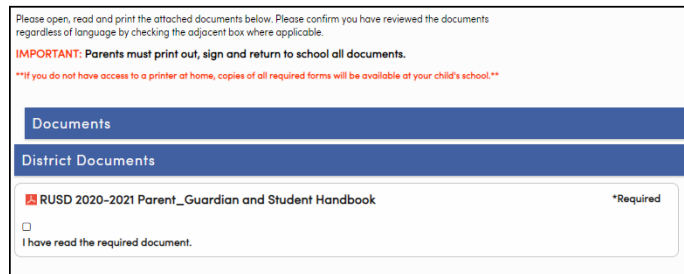
**Note: Any updates to residence address in this tab will NOT automatically update Aeries. All address changes require you to provide the school office with two proofs of residency. Once proof of residency is accepted by the school office, the address will be updated in Aeries.**

## 3. Contacts

On this tab you can delete or add new contacts and/or update any of the following contacts fields: Mailing Name, Address, Address Type, Relationship, Parent Education Level, Primary Contact, Notification Preferences, Telephone, Work Phone, Mobile Phone, Pager, Email Address, etc.

## 4. Documents

Click on each PDF document to review and print, if necessary. Click on the check box next to each document to acknowledge that you have read the document. The emergency card should be the only document that will need to be signed and returned to the school site unless stated otherwise.



Please open, read and print the attached documents below. Please confirm you have reviewed the documents regardless of language by checking the adjacent box where applicable.

**IMPORTANT: Parents must print out, sign and return to school all documents.**

**\*\*If you do not have access to a printer at home, copies of all required forms will be available at your child's school.\*\***

Documents	
District Documents	
<input checked="" type="checkbox"/> RUSD 2020-2021 Parent_Guardian and Student Handbook	*Required
<input type="checkbox"/>	I have read the required document.

## 5. Authorizations

Read each authorization and indicate your response in the **Status** column and click **Save** at the bottom of the screen.

Authorizations and Prohibitions	
Description	Status
<p><b>* Acceptable Use Agreement</b>                      Rules and Regulations #1163.4(g) (Ref. Policy # 6163.4) As the parent of guardian, I hereby consent to my student's use of the Internet at school. I also agree not to hold the district responsible for materials acquired by the student on the system, for violations of copyright, restrictions, users' mistakes, negligence, or any costs incurred by users.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>* Media Release</b>                      The district occasionally receives requests from the news media and other agencies to photograph or videotape record students. These requests are often received on a spur-of-the-moment basis, which makes it difficult to obtain immediate parental consent. Parental consent is requested for your student to be photographed/videotaped/recorded during the school year. This may include District promotional news clips for social media websites (including but not limited to Facebook, Instagram, YouTube, blogs, etc.).</p>	<input type="checkbox"/> Allow <input type="checkbox"/> Deny
<p><b>* Publishing Student Work/Photo/Name</b>                      Student work and photos may be published on the internet for a world-wide audience via RUSDlink.net or other District affiliated social media websites (including but not limited to Facebook, Instagram, YouTube, blogs, etc.) with the consent of the student and (if the student is under 18) parent/guardian.</p>	<input type="checkbox"/> Allow <input type="checkbox"/> Deny
<p><b>Student/Parent Handbook</b>                      I acknowledge that I have read, discussed and understand the School Information for Students and Parents Handbook 2019-2020, and I have reviewed the School discipline information therein.</p>	<input type="checkbox"/> Acknowledge
<p><b>Discipline Information</b>                      Please review the Discipline section of the student/parent handbook with your student. Your acknowledgment indicate you have reviewed the Discipline information and discussed school rules with your student.</p>	<input type="checkbox"/> Acknowledge
<p><b>School Attendance Information</b>                      Please read and review with your student the Attendance Information Section of the parent/student handbook. It is important for parents and students to know and understand the legal requirements for students to attend school each day the schools are open and in session. You acknowledge that you have read, discussed and understand the School Attendance Policy.</p>	<input type="checkbox"/> Acknowledge
<p><b>Meal Application</b>                      I have been provided with information regarding Riverside Unified School District's Meal Program (National School Lunch Program, NSLP). I understand if my student was on the Meal Program during the 2019-2020 school year, I must reapply for the 2020-2021 school year for my child to continue receiving meals at no cost to me. I understand if I do not apply for the Meal Program by the first 30 days of school, my student will be released from the Meal Program and I will begin to pay for my student's meals. For more information or to apply visit Meal Program Application.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><small>* Response Required</small></p>	
<input type="button" value="Save"/>	

## 6. Request Documents

This tab will allow you to upload PDF, Word, and JPG (picture) documents into Aeries, if requested to do so by the school.

Please upload the following documents.

**Residency Verification**
**Required**

Please provide a current copy of a utility bill, internet bill or other invoice with your name and address. You may upload a PDF or JPG of the bill.

**Files**

## 7. Final Data Confirmation

Click on the Finish and Submit button on the left-hand side of the form to finalize the Data Confirmation. After you click Finish and Submit, you will have access to print a new emergency card. Please bring the emergency card and any other necessary documents back to the school site during your student's registration day.

1. Confirm the information
2. Click **Finish and Submit** button
3. Click **Print New Emergency Card**
4. Review the Emergency Card and SIGN
5. Return page to school