



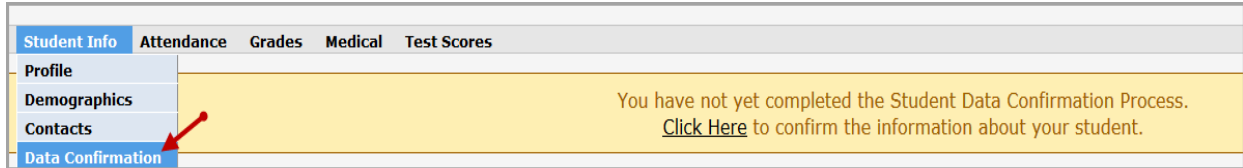
Amelia Earhart Middle School

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

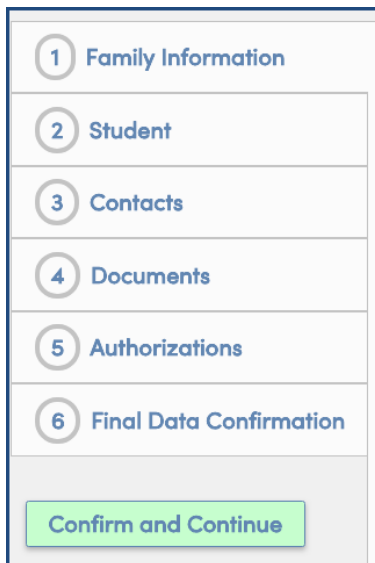


DATA Confirmation Instructions

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.



Review and update items 1 – 6, 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.



Family Information (Tab 1)

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.

Student Demographics (Tab 2)

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

Please note when you update the residence address. it will **not** automatically change in Aeries as it still requires you to come in with proof of residence. Once you show proof of residence the front office staff can update the residence address in Aeries.

Click the "CHANGE" button below to update information. Once you have made corrections, click the "SAVE" button to post changes.

NOTE: Address changes require you bring two proofs of residency to school site.

Student Demographics		Notes
Parent/Guardian	[REDACTED]	This field is used to address mailings from the school if applicable.
Residence Address (if different than Mailing Address)	[REDACTED]	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	[REDACTED]	
Student's Mobile	[REDACTED]	
Correspondence Language	[REDACTED]	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	[REDACTED]	

Contacts (Tab 3)

You can update or add data to the following fields under contacts: Mailing Name, Address, Address Type, Relationship to Student, Lives with Student, Primary Contact, Notification Preference, Telephone number, Work Phone Number, Cellphone Number, Pager, Email address, Employer Name, Employee Location, Military Branch, Military Rank, and Military Status. Also, you can delete contacts from the Contacts table.

Select Record to Change

Name	Address	Relation
[REDACTED]	[REDACTED]	Mother
[REDACTED]	[REDACTED]	Aunt
[REDACTED]	[REDACTED]	Grandparent
[REDACTED]	[REDACTED]	Aunt

Contact Details		Notes
Name	[REDACTED]	This field is used to address mailings from the school if applicable.
Name Suffix	[REDACTED]	
Address	[REDACTED]	
Address Type	[REDACTED]	
Relationship to student	Mother	
Lives With Student?	[REDACTED]	
Primary Contact	[REDACTED]	
Notification Preference	[REDACTED]	
Contact Order	1	
Telephone Number	[REDACTED]	
Work Phone Number	[REDACTED]	
Cell phone number	[REDACTED]	
Pager	[REDACTED]	
Correspondence Language	[REDACTED]	
Email Address	[REDACTED]	
Employer Name	[REDACTED]	
Employer Location	[REDACTED]	
Military Branch	[REDACTED]	
Military Rank	[REDACTED]	
Military Status	[REDACTED]	

Documents (Tab 4)

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 you have read the document.

Please open, read and print the attached documents below. Please confirm you have reviewed the documents regardless of language by checking the adjacent box where applicable.

IMPORTANT: Parents must printout, sign and return to school all documents.

****If you do not have access to a printer at home, copies of all required forms will be available at your child's school.****

Documents	
District Documents	
Residence Survey / Encuesta de residencia	<input checked="" type="checkbox"/> I have read the required document.
School Site Documents	
Health History	
Emergency Release	<input checked="" type="checkbox"/> I have read the required document.
Attendance Agreement	<input checked="" type="checkbox"/> I have read the required document.

*****You must print, sign and bring the following to AEMS on Spirit Day (Aug 6th):**

- the residence survey
- emergency release
- health survey

Authorizations (Tab 5)

Please read and indicate your response in the status column then click the save button at the bottom of the screen.

Please review each authorization then indicate your response in the status column and click the **SAVE** button. For detailed information, go to www.riversideunified.org under **"Pupil Services"** the **Parent Handbook** link.

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

Authorizations and Prohibitions	
Description	Status
Acceptable Use Agreement 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.	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Media Release 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.).	<input checked="" type="checkbox"/> Allow <input type="checkbox"/> Deny
Publishing Student Work/Photo/Name 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.	<input checked="" type="checkbox"/> Allow <input type="checkbox"/> Deny
Student/Parent Handbook I acknowledge that I have read, discussed and understand the School Information for Students and Parents Handbook 2017-2018, and I have reviewed the school discipline information therein.	<input checked="" type="checkbox"/> Acknowledge
Discipline Information 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.	<input checked="" type="checkbox"/> Acknowledge
School Attendance Information 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.	<input checked="" type="checkbox"/> Acknowledge

Final Data Confirmation (Tab 6)

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 and bring that and all other documents back to school site during spirit day.