

Parent Portal Data Confirmation Steps

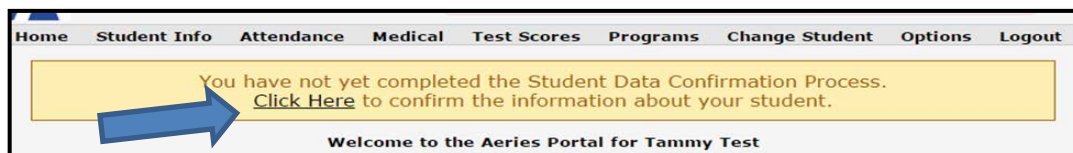
As part of our annual registration, every summer, parents/guardians complete the Data Confirmation in the Aeries Parent Portal. There are five sections to complete; some may require you to edit information, check boxes, and/or to print & sign a form. You may complete all five sections of the Data Confirmation in one sitting, or you may finish one section, “Save” it, log out and return at a later time to the Data Confirmation screens to begin where you left off.

For returning families who have an Aeries Parent Portal Account, you can log in with your email address and password and begin your Data Confirmation. If you have forgotten your password, you may click the “Forgot Password” link.

For families who do not have an Aeries Parent Portal Account, an email from AeriesReports@aeries.com will be sent to you with information on how you can log in to the parent portal account. This account was automatically created for you using the email address you have on file at your child’s school.

If you do not have a parent portal account and you did not receive an email from AeriesReports@aeries.com, you may contact the school office beginning August 1 to update your email information. During the summer time, before school opens, you may contact the district office staff Aerin Mun at amun@cypsd.org or at 714-220-6925.

After logging into your parent portal account, you will be on the Home page of your student’s information and directed to “Click Here” to confirm your child’s information.



The Data Confirmation screen gives a brief description and explains what to do to start the process. All sections that will need review and/or updating are listed from 1 to 5, on the left side of the screen. As you complete each section, the number will be replaced with a checkmark. The Data Confirmation screen also contains the first updatable section which needs to be complete—Family Information.

Data Confirmation Screen

“Welcome to online Data Confirmation. The information you provide will keep the school office up to date in case of any student emergency. All information that you provide is confidential. You will also be provided important District and School policy information in the Documents section that may be printed for your own records. Begin with the Family Information section, and then continue to the Student section. After reviewing or updating the information, move on to the next section. You may stop at any time, and log back in to complete the remaining sections at a later time. The school office may contact you if they have any questions regarding the information you have submitted.”

Section 1 – Family Information

This section requires a check mark in one box for each area: military and residency.

Family Information

Last Confirmed: 7/17/2018 9:42:40 AM

Currently ACTIVE Military Personnel: Is one or more parent/guardian active in the United States Armed Forces (Army, Navy, Air Force, Marine Corps, Coast Guard, or FULL-TIME National Guard)?

Yes.

No.

Please select one of the following options to complete the residence survey:

Temporary Shelters
A temporary residence provided for homeless individuals who would otherwise

Section 2 – Student

This section contains the current address and phone number assigned to your child. Click on the “Change” button to make any changes to the current information.

After you make changes, remember to click on the “Save” or “Cancel” box that appear below the edited data.

The Student Mobile number is the parent/guardian phone number used for text messaging (e.g. absence notification).

Student number	Last Name	First Name	Middle Name	Perm ID
167	Test	Tandy		16007660

Please review and update all parent data as needed. Please list an email for school and District communication.

Residence Survey

Please review and update all of your child’s information as needed by selecting the change button at the bottom of the screen.

Student Demographics	
	Notes

Section 3 – Contacts

Use this section to change, add, or delete the existing emergency contact information for your child. Click on each existing contact to highlight it, and then click on “Change”, “Add” or “Delete”. Please update or add the parent/guardian addresses, as appropriate. In addition to each parent/guardian, include two additional emergency contacts and your child’s physician information. After changing or adding contacts, click on the “Save” box below the edited information.

Select Record to Change

Name	Address	Relation
M/M Test9634	Bloomfield	Mother

Change Add Delete

Contact Details

Notes
This field is used to address mailings from the school if applicable.

Section 4 – Documents

This section contains information that should be read and/or printed. Check each box after you review each document; then continue onto the next section.

Family Information ✓
Student ✓
Contacts ✓
4 Documents
5 Final Data Confirmation

Confirm and Continue

Please read each document carefully and check each box as you finish. You may print as needed for your records.

Documents

Student Insurance

This is an acknowledgment by the parent or guardian that they have received the student insurance information and acknowledge they are responsible for completing the form and mailing it to the vendor if electing coverage. 학생보험에 관한 정보를 받았음을

I hereby acknowledge I have received the student insurance information. I acknowledge that I am responsible in completing the form and mailing it to the vendor, if I elect coverage.

Section 5 – Final Data Confirmation

Complete the Data Confirmation process by clicking on “Finish and Submit” to indicate that you have completed each of the above sections.

Family Information ✓
Student ✓
Contacts ✓
Documents ✓
5 Final Data Confirmation

Finish and Submit

Please click on "Finish and Submit" to complete the Data Confirmation process.

Then you will be able to view this screen to print the Emergency Contact information.

after reviewing or updating the information, move on to the next section. sections at a later time. The school office may contact you if they have any office and all parent/guardian contacts will be notified of any changes. The child's birth record or other legal documentation. Office staff may update a parent. Please bring a copy of the document to the school office.

Family Information ✓
Student ✓
Contacts ✓
Documents ✓
Final Data Confirmation ✓

Thank you for confirming the student data
Please print and return a signed Emergency Card

1. Print New Emergency Card

Report Viewer

✓ Your report is ready.

2. View Report

Download Report View Report Close

Click on the “Print New Emergency Card” box; then print a copy that will need to be signed. At this time you can also print a copy to keep for your records. The signed Emergency Card needs to be returned to the school.

If you need assistance with printing the document, please contact your child’s school.