

Data Confirmation – Parent Guide

Data Confirmation is a feature of Aeries that allows parents to update student demographics, contacts, and authorization information. It also allows documents to be made available to parents for registration. This process handles the normal “**Summer Re-Registration**” of students where parents are normally required to fill out updated emergency cards, sign various documents, and establish authorizations.

How to access Aeries Parent Portal

Click on or copy and paste the following Web URL:

Riverside Unified School District



<https://aeriesportal.rusd.k12.ca.us/LoginParent.aspx>

- Enter the email address that you initially provided to setup your Aeries Parent Portal

account.

- Enter the password that was emailed to you during the initial setup of your Aeries Parent Portal account. If the password has changed since the original setup, enter the most

recent password used.

- Once the email address, and password have been entered correctly, click on the SIGN IN

button to logon to Aeries Parent Portal.

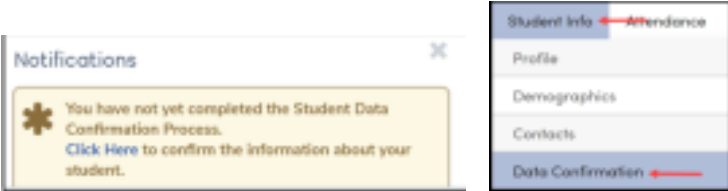
- If you forgot your password, click on Forgot Password? This will initiate the process to reset your password. You must have access to the email address that was used to initially setup the Aeries Parent Portal account in order to reset your password.

[Forgot Password?](#)

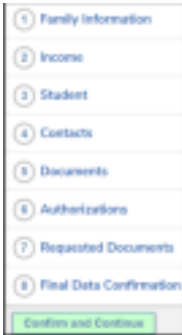


Once you're logged into **Aeries Parent Portal**, you should see a yellow banner stating, "**You have not yet completed the Student Data Confirmation Process.**" Click on the **Click Here** link to go directly into **Data Confirmation**. If there is no yellow banner at the top (as shown below), you can find **Data Confirmation** under the **Student Info** menu.

Note: If you still do not see the option for Data Confirmation, you might be logged in as a student instead of a parent in the Aeries Portal. Please contact your student's school office for assistance.



To complete Data Confirmation, you will need to review and update tabs 1 – 8. You must click the "**Confirm and Continue**" button in order to save the information and move on to the next tab.



1. Family Information Tab

Answer the following two questions: 1) Whether or not at least one parent/guardian is active in the US Armed Forces (Army, Marines, Air Force, Navy, or National guard) and, 2) the Student Housing Survey:

Please select whether or not each item was participated in by the student in the last 12 months.

Yes, I have participated in this activity within the last 12 months.

No, I have not participated in this activity within the last 12 months.

Please select one of the following options to complete the Student Privacy Questionnaire:

I am currently a member of the school's community and I have provided my consent to the school's privacy policy.

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2. Income

Enter the number of people in the student's household and household monthly

How many people are in your household?

1 2 3 4 5 More

What is your total monthly household income?

\$1111 or less

\$1112 - \$2000

\$2001 or greater

income.

3. Student Demographics

Review and update, if necessary, the following fields: Residence Address, Home Telephone, Student Mobile, Corresponding Language, and Parent Ed Level.

Note: Any updates to residence address in this tab will NOT automatically update Aeries. All address changes require you to provide the school office with two proofs of residency. Once proof of residency is accepted by the school office, the address will be updated in Aeries.

4. Contacts

On this tab you can delete or add new contacts and/or update any of the following contacts fields: Mailing Name, Address, Address Type, Relationship, Primary Contact, Notification Preferences, Telephone, Work Phone, Mobile Phone, Pager, Email Address, etc.

5. Documents

Click on each PDF document to review and print, if necessary. Click on the check box next to each document to acknowledge that you have read the document. The

emergency card should be the only document that will need to be signed and returned to the school site unless stated otherwise.

Please open, read and print the attached documents below. Please confirm you have reviewed the documents regardless of language by checking the adjacent box where applicable.

IMPORTANT: Parents must print-out, sign, and return to school all documents.

****If you do not have access to a printer at home, copies of all required forms will be available at your child's school.****

Documents	
District Documents	
<input checked="" type="checkbox"/> RUSD 2020-2021 Parent, Guardian and Student Handbook	*Required
<input type="checkbox"/>	

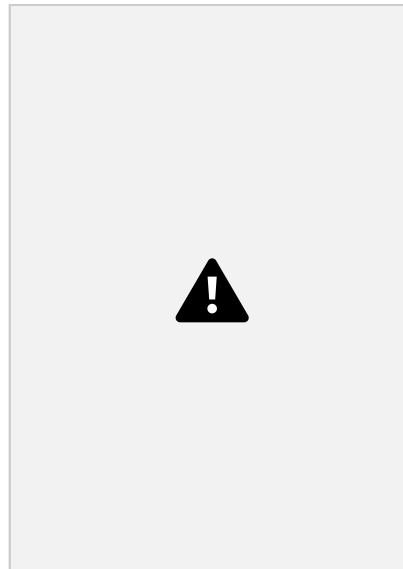
I have read the required document.

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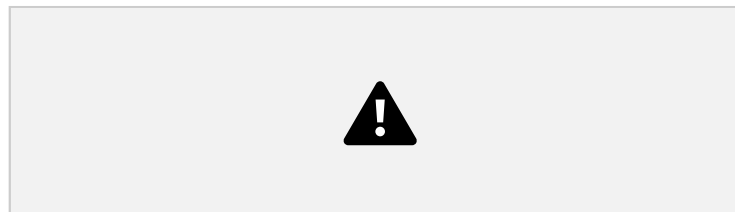
6. Authorizations

Read each authorization and indicate your response in the **Status** column and click **Save** at the bottom of the screen.



7. Request Documents

This tab will allow you to upload PDF, Word, and JPG (picture) documents into Aeries, if requested to do so by the school.



8. Final Data Confirmation

Click on the Finish and Submit button on the left-hand side of the form to finalize the Data Confirmation. After you click Finish and Submit, you will have access to print a new emergency card and access to the RUSD Meal Program application. Please bring the emergency card and any other necessary documents back to the school site during your student's registration day.

