

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.

→

Family Information

Student

Contacts

4 Medical History

5 Documents

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.

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.

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Family Information

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Confirm and Continue

Last Confirmed: 8/18/2017 2:38:16 PM
Click "Change" to make changes to information on this page. Click "Save" when complete.

Student Demographics

Notes

Mailing Address

Residence Address (if different than Mailing Address)

Primary Phone

Student's Mobile

Change

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.

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.

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FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT (FERPA): RELEASE OF DIRECTORY INFORMATION:
 FERPA and Education Code 49061 & 49073 permit the District to disclose appropriately designated "directory information" without consent, unless you have advised SDUHSD that you do not want the pupil's directory information disclosed without your prior written consent. The District makes student directory information available in accordance with state and federal laws. "Directory information" means one or more of the following items: pupil's name, address, telephone number, date of birth, email address, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous public or private school attended by the pupil, which may be released to any agency or person with a legitimate educational interest, except private, profit-making entities other than employers, prospective employers, and representatives of the news media, including, but not limited to, newspapers, magazines, and radio and television stations. Names and addresses of seniors or terminating students may be given to public or private schools, colleges, employers and military recruiters. SDUHSD may post photographs, student work, and identification on the school district's websites and social media websites authorized and monitored by the school staff.

Upon written request from the parent of a student age 17 or younger, the District will withhold student directory information. If a student is 18 or older or enrolled in an institution of post-secondary instruction and makes a written request, the District will withhold student directory information. Requests must be submitted within 30 calendar days of the receipt of this information.

Authorizations and Prohibitions	
Description	Status

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.

Thank you for confirming the student data in the system.

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.