Student Data Confirmation Process

Login to the **Aeries Parent Portal.**

When the **Data Confirmation** window is opened for you to update your student's information, review school and district documents, this message will display in the parent portal. Click on the message to start the confirmation process.

> ❗ You must complete data confirmation before accessing other areas of the portal.

The left navigation tracks your progress.

Please review and update.

- ✔ Family Information
- ② Student
- ③ Contacts
- ④ Medical History
- ⑤ Documents
- ⑥ Authorizations
- ⑦ Final Data Confirmation

On each screen, review and update your information. Select **Confirm and Continue** to save any changes and advance to the next screen.

Confirm and Continue

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 residence survey: If any option other than "None" is selected, than please contact the office.

Temporary Shelters
☐ A temporary residence provided for homeless individuals who would otherwise sleep on the street or a temporary residence provided to individuals in emergency situations. This is also applicable to children who are in temporary residences awaiting permanent placement in foster care.

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

Family Information – There are two questions to complete on this page.

1. Military survey - check if a parent or guardian are active in the United States Armed Forces.
2. Residence survey – If you check any option other than "None", contact the school office.

***Note: If all information on any screen is accurate, select **Confirm and Continue** to proceed to the next screen.

Student – Update Mailing Address, Primary Phone, Correspondence Language and Parent Highest Education Level by selecting **Change**. Any address changes will need proof of residency brought to the school in the form of electric, water or other bill that shows the physical address. Once verified, office staff will update the address in Aeries.

Please review and update all information.

Primary Phone: When updated, future parent portal account creation will require this number.

Student Demographics		
		Notes
Mailing Address	123 ABC Lane Rocklin CA 95677	Changes to this information will NOT be saved in the system. Instead, the new information will be emailed to the school and the school will contact you for additional information.
Primary Phone	(916) 222-1234	
Correspondence Language	English	Letters and Report Cards sent home from the school will be sent in this language. Not all languages listed are supported by the district.
Parent Highest Education Level	Some College	

Change

Contacts - review directions at the top of the screen for important notes regarding contacts. Note the fields that are used for the school notification system.

Please review all information by updating, adding or removing contacts.

All contacts will be listed as emergency contacts on the student's emergency card.

In addition to the primary contact info, our school notification system uses these contacts: Mother's cell, Father's cell, Step-Mother's cell, Step-Father's cell, Foster Mother's Cell, Foster Father's cell and Legal Guardian.

If you have an after school care provider, please include them as a contact.

If you update your contact information at a later date during the school year, you must print, sign, and return a new emergency card to the school with your student.

Select each existing contact, click on **Change** to review the contact details. Make any necessary updates.

Select Record to Change

Name	Address	Relation
Mom Test	123 ABC Lane	Mother
Dad Test	125 ABC Lane	Father

[Change] [Add] [Delete]

Email addresses will be locked if that address has been used to create a parent portal account.

Contact Details

		Notes
Name	Mom Test	This field is used to address mailings from the school if applicable.
Relationship to student	Mother	
Lives With Student?	Yes	
Telephone Number	(916) 333-3421	
Work Phone Number		
Cell phone number		
Email Address	@rocklin.k12.ca.us Email Address is Locked	

Select **Add** to create a new emergency contact for your student. Be sure to add a contact record for student after school providers.

Contact Details

		Notes
Name	Neighbor Test	This field is used to address mailings from the school if applicable.
Relationship to student	After School Care Provider	
Lives With Student?	No	
Telephone Number		
Work Phone Number		
Cell phone number	(916) 323-7894	
Email Address		

Select **Confirm and Continue** when all emergency contacts are added.

Medical History

Within the directions for this page are links to **medical forms** and our **Health Services Website.**

Please **click here** for medical forms. For more information about Health Services at Rocklin Unified School District please **click here to visit Health Services Website.**

Check **Medical Conditions** that apply. Today's date will be added when a new condition is selected. Be sure to add a comment for clarification for office staff. Select **Save**.

☐ Allergies - Medication to be kept in the health office	☐ Diabetes Mellitus - insulin dependent	☐ Medications at School
☐ Allergies - student needs to carry an Epi-pen	☐ Diabetes Mellitus - non-insulin dependent	☐ Medications at Home
☐ Allergies - no medication needed at school	☑ Medical Equipment needed at school - Cane,Crutches	☐ Psychological or Neurological Concerns

Effective Date: 07/25/2017

Age: 0

Grade: 0
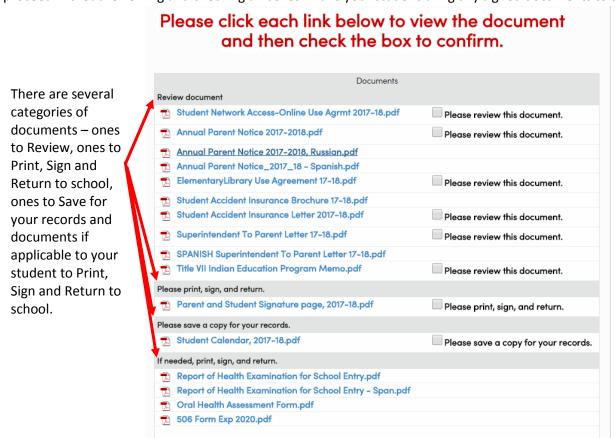
Comment: Student broke ankle, will need

To remove a Medical Condition, click on **No Longer Applies**.

	Medical History and Current Medical Conditions				
Condition	Effective Date	Age	Grade	Comment	
Medical Equipment needed at school - Cane,Crutches	07/25/2017	0	0	Student broke ankle, will need crutches	No Longer Applies

Select **Confirm and Continue.**

Documents

Click on each document in the list. Once reviewed, select the checkbox to the right of the document. You will not be able to proceed without reviewing and checking all boxes. Have your student bring any signed documents to their school.

Please click each link below to view the document and then check the box to confirm.

There are several categories of documents – ones to Review, ones to Print, Sign and Return to school, ones to Save for your records and documents if applicable to your student to Print, Sign and Return to school.

Documents	
Review document	
📄 Student Network Access-Online Use Agrmt 2017-18.pdf	☐ Please review this document.
📄 Annual Parent Notice 2017-2018.pdf	☐ Please review this document.
📄 Annual Parent Notice 2017-2018, Russian.pdf	
📄 Annual Parent Notice_2017_18 - Spanish.pdf	
📄 ElementaryLibrary Use Agreement 17-18.pdf	☐ Please review this document.
📄 Student Accident Insurance Brochure 17-18.pdf	
📄 Student Accident Insurance Letter 2017-18.pdf	☐ Please review this document.
📄 Superintendent To Parent Letter 17-18.pdf	☐ Please review this document.
📄 SPANISH Superintendent To Parent Letter 17-18.pdf	
📄 Title VII Indian Education Program Memo.pdf	☐ Please review this document.
Please print, sign, and return.	
📄 Parent and Student Signature page, 2017-18.pdf	☐ Please print, sign, and return.
Please save a copy for your records.	
📄 Student Calendar, 2017-18.pdf	☐ Please save a copy for your records.
If needed, print, sign, and return.	
📄 Report of Health Examination for School Entry.pdf	
📄 Report of Health Examination for School Entry - Span.pdf	
📄 Oral Health Assessment Form.pdf	
📄 506 Form Exp 2020.pdf	

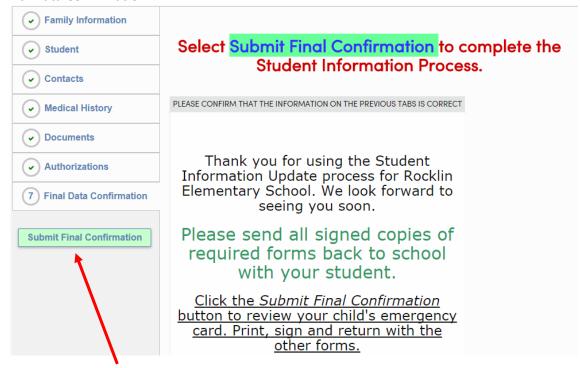Select **Confirm and Continue.**

Authorizations

Make your selections and Save.

Select **Confirm and Continue.**

Final Data Confirmation

Select **Submit Final Confirmation.**

Click on Print New Emergency Card and **View Report.** Your student's emergency card will display, **Print**, **Sign and send with your student to the school with any other documents printed.**

Data Confirmation must be completed for each of your students.

If you need to update your contact information at a later date during the school year, go to **Student Info → Data Confirmation**. Select **Contact** from the left navigation, click on the contact and update information.

You must now reprint your student's emergency card and send with your student to the school.

Select **Final Data Confirmation**, click on **Print New Emergency Card**. Send a signed copy of the card to the school.