**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
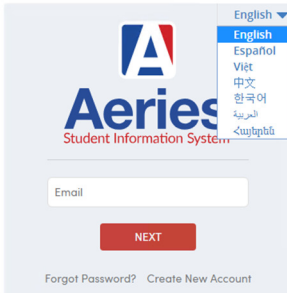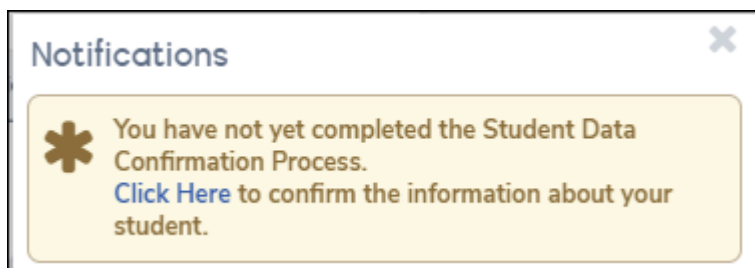

Parent chooses student

**Dashboard: screen that displays when a Parent logins to the Parent Portal**
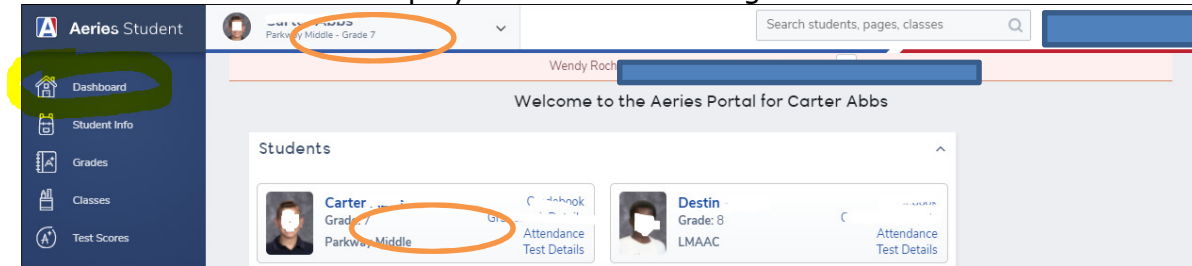
Parent chooses a student by clicking on the student's name either on the top left navigation or on the name listed on the dashboard

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
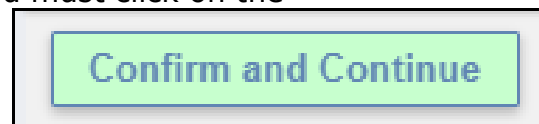
Confirm and Continue button after each step

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 Confirm and Continue	**Finish and Submit** Finish and Submit

Step 1: Family Information **1** Family Information
(Annual Military Dependent and Residence Survey)

Sidebar:
1 Family Information
2 Income
3 Student
✓ 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

Step 3: Student Mailing and Residence Address

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

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

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.
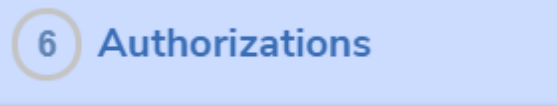
Step 6: Authorizations

       a. Make selections and click the **Save** button

       b. Then select the **Confirm and Continue** button

Please make your selections

Authorizations and Prohibitions	
Description	**Status**
Do you receive any of the following for your student: Food Stamps, CalWORKs, FDPIR? Income Eligibility Survey	☐Yes ☐No
Is your student a Foster Youth, or a child who is the legal responsibility of a welfare agency, or the court? Income Eligibility Survey	☐Yes ☐No
ANNUAL NOTIFICATION Pursuant to Education Code section 48982, 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.	☐Received Electronically ☐Prefer Paper Copy
MR-Media Release The student may be interviewed, photographed, or filmed by members of the media.	☐Yes ☐No
PTA-Parent Teacher Association Directory Information may be released to Parent Teacher Association.	☐Yes ☐No
H-Health Department Directory Information may be released to Health Department.	☐Yes ☐No
M-Military Recruiters (grades 7,8 only) Directory Information may be released to Military Recruiters.	☐Yes ☐No
Release for Electronic Student Work/Photograph/Video 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.	☐Yes ☐No
Acceptable Use of Technology Agreement for Students 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.	☐Yes ☐No
Take-Home Technology Usage Agreement 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.	☐Agree To Take Home ☐Leave Device At School
If your child is required to be quarantined, will your child have access to the internet? Internet access in case of a quarantine	☐Yes ☐No

Sidebar: Family Information · Income · Student · Contacts · Documents · 6 Authorizations · 7 Final Data Confirmation · Confirm and Continue

Step 7: Final Data Confirmation

Parent clicks on **Finish and Submit** button