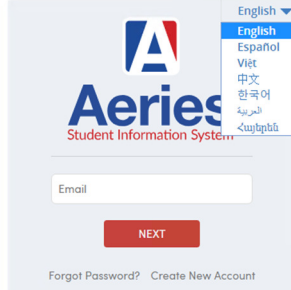


Portal Aeries para padres: Proceso anual de confirmación de datos – 7 pasos para utilizar el Navegador (Browser) web

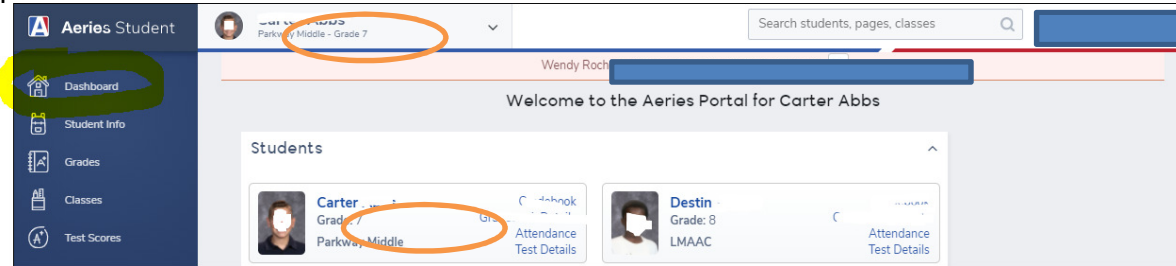
El padre inicia sesión (Log In)

1. El padre inicia sesión desde un correo electrónico (*email*) cuando la oficina de la escuela lo incluye en la pantalla de contactos o en: <https://Aeries.lmsvsd.net/portal>
2. Apoyo bilingüe (sólo se puede escoger **inglés o español** en la parte superior de la ventana de inicio de sesión (*login*))
3. El padre utiliza "**Forgot Password**" para restablecer la contraseña (*Password*)



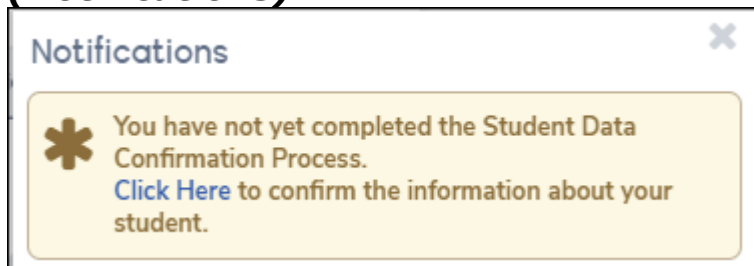
El padre escoge al alumno (Students)

Tablero (*Dashboard*): pantalla que muestra cuándo un padre inicia sesión en el Portal para padres



El padre elige a un alumno haciendo **clik** en el nombre del alumno, ya sea en la barra de navegación superior izquierda o en el nombre que aparece en el tablero (*Dashboard*)

El padre hace clic en "Click Here" en el cuadro de notificaciones (Notifications)



Una vez que se completa la Confirmación de datos anual, esta Notificación ya no se muestra

NOTA: El padre hace selecciones en cada paso y debe hacer **clik** en el botón de



Confirm and Continue

Confirm and Continue después de cada paso.

Si un paso no está completo, un mensaje dirá que no puede continuar con el proceso de confirmación hasta que responda todas las preguntas de autorización requeridas

(You cannot continue with the confirmation process until you answer all required authorization questions)

<p>1 Family Information</p>	<p>Auditoría de encuesta militar (Military Survey Audit) Auditoría de encuesta de residencia (Residence Survey Audit)</p>
<p>2 Income</p>	<p>Encuesta de verificación de ingresos (Income Verification Survey)</p>
<p>3 Student</p>	<p>Solicitud de cambio de residencia o dirección postal (Residence or Mailing Address Change request)</p>
<p>4 Contacts</p>	<p>Cambios en la información de los contactos de emergencia (Emergency Contacts Information Changes)</p>
<p>5 Documents</p>	<p>El padre recibe estos cuatro documentos anuales:</p> <ol style="list-style-type: none"> 1. Acuerdo para utilizar la tecnología que se lleva a casa 2. Notificación anual 3. Permiso electrónico 4. Acuerdo Estudiantil del Uso Aceptable de la Tecnología (AUTA)
<p>6 Authorizations</p>	<p>Autorizaciones y Prohibiciones (Authorizations and Prohibitions)</p>
<p>7 Final Data Confirmation</p>	<p>Terminar y enviar</p>
<p>Confirm and Continue</p>	<p>Finish and Submit</p>

Paso 1: Información familiar

(Encuesta anual de residentes y dependientes militares)
(Annual Military Dependent and Residence Survey)

1 Family Information

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.

1 Family Information

2 Income

3 Student

4 Documents

5 Authorizations

6 Final Data Confirmation

Confirm and Continue

2 Income

Paso 2: Encuesta de ingresos (Income Survey)

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

3 Student

Paso 3: Dirección postal y de residencia de alumno

Para enviar una corrección o una nueva dirección a la escuela, haga **clic** en el botón de **Change** (Cambio)

Notas: **Los cambios a esta información NO se guardarán en el sistema. En cambio, la nueva información se enviará por correo electrónico a la escuela y la escuela se comunicará con usted para obtener información adicional.**

Haga **clic** en **Save**

Haga **clic** en el botón de **Confirm and Continue** (Confirmar y Continuar)

Si no hay cambios en ninguna de las direcciones, sólo haga **clic** en el botón **Confirm and Continue**

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

Mailing Address

Residence Address (if different than Mailing Address)

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.

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.

Change

4 Contacts

Paso 4: El padre ingresa cualquier contacto de emergencia y los cambios se envían a la oficina para ingresarlos en la pantalla de contactos



Paso 5: Documentos

- a. Cada documento enumerado debe seleccionarse (se abre en una nueva pestaña del navegador o se descarga)
- b. Una vez que se hayan abierto en una nueva pestaña del navegador o se hayan descargado, el cuadro alrededor del documento será verde.
- c. Cuando haya terminado y todo esté verde, haga **clik** en el botón **Confirm and Continue** (Confirmar y Continuar)

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

Paso 6: Autorizaciones

- a. Haga selecciones y **clik** en el botón **Save**
- b. Luego selecciones el botón de **Confirm and Continue**

Please make your selections

- Family Information
- Income
- Student
- Contacts
- Documents
- 6 Authorizations**
- 7 Final Data Confirmation

Authorizations and Prohibitions	
Description	Status
<input checked="" type="checkbox"/> Do you receive any of the following for your student: Food Stamps, CalWORKs, FDPIR? <small>Income Eligibility Survey</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> 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>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> ANNUAL NOTIFICATION <small>Pursuant to Education Code section 49982, 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>	<input type="checkbox"/> Received Electronically <input type="checkbox"/> Prefer Paper Copy
<input checked="" type="checkbox"/> MR-Media Release <small>The student may be interviewed, photographed, or filmed by members of the media.</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> PTA-Parent Teacher Association <small>Directory Information may be released to Parent Teacher Association.</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> H-Health Department <small>Directory Information may be released to Health Department.</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> M-Military Recruiters (grades 7,8 only) <small>Directory Information may be released to Military Recruiters.</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> 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>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> 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>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<input checked="" type="checkbox"/> 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"/> Agree To Take Home <input type="checkbox"/> Leave Device At School
<input checked="" type="checkbox"/> If your child is required to be quarantined, will your child have access to the internet? <small>Internet access in case of a quarantine</small>	<input type="checkbox"/> Yes <input type="checkbox"/> No

Paso 7: Confirmación final de los datos

El padre hace **clik** en el botón de **Finish and Submit** (Terminar y Enviar)

4