

Annual Residency Verification Tutorial

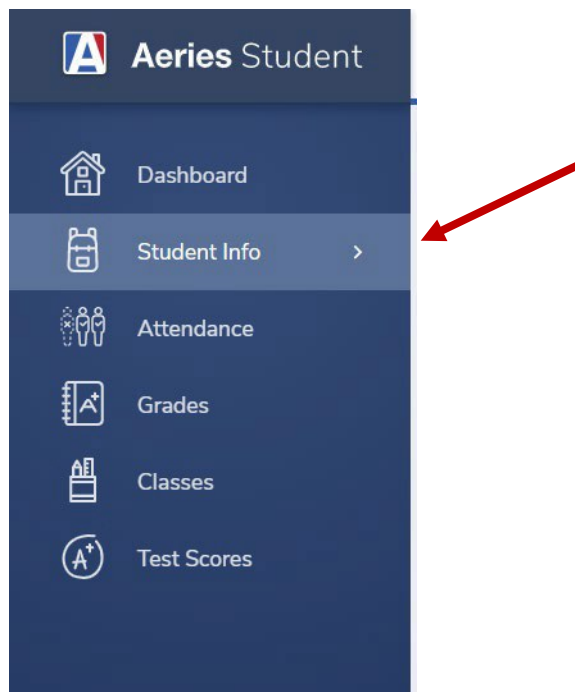
Uploading Documents Using Aeries Parent Portal

- Submit Annual Residency Verification documents electronically using your Aeries Parent Portal account
- If you use the Aeries Mobile App, you will need to proceed to the **Full Site** version
- Each of your uploaded documents will remain in a PENDING status until APPROVED by the school
- If the school has questions or needs further details, they will be in contact with you
- Please allow time for staff to electronically review documents for approval
- If you need further assistance, contact the school

1. Login to your parent portal account

[Aeries Login](#)


2. Select the **Student Info** tab



3. Scroll down and select the **Student Document Requests** tab



4. Review and follow the **Requested Documents** details and instructions to efficiently submit annual residency verification.



< Student Info

Profile

Demographics

Contacts

Student Document Requests

Requested Documents

The 2023-2024 Annual Residency Verification process, for all students planning to return to SDUHSD for the 2023-2024 school year, begins January 17, 2023 and ends March 17, 2023. Please UPLOAD the documents below. NOTE: If you have more than one student CURRENTLY ENROLLED in the District, who will be returning next year, please complete one affidavit and one housing questionnaire document per family listing all students.

Annual Residency Verification Documents

- 2023-2024 Annual Residency Verification Affidavit and Housing Questionnaire : Complete all applicable and required fields on the Annual Residency Verification Affidavit and Housing Questionnaire; upload the document below.
- Acceptable San Diego Gas & Electric document as listed in CATEGORY 1 on the affidavit; SAVE image as .pdf to your device and upload below
- Acceptable proof of residence document as listed in CATEGORY 2 on the affidavit; SAVE image as .pdf to your device and upload below

More information and details are available on the SDUHSD Annual Residency Verification web page.

2023-2024 Annual Residency Verification Affidavit and Housing Questionnaire

Please upload a saved .pdf image of your completed and signed/dated 2023-2024 Annual Residency Verification Affidavit and Housing Questionnaire. Name the saved file as AFFIDAVIT_HOUSING QUESTIONNAIRE.

Files

Gas & Electric Verification

Please upload a saved .pdf image of your most current San Diego Gas & Electric document as listed in CATEGORY 1 within the District's Annual Residency Verification Affidavit. Name the saved file as SDG&E

Files

Other Residency Verification Document

Please upload a saved .pdf image of any one document as listed in CATEGORY 2 within the District's Annual Residency Verification Affidavit. Name the saved file with the type of document you are providing (example: CABLE BILL).

Files