

Aeries Parent Portal

How to Complete Data Confirmation

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: <https://parent.twinriversusd.org>
- Mobile App: [iOS](#) / [Google Play](#)

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

You must complete data confirmation before accessing other areas of the portal.

- 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.

1 Family Information

2 Income

3 Student

4 Contacts

5 Medical History

6 Documents

7 Authorizations

8 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.

Please select one of the following options to complete the residence survey:

☐ **Temporary Shelters** A temporary residence provided for homeless individuals who would otherwise sleep on the street or a temporary residence provided to individuals in emergency situations. 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 apply to this student.

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.

Aeries Parent Portal

How to Complete Data Confirmation

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.

Section 2: Income and Household

The screenshot shows the 'Section 2: Income and Household' form in the Aeries Parent Portal. On the left is a sidebar with a vertical list of tabs: 'Family Information', 'Income', 'Student', 'Contacts', 'Medical History', 'Documents', 'Authorizations', and 'Final Data Confirmation'. The 'Income' tab is selected and highlighted in blue. Below the tabs is a green button labeled 'Confirm and Continue'. The main content area has a red header with an exclamation mark icon and the text: 'IMPORTANT - Please fill out the following two items in order for TRUSD to continue receiving the \$71 million in funding for additional program services for your student.' Below this, the first question is 'How many people are in your household?' with a subtext 'Please include all children and adults living in the home.' There are six buttons: '1', '2', '3', '4' (which is selected and highlighted in green), '5', and 'More'. The second question is 'What is your total monthly household income before taxes?' with a subtext 'This includes all sources of income (i.e. welfare, retirement, alimony, child support)'. There are three buttons: '\$2839 or less', '\$2840 - \$4040', and '\$4041 or greater'.

Aeries Parent Portal

How to Complete Data Confirmation

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:

Confirm

Please make sure this information is correct. Once it is submitted it will not be editable.

Section 3: Student Demographics

← 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.

✓ Family Information

✓ Income

3 Student

4 Contacts

5 Medical History

6 Documents

7 Authorizations

8 Final Data Confirmation

Click Change to edit student demographic data:

Student Demographics		
		Notes
Mailing Address	6309 Dry Creek Rd Rio Linda CA 956734412	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.
Residence Address (if different than Mailing Address)	6309 Dry Creek Rd Rio Linda CA 956734412	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.
Primary Phone	(916) 916-9166	
Correspondence Language		Letters and Report Cards sent home from the school will be sent in this language. Not all languages listed are supported by the district.
Parent Highest Education Level	College Graduate	

Student Information:

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

Aeries Parent Portal

How to Complete Data Confirmation

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.

Section 4: Contacts

Please update parent/guardian contact information AND additional emergency contacts who you authorize to be notified and/or released to in an event of an emergency.

Contacts should include:

- Parent/Guardian/Caretaker
- A contact who resides out of the area or state for communication purposes in the event of a local area emergency.
- Contact phone numbers for the student's *physician* and *dentist*.

Things to note:

- Please include an email address, home phone, cell phone, and education level for all parents/guardians.
- If a contact's primary phone is their Mobile Phone, please put it into the Mobile Phone field.
- Please make sure your contact info is consistent across all of your students.

If you change the name listed on a contact it will **NOT** reflect on the "Contact List" here until the next time you log in but you will see the change in the contact details.

Contacts + Add

	Demo Parent	Father
	6309 Dry Creek Rd, Rio Linda CA 95673	Lives With
	demoparent012@gmail.com	
	(916) 916-9166	
		⌚ Last Updated: 4/20/2021 2:52 PM

	Test Test2	
	Mother	
	6309 Dry Creek Rd, Rio Linda CA 95673	Record Type: Emergency Contact (EC)
	Mailing Name: Demo Parent2	
	(916) 916-9167	
		⌚ Last Updated: 4/20/2021 2:46 PM

	TRUSD Parent	Other Relative
	trusdparent@gmail.com	
		⌚ Last Updated: 7/22/2021 8:28 AM

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.'

Aeries Parent Portal

How to Complete Data Confirmation

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

Section 5: Medical History

← 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.

- ✓

Family Information
- ✓

Income
- ✓

Student
- ✓

Contacts
- 5

Medical History
- 6

Documents
- 7

Authorizations
- 8

Final Data Confirmation

Confirm and Continue

Note: If your student has **NO** new health conditions, click Confirm and Continue.

Student health information that was previously shared by parents/guardians are already on record for each student.

Below is an opportunity for you to provide new medical info for your student such as: started wearing glasses, new allergies, any new diagnosis, etc.

If you have any new health concerns, be sure to check the box and write them all in the comment box that pops up. Click Save when complete, then click Confirm and Continue.

Medical History and Current Medical Conditions

Condition	Effective Date	Age	Grade	Comment
<div style="background-color: #2c4e8a; color: white; padding: 2px 5px; border: 1px solid #000;">Save</div>				
Additional Conditions Please Check All That Apply				
<div style="display: flex; align-items: flex-start;"><div style="margin-right: 10px;"><input type="checkbox"/></div><div>New Condition(s) Since Last School Year? If yes: check box, fill in comment, then click Save</div></div>				
<div style="background-color: #2c4e8a; color: white; padding: 2px 5px; border: 1px solid #000;">Save</div>				

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.

Aeries Parent Portal

How to Complete Data Confirmation

✓ Contacts

✓ Medical History

6 Documents

7 Authorizations

8 Final Data Confirmation

Confirm and Continue

Documents

2021-2022 Student Calendar

21-22 TRUSD Housing Questionnaire Fillable *Required
☒ I have read and agree to the content of the document

21-22 TRUSD Housing Questionnaire (Spanish) Fillable

21-22 TRUSD Housing Questionnaire (Russian) Fillable

21-22 TRUSD Housing Questionnaire (Hmong) Fillable

Required Documents

Handbook - English *Required
☒ I have read and agree to the content of the document

Handbook Addendum *Required
☒ I have read and agree to the content of the document

Student Technology Acceptable Use Policy *Required
☒ I have read and agree to the content of the document

Pupil School-Teacher Assignment Acknowledgement *Required
☒ I have read and agree to the content of the document

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.

Section 7: Authorizations

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.

✓ Family Information

✓ Income

✓ Student

✓ Contacts

✓ Medical History

✓ Documents

7 Authorizations

8 Final Data Confirmation

Confirm and Continue

Please review the following and allow/accept or deny/decline your consent.

Each Authorization & Prohibitions item must have a status response in order to complete the registration process.

If "Response Required" still appears, one or more items has not yet saved.

Once all items have been completed, the message **Response Required** will disappear.

Authorizations and Prohibitions	
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 make alternative arrangements	<input checked="" type="checkbox"/> Allow <input type="checkbox"/> Deny
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.	<input checked="" type="checkbox"/> Allow <input type="checkbox"/> Deny

Save

Aeries Version 9.21.7.27

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.

Aeries Parent Portal

How to Complete Data Confirmation

Section 8: Final Data Confirmation

← 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.
- Once you are on the right student and school, you may begin.
- Follow the instructions on each tab below.

✓ Family Information

✓ Income

✓ Student

✓ Contacts

✓ Medical History

✓ Documents

✓ Authorizations

✓ Final Data Confirmation

Thank you for confirming the student data in the system.
Thank you for completing the process.

Print New Emergency Card

The Final Data Confirmation screen requires you to confirm that all information on the tabs is correct. If they are correct, click Finish and Submit.

✓ Family Information

✓ Income

✓ Student

✓ Contacts

✓ Medical History

✓ Documents

✓ Authorizations

8 Final Data Confirmation

When you are ready to submit your finalized data confirmation, click the green and blue button below the Final Data Confirmation Tab on the left.
Please ensure all sections have a Green Checkbox before you submit.

Finish and Submit

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.