2020-2021 SDUHSD Annual Data Confirmation Tutorial

Student Data Confirmation:

Prior to the start of each school year parents need to verify and update information, for each child, using their Aeries Parent Portal account. During the data confirmation process, please review, verify and complete each section and make changes to the information when necessary. The data confirmation window will OPEN August 3, 2020. Parents/Legal Guardians are encouraged to complete the data confirmation process before the first day of school.

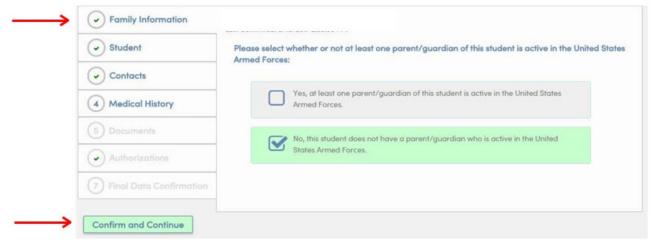
To start the process, login to your Parent Portal and use the Click Here link from the homepage.

You have not yet completed the Student Data Confirmation Process.

Click Here to confirm the information about your student.

PLEASE NOTE: If you need to make any changes once you have completed the data confirmation process, you may do so only during the open data confirmation window. Upon the next logon you will not see the above message and link, you will need to select Data Confirmation from the "Student Info" tab.

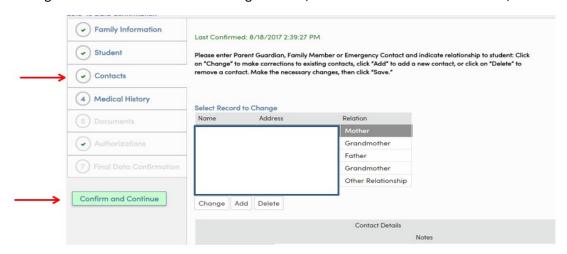
STEP 1. "FAMILY INFORMATION" Tab: Please select whether or not at least one of the student's parent/guardian is active in the United States Armed Forces. Click on Confirm and Continue to proceed to the "Student" information tab.



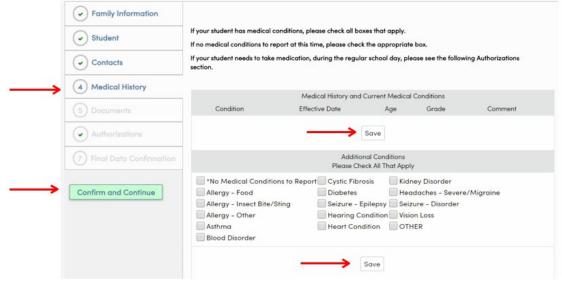
STEP 2. "STUDENT" Tab: Please review the information in the data columns, this reflects the current information that the school has on file for your child. To update any information on this page, click "Change", make the necessary changes and click "Save". If no changes are necessary, click on Confirm and Continue to proceed to the "Contacts" tab.

Student	Click "Change" to make chang	es to information on this page. Click "Save" when complete. Student Demographics
Contacts		Notes
Medical History	Mailing Address Residence Address (if different than Mailing Address)	Changes to this information will NOT be saved in the system. Instead, the new information will be emailed to the school and th school will contact you for additional information.
6 Documents		Changes to this information will NOT be saved in the system. Instead, the new information will be emailed to the school and th school will contact you for additional information.
Authorizations		
7 Final Data Confirmation	Primary Phone Student's Mobile	

STEP 3. "CONTACTS" Tab: Please review the information in the data columns. If no changes are necessary, you may move on to the "Medical History" tab by clicking on "Confirm and Continue." If you need to update any of information, click "Change" to make corrections to existing contacts, click "Add" to add a new contact, or click "Delete" to remove a contact.

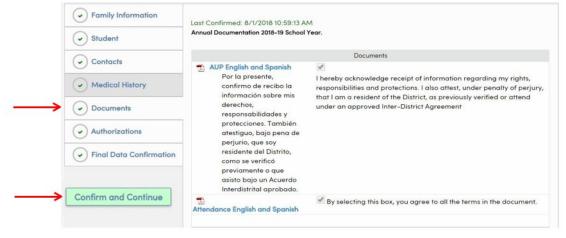


STEP 4. "MEDICAL HISTORY" Tab: Please fill out and check any that apply. If the student needs to take medication, during the regular school day, please fill out Medication Authorization Form at school site and bring your students medication. Make all necessary changes click "Save" and click on Confirm and Continue to proceed to the "Documents"

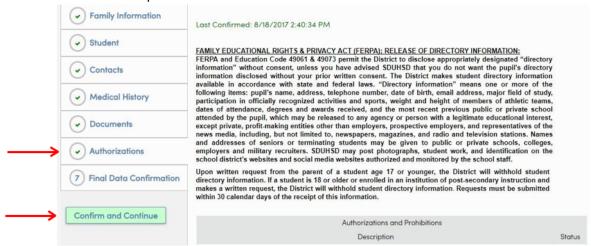


tab.

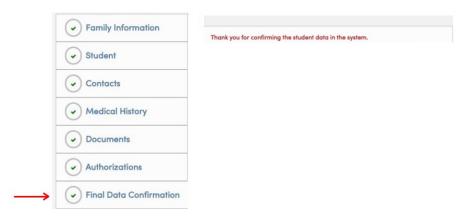
STEP 5. "DOCUMENTS" Tab: Please download and review all documents and instructions. Check applicable boxes to acknowledge receipt of information and click Confirm and Continue to proceed to the "Authorizations" tab.



STEP 6. "AUTHORIZATIONS" Tab: Please read RELEASE OF DIRECTORY INFORMATION at the top of the page. For each listed authorization, you must select YES or NO. After you have made your selections, click "Save" and then click on Confirm and Continue to proceed to the "Final Data Confirmation" tab.



STEP 7. "FINAL DATA CONFIRMATION" Tab: To complete the process, click "Submit Confirmation". You will see a red "Thank you for confirming the student data in the system" message.



CONFIRMATION EMAIL: After you have completed the entire process, you will receive an email at your login email address confirming that the data confirmation process is complete.

QUESTIONS OR TROUBLESHOOTING: Please contact your child's school site with any questions or concerns.