



# Amelia Earhart Middle School

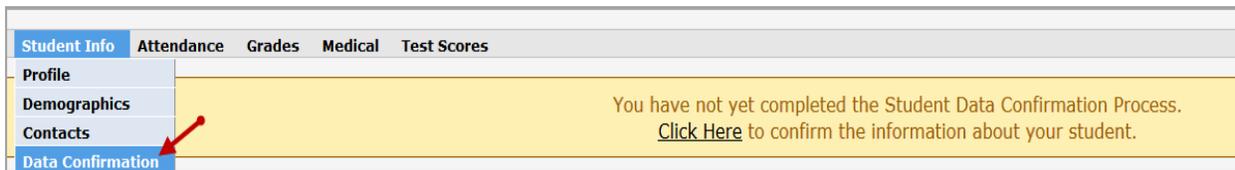
20202 Aptos Street Riverside, California 92508 (951) 697-5700



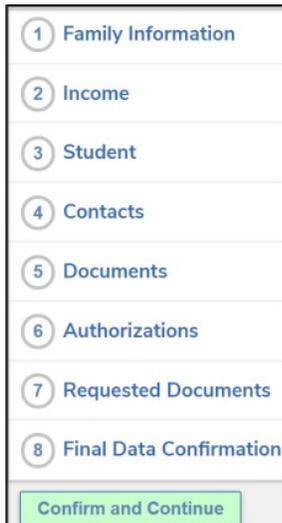
## DATA Confirmation Instructions

Once logged into **Aeries Parent Portal**, you will see a blue banner stating, “You have not yet completed the Student Data Confirmation Process.” Click on the “Click Here” link and it will take you into **Data Confirmation** forms. If you do not see the blue banner, you can find **Data Confirmation** under the **Student Info** menu.

\*\*\*If you still do not see the banner, it is possible you are logged in as a student instead of a parent in the Aeries Portal.



Review and update items 1 – 8, after reviewing and updating a tab, you must click the “**Confirm and Continue**” button in order to save the information and move on to the next tab.



- 1. Family Information Tab:** This tab contains the Student Housing Questionnaire to help identify Homeless students.

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 Student 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 emergency situations.

Hotels/Motels A temporary residence for homeless individuals usually requiring payment or vouchers for lodging and services on a daily, weekly, or monthly basis.

Doubled Up 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.

- 2. Income:** This tab asks for the total number of people in the household and household monthly income to help identify students who may be eligible to receive Meal Program benefits.

How many people are in your household?

1  2  3  4  5  More

What is your total monthly household income?

\$2311 or less

\$2312 - \$3289

\$3290 or greater

- 3. Student Demographics:** You can update the following fields: Residence Address, Home Telephone, Student Mobile, Corresponding Language, and Parent Ed Level.

**\* Note:** When you update the residence address in the portal, it will NOT automatically update the address change in Aeries, as this process still requires you to provide two documents for proof of residence. Once proof of residence is verified, the front office staff can update the residence address in Aeries.

- 4. Contacts:** You can update or add data to the following fields under contacts: Mailing Name, Address, Address Type, Relationship, Primary Contact, Notification Preferences, Telephone, Work Phone, Mobile Phone, Pager, Email address, Employer Name, and Employee Location. Also, parents can **delete** contacts from the **Contacts** table.
- 5. Documents:** You should click on each **pdf** document to view, read and print. Once you view, read and print the documents, you must click the check box next to each document acknowledging that you have read the document. Most of the documents will need to be signed and brought back to the school site.
- 6. Authorizations:** You should read and indicate your response in the **Status** column then click the **SAVE** button at the bottom of the screen.

Authorizations and Prohibitions	
Description	Status
<p><b>* Acceptable Use Agreement</b>            Rules and Regulations #6163 4(g) (Ref. Policy # 6163 4) As the parent of guardian, I hereby consent to my student's use of the internet at school. I also agree not to hold the district responsible for materials acquired by the student on the system, for violations of copyright restrictions, users' mistakes, negligence, or any costs incurred by users.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>* Media Release</b>            The district occasionally receives requests from the news media and other agencies to photograph or videotape/record students. These requests are often received on a spur-of-the-moment basis, which makes it difficult to obtain immediate parental consent. Parental consent is requested for your student to be photographed/videotaped/recorded during the school year. This may include District promotional news clips for social media websites (including but not limited to Facebook, Instagram, YouTube, blogs, etc.).</p>	<input type="checkbox"/> Allow <input type="checkbox"/> Deny
<p><b>* Publishing Student Work/Photo/Name</b>            Student work and photos may be published on the Internet for a world-wide audience via RUSLink.net or other District affiliated social media websites (including but not limited to Facebook, Instagram, YouTube, blogs, etc.) with the consent of the student and (if the student is under 18) parent/guardian.</p>	<input type="checkbox"/> Allow <input type="checkbox"/> Deny
<p><b>Student/Parent Handbook</b>            I acknowledge that I have read, discussed and understand the School Information for Students and Parents Handbook 2019-2020, and I have reviewed the school discipline information therein.</p>	<input type="checkbox"/> Acknowledge
<p><b>Discipline Information</b>            Please review the Discipline section of the student/parent handbook with your student. Your acknowledgment indicate you have reviewed the Discipline information and discussed school rules with your student.</p>	<input type="checkbox"/> Acknowledge
<p><b>School Attendance Information</b>            Please read and review with your student the Attendance Information Section of the parent/student handbook. It is important for parents and students to know and understand the legal requirements for students to attend school each day the schools are open and in session. You acknowledge that you have read, discussed and understand the School Attendance Policy.</p>	<input type="checkbox"/> Acknowledge
<p><b>Meal Application</b>            I have been provided with information regarding Riverside Unified School District's Meal Program (National School Lunch Program, NSLP). I understand if my student was on the Meal Program during the 2019-2020 school year, I must reapply for the 2020-2021 school year for my child to continue receiving meals at no cost to me. I understand if I do not apply for the Meal Program by the first 30 days of school, my student will be released from the Meal Program and I will begin to pay for my student's meals. For more information or to apply visit Meal Program Application.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p>* Response Required</p>	
<input type="button" value="Save"/>	

- 7. Request Documents:** This new feature allows you to upload PDF and JPG documents into the student documents area in Aeries (e.g. wet signatures or Residency Verification).

Please upload the following documents.

**Residency Verification**
**Required**

Please provide a current copy of a utility bill, internet bill or other invoice with your name and address. You may upload a PDF or JPG of the bill.

**Files**

8. **Final Data Confirmation:** You will click on the **Finish and Submit** button on the left-hand side of the form to finalize your updates and additions to the student's information. Once you click the **Finish and Submit** button, you will be able to print a new **Emergency Card**, can access the **Meal Program Application** and bring that and all other documents back to the school site during registration day.

1. Confirm the information
2. Click **Finish and Submit** button
3. Click here for [Online Meal Program](#)
4. Click **Print New Emergency Card**
5. Review the Emergency Card and SIGN
6. Return page to school

**\*\*\*Until students are on campus there is NO need to print anything. At that time, we will send further instructions.**