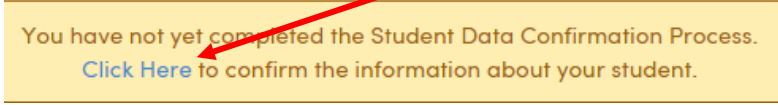


Student Data Confirmation Process

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 Here](#) to start the confirmation process.



The left navigation tracks your progress.

Please review and update.

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

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.

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

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 to complete the necessary paperwork.

*****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.

Address changes - This will not be updated until proof of residency is brought to the school.

Student Demographics		
Notes		
Mailing Address	123 A Street 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) 555-5555	
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	Grad School/Post Grad Trng	
<div style="border: 2px solid red; display: inline-block; padding: 2px 10px; color: red; font-weight: bold;">Change</div>		

Contacts - review directions at the top of the screen for important notes regarding contacts.

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

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

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

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. If appropriate, 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
- Allergies - student needs to carry an Epi-pen
- Allergies - no medication needed at school
- Diabetes Mellitus - insulin dependent
- Diabetes Mellitus - non-insulin dependent
- Medical Equipment needed at school - Cane,Crutches
- Medications at School
- Medications at Home
- Psychological or Neurological Concerns

Effective Date:	07/25/2017	
Age:	0	
Grade:	0	
Comment:	Student broke ankle, will need	

*Note: If your student does not have a medical condition, please add, **"*No medical concerns requiring school's attention"**

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.

Select **Confirm and Continue**.

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.

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

Documents	
Please save a copy for your records.	
Student Calendar 2018-19	<input type="checkbox"/> Please save a copy for your records.
Please print, sign, and return.	
SR WALKING Field Trip Form 2018-19	<input type="checkbox"/> Please print, sign, and return.
Review document	
RUSD Annual Parent Packet 2018-19	<input type="checkbox"/> Please review this document.
Student Use of Tech-Internet Safety Agreement_2018-19	<input type="checkbox"/> Please review this document.
Annual Parent Notice 2018-19	<input type="checkbox"/> Please review this document.
Annual Parent Notice 2018-19 - Spanish	
Annual Parent Notice 2018-19 - Russian	
Indian Education Letter to Parents 2018-19	<input type="checkbox"/> Please review this document.
Indian Education Letter to Parents, Spanish 2018-19	
Indian Education Program Flier 2018-19	<input type="checkbox"/> Please review this document.
Title VI ED 506 Elig. Form 2018-19	<input type="checkbox"/> Please review this document.
Student Accident Insurance Letter 2018-19	<input type="checkbox"/> Please review this document.
Student Accident Insurance 2018-19	<input type="checkbox"/> Please review this document.
Student Accident Insurance, spanish 2018-19	

Authorizations

Carefully read all authorizations and select Accept or Reject. If you reject any authorization, please contact the school office.

Please review and update all information.

Authorizations and Prohibitions	
Description	Status
<p>* Electronic Delivery Authorization: I understand that by checking "Accept" I acknowledge and agree that I am requesting to receive this notice in electronic format and effectively "opt-in" to receive district Annual Notices electronically. By checking "Reject": I do not wish to receive/complete these forms electronically and will download the Annual Notice packet from the Rocklin USD website or visit my child's school office to complete, physically sign and submit to the school (one packet per child is required).</p>	<input checked="" type="checkbox"/> Accept <input type="checkbox"/> Reject
<p>Electronic Signature Authorization: (A) This action constitutes an electronic signature which will be considered the same as a handwritten signature for purposes within this agreement. (B) My Parent Account is unique and under my sole control. By checking "Reject": I do not wish to receive/complete these forms electronically and will download the Annual Notice packet from the Rocklin USD website or visit my child's school office to complete, physically sign and submit to the school (one packet per child is required).</p>	<input checked="" type="checkbox"/> Accept <input type="checkbox"/> Reject
<p>My child and I have read together, reviewed and understand the rules in the student handbook.</p>	<input checked="" type="checkbox"/> Accept <input type="checkbox"/> Reject
<p>Library Use and Damage/Loss Agreement - I have discussed this agreement with my child. I understand that my student is responsible for returning any material borrowed from the school Library Media Center in the same condition in which it was obtained.</p>	<input checked="" type="checkbox"/> Accept <input type="checkbox"/> Reject
<p>Student Network Access/Internet Safety Acceptable Use Agrmt- I have read and discussed with my student the Student Network Access/Internet Safety Acceptable Use Agreement. I understand that network and Internet access is intended for educational purposes.</p>	<input checked="" type="checkbox"/> Accept <input type="checkbox"/> Reject
<p>Acknowledgment of Receipt of Annual Parent Notice - I hereby acknowledge receipt of the Annual Parent Notice as required by Education Code 48982.</p>	<input checked="" type="checkbox"/> Accept <input type="checkbox"/> Reject
<p>Voluntary Student Accident Insurance - I understand the School does not provide medical insurance for student injuries but does make voluntary student insurance available. I have received the information on this program.</p>	<input checked="" type="checkbox"/> Accept <input type="checkbox"/> Reject
<p>* Response Required</p>	
<input type="button" value="Save"/>	

Select **Save** and then **Confirm and Continue**.

Final Data Confirmation

<input checked="" type="checkbox"/> Family Information	Select Finish and Submit to complete the Student Information Process.
<input checked="" type="checkbox"/> Student	
<input checked="" type="checkbox"/> Contacts	
<input checked="" type="checkbox"/> Medical History	
<input checked="" type="checkbox"/> Documents	
<input checked="" type="checkbox"/> Authorizations	
<input checked="" type="checkbox"/> 7 Final Data Confirmation	
<input type="button" value="Finish and Submit"/>	

Select **Finish and Submit**.

Click on [Print New Emergency Card](#) and **View Report** to review your student's information. You do not need to send a copy to the school.

Thank you for confirming the student data in the system.

Thank you for using the Student Information Update process for Rocklin Elementary School. We look forward to seeing you soon.

If Applicable, please send any signed copies of required forms back to school with your student.

Click the *Print New Emergency Card* button to review your child's emergency card.

[Print New Emergency Card](#)

***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.

