An important tool to keep track of your child's attendance, grades, and school communication is Aeries Parent Portal. Data Confirmation is an annual process that allows returning families to view and update important information such as emergency contacts, review District and school policies, and approve important forms the District must have on file for every student, including technology use, media release, and more.

In order to view your student's information this school year, you will need to complete the data confirmation process for each of your students.

To log into Aeries Parent Portal:

Online: <a href="https://parent.twinriversusd.org">https://parent.twinriversusd.org</a>

Mobile App: <u>iOS</u> / <u>Google Play</u>

Parents and guardians who have not received an email with account details can get help by contacting your school's front office.

For a list of school phone numbers and website, please visit https://bit.ly/TRUSD-Schools.

We have created this step-by-step guide to navigate the data confirmation process, and ensure you are able to successfully complete the information requested by the District and school staff.

# 

# **Section 1: Family Information**

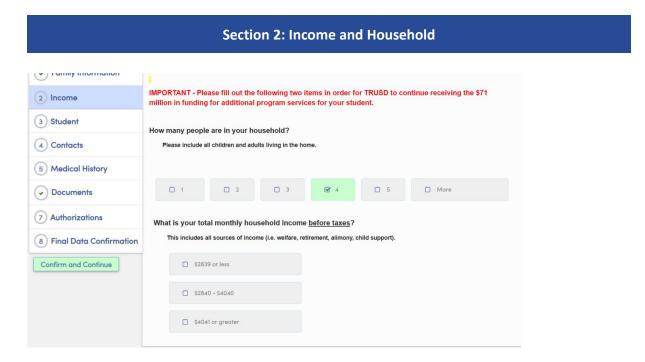
**Military Service:** Please select whether or not at least one parent/guardian of this student is active in the United States Armed Forces.

**Housing Questionnaire:** Please select one of the following options to complete the residence survey.

These are the following options on the Housing Questionnaire:

- Temporary Shelters: A temporary residence provided for homeless individuals who would otherwise sleep on the street or a temporary residence provided to individuals in emergencies. This is also applicable to children who are in temporary residences awaiting permanent placement in foster care.
- Hotels/Motels: A temporary residence for homeless individuals usually requiring payment or vouchers for lodging and services on a daily, weekly, or monthly basis.
- Temporarily Doubled Up: A temporary residence where a homeless family is sharing the housing of other persons due to the loss of housing, economic hardship, or other similar reasons.
- Temporarily Unsheltered: A type of residence for homeless individuals that is not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings, campgrounds, trailer parks, bus and train stations, or persons abandoned in the hospital (on the street). A rule of thumb would be to see the dwelling as comparable to an automobile in that it shelters but is not adequate housing.
- None of the above: You may select this option if none of the above home situations applies to this student.

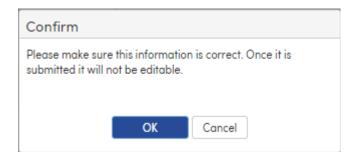
Please answer both sections and click 'Confirm and Continue' to move to the next tab.



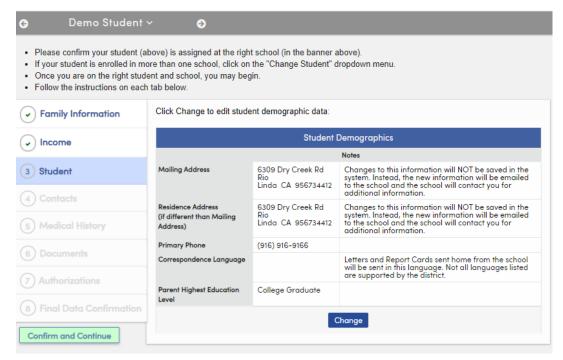
In this section, it will ask you:

- How many people are in your household [Please include all children and adults living in the home.]
- What is your total monthly household income before taxes? [This includes all sources of income (i.e. welfare, retirement, alimony, child support).]

Once you have provided responses, it will prompt you to confirm your choice:



# **Section 3: Student Demographics**

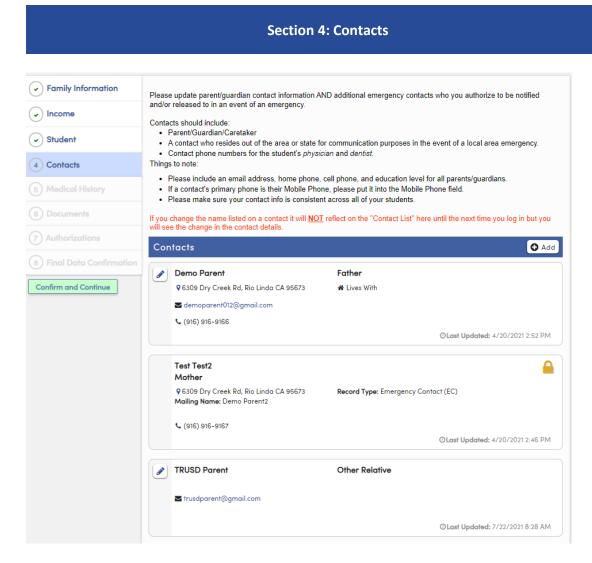


#### Student Information:

- Mailing Address
- Phone Number
- Correspondence Language
- Parent/Guardian Education Level

You will view the current information that we have on record for your child. If a change is needed, select 'Change,' after making any changes, select 'Save.'

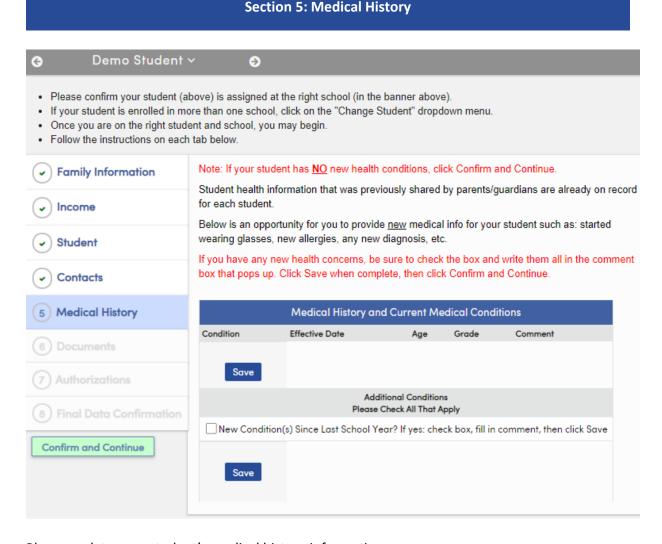
Tip: If you have an address change, please make sure you provide proof of residency to the office. Click 'Confirm and Continue' to move to the next tab.



This section will ask you to update/revise the parent/legal guardian contact, and emergency contacts.

- To make a change, click on the pencil icon next to the contact name. After the changes are completed, select 'Save.'
- To add a new contact, select +Add, enter the information for the new contact, then select 'Save.'
- To delete a contact, click the pencil icon next to the contact name, then select 'Delete.'

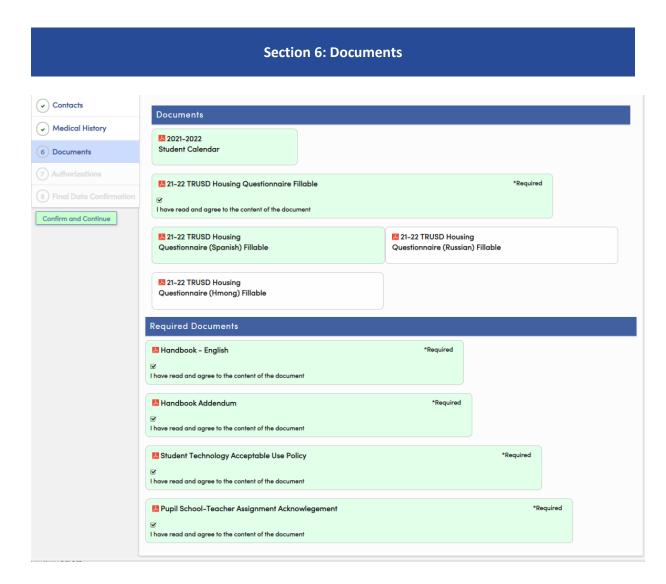
When you have finished making changes to the contacts, select Confirm and Continue to go to the next tab.



Please update your student's medical history information.

- To remove an existing record, select 'No Longer Applies,' enter comments and then click 'Save.'
- To add any additional conditions, click on the appropriate checkbox for the Medical Condition.
- Today's date will be used as the Effective Date but can be updated. Enter the comments and Click Save.

After all Medical History has been updated, click on Confirm and Continue.



The Documents screen will provide various documents that you will need to review, confirm and/or download.

#### These include:

- 21-22 Housing Questionnaire
- Student Handbook
- Student Technology Acceptable Use Policy
- Pupil-School-Teacher Assignment Acknowledgement

After you have downloaded the document, click on the check box. Click on Confirm and Continue to go to the next tab.

## Demo Student ~ · Please confirm your student (above) is assigned at the right school (in the banner above) . If your student is enrolled in more than one school, click on the "Change Student" dropdown menu. · Once you are on the right student and school, you may begin. · Follow the instructions on each tab below. Please review the following and allow/accept or denv/decline your consent. Family Information Each Authorization & Prohibitions item must have a status response in order to complete the 🗸 Income registration process If "Response Required" still appears, one or more items has not yet saved. Student Once all items have been completed, the message Response Required will disappear. Contacts **Authorizations and Prohibitions** Medical History Description Status Standard Emergency Plan Please take my child to the nearest emergency aid station, by ambulance if necessary, for treatment. I authorize treatment of my child by a licensed physician or surgeon and agree to bear all costs incurred. If you do not agree please contact your child's school to Documents ✓ Allow ☐ Deny 7 Authorizations make alternative arrangements Student Surveys In order to learn more about student experiences in Twin Rivers, the In order to learn more about student experiences in I Win Rivers, the district is conducting district-wide student surveys for children in grades K-12. Through these surveys, the district will gain valuable information about the social-emotional needs of our students and the climate and culture of our schools. The results of these surveys help inform both classroom, school-based and district-wide initiatives to surport the social and emotional beauth of our companion. ✓ Allow ☐ Deny **Confirm and Continue** support the social and emotional health of our community. Aeries Version 9 21 7 27

#### **Section 7: Authorizations**

In this section, you can either authorize or deny the following:

## **Standard Emergency Plan**

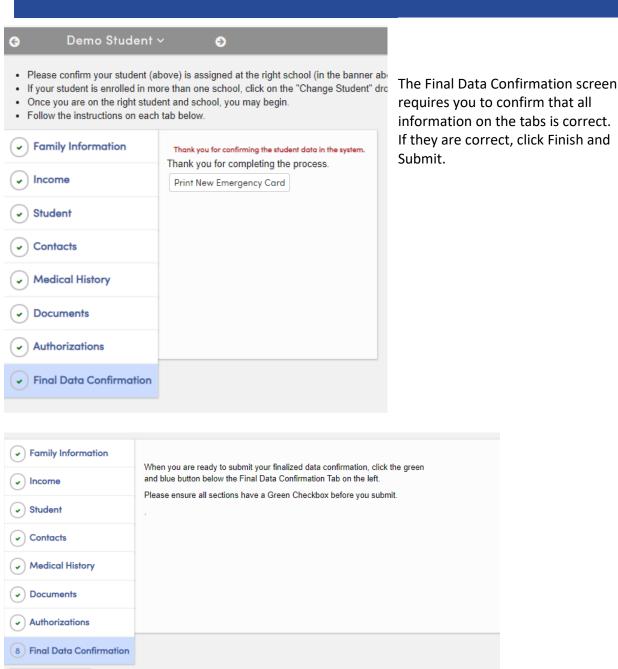
Please take my child to the nearest emergency aid station, by ambulance if necessary, for treatment. I authorize treatment of my child by a licensed physician or surgeon and agree to bear all costs incurred. If you do not agree, please contact your child's school to make alternative arrangements.

# **Student Surveys**

In order to learn more about student experiences in Twin Rivers, the district is conducting district-wide student surveys for children in grades K-12. Through these surveys, the district will gain valuable information about the social-emotional needs of our students and the climate and culture of our schools. The results of these surveys help inform both classroom, school-based and district-wide initiatives to support the social and emotional health of our community.

After all, Authorizations have been updated, click Save. Click on Confirm and Continue to go to the next tab.

## **Section 8: Final Data Confirmation**



Note: You will have to go through this process for each of your students. To change to another student, click the 'Change Student' tab, then select the next student by clicking on his or her name.

Finish and Submit