

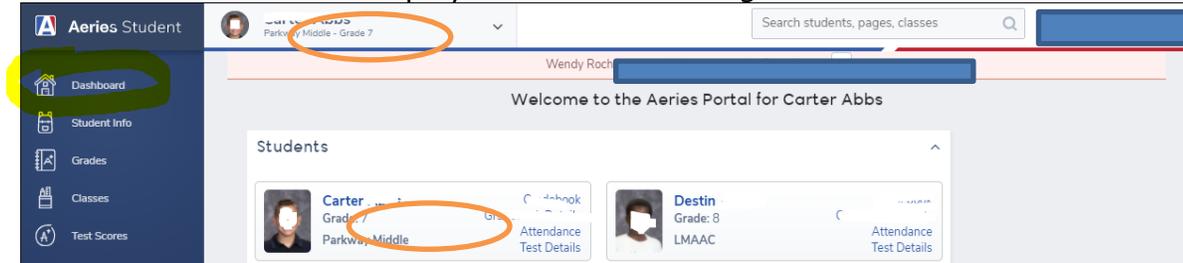
Aeries Parent Portal: Annual Data Confirmation Process – 7 Steps Using a Web Browser

Parent Logs In

1. Parent Logs in from an email when school office adds them on the Contacts screen or at <https://Aeries.lmsvsd.net/portal>
2. Multi-lingual support (only **English or Spanish** may be chosen at the top of the login window)
3. Parent uses **“Forgot Password”** on this screen to perform a self-service Password Reset

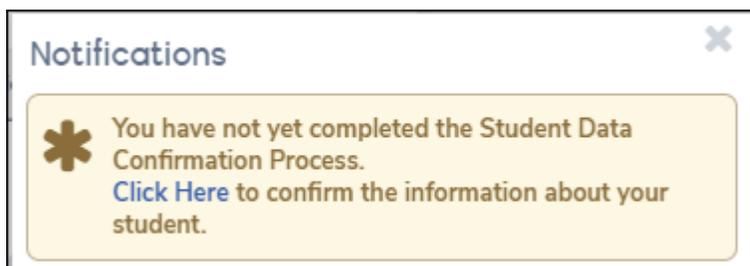


Dashboard: screen that displays when a Parent logs in to the Parent Portal



Parent chooses a student by clicking on the student’s name either on the top left navigation or on the name listed on the dashboard

Parent clicks “Click Here” on the Notifications box



Once the Annual Data Confirmation is completed this Notification is no longer displayed

NOTE: Parent makes selections on each step and must click on the

Confirm and Continue

Confirm and Continue button after each step

If a step is not complete a message will say **You cannot continue with the confirmation process until you answer all required authorization questions**

1 Family Information	Military Survey Audit Residence Survey Audit
2 Income	Income Verification Survey
3 Student	Residence or Mailing Address Change request
4 Contacts	Emergency Contacts Information Changes
5 Documents	Parent Receives these four Annual Documents 1. Technology Take Home Agreement 2. Annual Notification 3. Electronic Permission 4. AUTA
6 Authorizations	Authorizations and Prohibitions
7 Final Data Confirmation	Finish and Submit
Confirm and Continue	Finish and Submit

1 Family Information

Step 1: Family Information

(Annual Military Dependent and Residence Survey)

- 1 Family Information
- 2 Income
- 3 Student
- 4 Documents
- 5 Authorizations
- 6 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.

Step 2: Income Survey

2 Income

1 Family Information

2 Income

3 Student

4 Documents

5 Authorizations

6 Final Data Confirmation

Confirm and Continue

How many people are in your household?

1 2 3 4 5 More 6

What is your total monthly household income?

\$3809 or less

\$3810 - \$5421

\$5422 or greater

Step 3: Student Mailing and Residence Address

3 Student

To submit a correction or new address to the School, Click the **Change** button

Notes: **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.

Click **Save**

Click **Confirm and Continue** button

If no change to either address, only need to Click the Confirm and Continue button

1 Family Information

2 Income

3 Student

4 Documents

5 Authorizations

6 Final Data Confirmation

Confirm and Continue

Here you can change your mailing or residence address.

Student Demographics

Notes

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.

Mailing Address

Residence Address (if different than Mailing Address)

Change

Step 4: **4 Contacts** Parent enters any Emergency Contacts and changes are sent to Office for input into Contacts screen

4 Contacts

 Documents

Step 5: Documents

- a. Each document listed must be selected (opens in a new browser tab or downloaded)
- b. Once they have been opened in a new browser tab or downloaded, the box around the document will be green
- c. When finished and all are green, click the Confirm and Continue button

Please review the following annual documents.

Documents

Parent Portal - First Day Packet

 **Technology Take Home Agreement**
Agreement allowing students to take home electronic devices

 **Annual Notification**
School districts are required to annually notify pupils, parents, and guardians of their rights and responsibilities, as well as about state and district policies.

 **Electronic permission**
School are required to obtain permission to use student work and/or photos for school purposes.

 **AUTA PreK-2**
This policy outlines the acceptable use of La Mesa-Spring Valley computer and network resources.

 6 Authorizations

Step 6: Authorizations

- a. Make selections and click the **Save** button
- b. Then select the **Confirm and Continue** button

- 1 Family Information
- 2 Income
- 3 Student
- 4 Documents
- 5 Authorizations
- 6 Final Data Confirmation

Confirm and Continue

Please make your selections

Authorizations and Prohibitions		Status
Description		
<ul style="list-style-type: none">  Do you receive any of the following for your student: Food Stamps, CalWORKS, FDPIR? <small>Income Eligibility Survey</small>  Is your student a Foster Youth, or a child who is the legal responsibility of a welfare agency, or the court? <small>Income Eligibility Survey</small> ANNUAL NOTIFICATION <small>Pursuant to Education Code section 49992, the parent/guardian shall check the box marked "Received" indicating that they have been informed of their rights but does not necessarily indicate that consent to participate in any particular program or activity has been given or withheld.</small>  MR-Media Release <small>The student may be interviewed, photographed, or filmed by members of the media.</small>  PTA-Parent Teacher Association <small>Directory information may be released to Parent Teacher Association.</small>  H-Health Department <small>Directory information may be released to Health Department.</small>  M-Military Recruiters (grades 7,8 only) <small>Directory information may be released to Military Recruiters.</small>  Release for Electronic Student Work/Photograph/Video <small>Permission to use photos/video/student work for school broadcasts, presentations, school sponsored websites and social media sites, public display (without the student's name), or to distribute to classmates, including yearbooks.</small>  Acceptable Use of Technology Agreement for Students <small>I have read this Acceptable Use Agreement and have discussed it with my child. By signing this form, I give permission for my child to access the district's technology resources at school or at home.</small>  Take-Home Technology Usage Agreement <small>I have read and understand the rules stated in the agreement. I further understand that violation of this agreement may result in loss of privilege for use of the mobile device. My student will follow the rules outlined and any school rules or policies that may apply to the use of technology.</small> 	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Received Electronically <input type="checkbox"/> Prefer Paper Copy <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Agree To Take Home <input type="checkbox"/> Leave Device At School	
* Response Required		

Save

Step 7: Final Data Confirmation

Parent clicks on **Finish and Submit** button

