



Aeries Data Confirmation Parent Guide

Welcome!

Each school year, families are asked to complete the Parent Data Confirmation process to make sure student and emergency contact information is correct and up to date. This process must be completed every year to ensure the school has the most accurate information and can effectively communicate with families.

Families will be notified through ParentSquare when the new school year's Parent Data Confirmation window opens. Completing this process helps support student success and ensures important information is available when needed.

Before You Begin

Please make sure you have:

- Your Aeries Parent Portal login information (the email address the school has on file for you)
- Access to a computer, tablet, or smartphone
- A few minutes to review and update information

Step 1: Log Into the Parent Portal

1. You will find a QR code at the bottom of the page that will direct you to the Aeries Parent Portal.
2. Enter your email address and password.
3. Click **Sign in**.

If you forgot your password, click and **Forgot Password?** to reset it.

Step 2: Begin Parent Data Confirmation

1. After logging in, look for the notification or message asking you to complete Parent Data Confirmation.
2. Click Begin Confirmation Process.

Step 3: Review Student Information

Carefully review the following sections and make updates if needed:

- Student Information
- Parent/Guardian Information
- Emergency Contacts
- Medical Information
- Authorizations and Agreements

The email address you list here is the one connected to ParentSquare. Please make sure all phone numbers, addresses, and emergency contacts are current and up to date so we can provide important school communication and reach you when needed.

Step 4: Review Documents and Agreements

Some pages may include:

1. Annual notifications
2. Technology agreements
3. Media release forms
4. District policies
5. Please read each document carefully.

Step 5: Confirm and Submit

1. Once all sections are complete, click Confirm and Continue on each page.
2. At the end of the process, click Finish and Submit.
3. You will receive a confirmation message once your Parent Data Confirmation has been successfully submitted.

Be sure to complete Parent Data Confirmation for each child in your household enrolled in the district.

Need Help?

If you need assistance with your Parent Portal account or Parent Data Confirmation, please contact your school office.

We are happy to help!

Murdock Elementary School (530) 934-6640

Willows Intermediate School (530) 934-6633

Willows High School (530) 934-6611

Willows Community High School (530) 934-6605

**Aeries Parent Portal
QR Code**

