

# Aeries Parent Data Confirmation



## What is Parent Data Confirmation

**Parent Data Confirmation** is a feature of Aeries that allows Parents to update Student Emergency Contacts, Medical Conditions, School Policies Agreements, upload Documents, and update Authorization information. This process handles the normal “Summer Re-Registration” of Students where Parents are normally required to fill out this information in paper version.

# How to access Aeries

Navigate to your school  
Webpage

Click on the Aeries  
Student Info System  
button.

This will take you to the  
district's Aeries  
Parent/Student Portal.

The screenshot shows the Santa Monica High School website. At the top, there is a navigation bar with links for "Our Schools", "Translate / Traducir", and "Find it Fast". Below this is a search icon and the school's logo. The main navigation menu includes buttons for "About Us", "Departments", "Programs", "Parents", "Students", "Staff", and "SMMUSD". The central image features a large "Michigan Entrance" sign and a large "Samohi" logo. Below the image is a row of icons for various school services: "Daily Bulletin", "College Center", "Chromebooks & Technology", "Aeries Student Info System" (highlighted with a red box and a red arrow), "Clever", "Facility Improvements", "Samohi PTA", "Ed Foundation", and "Project-Based Learning".

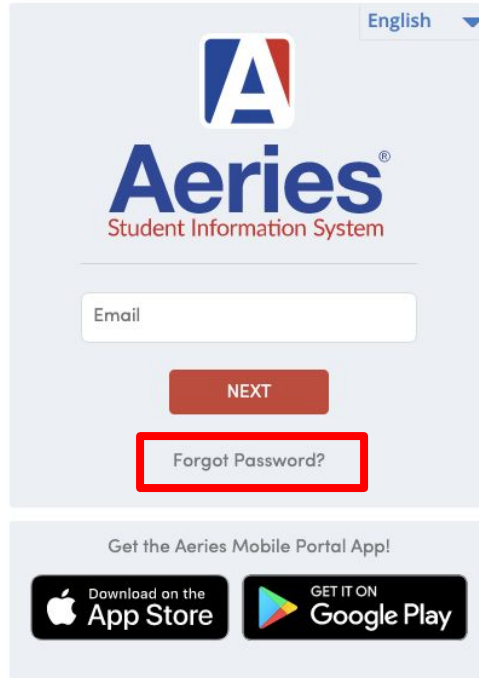
## SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

### How to Login to Aeries

Login to Aeries with your Email and click next.

(This is the email that is registered with the school)

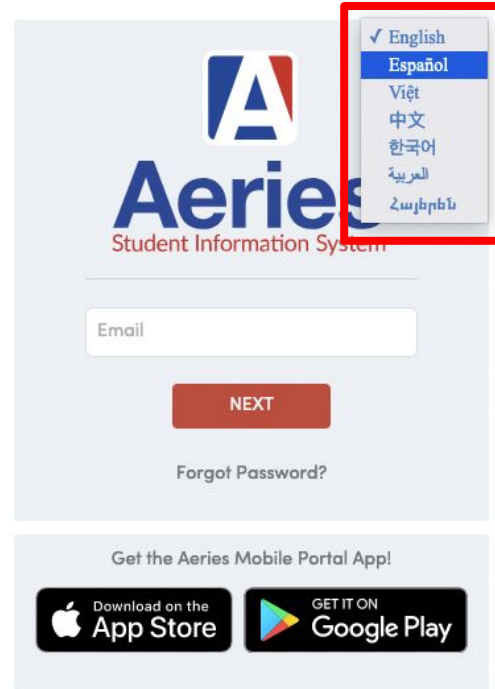
\*If you forgot your password please click on “Forgot Password” below the next button.



The screenshot shows the Aeries Student Information System login interface. At the top right, there is a language dropdown menu set to "English". The Aeries logo, featuring a stylized 'A' and the text "Aeries Student Information System", is centered. Below the logo is a text input field labeled "Email". Underneath the email field is a red button labeled "NEXT". Directly below the "NEXT" button is a link labeled "Forgot Password?", which is highlighted with a red rectangular border. At the bottom of the page, there is a section titled "Get the Aeries Mobile Portal App!" with two buttons: "Download on the App Store" and "GET IT ON Google Play".

# How to Change to Spanish in Aeries

On the Login Screen, in the top right corner, you can see a small dropdown menu with several language options.



# Parent Portal

On the Portal you will see profiles for each of your student(s).

You will also see a Notification to complete the Student Data Confirmation Process.

The screenshot displays the Aeries Portal interface. At the top, there is a search bar labeled "Search students, pages, classes" and a notification bell icon. Below the header, a welcome message reads "Welcome to the Aeries Portal for |". The main content area is divided into two sections: "Students" and "Classes".

The "Students" section contains three student profiles, each with a placeholder image, grade, school name, and links to "Gradebook", "Gradebook Details", "Attendance", and "Test Details". The students listed are:

- Grade: 9, SANDBOX-SANTA MONICA ...
- Grade: 8, SANDBOX-JOHN ADAMS MI...
- Grade: 8, SANDBOX-SANTA MONICA ...

The "Classes" section shows a placeholder for a class card, which includes a "Missing Assignments" count of 12, a "Website" link, and an "Access Code: qtnpyjv".

A "Notifications" panel is open in the bottom right corner, highlighted with a red border. It contains a yellow notification card with an asterisk icon and the text: "You have not yet completed the Student Data Confirmation Process. [Click Here](#) to confirm the information about your student." A red arrow points from the text "a Notification to complete the Student Data Confirmation Process." to this notification card.

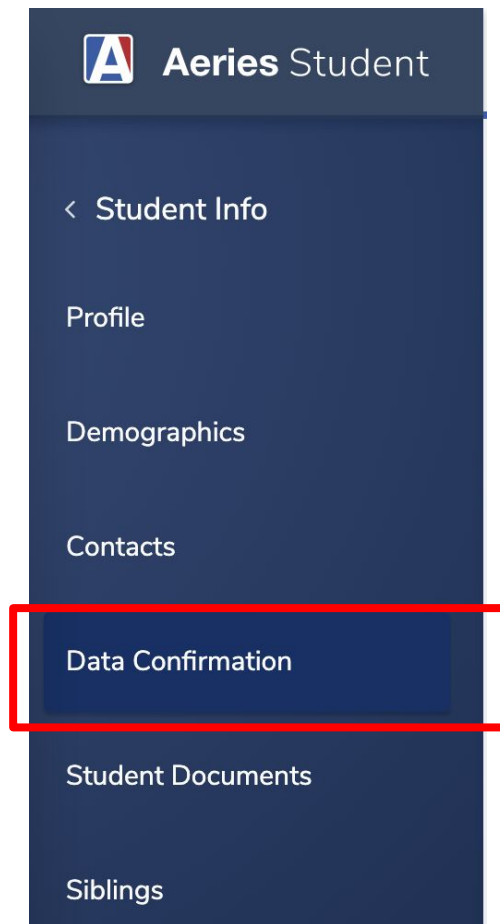
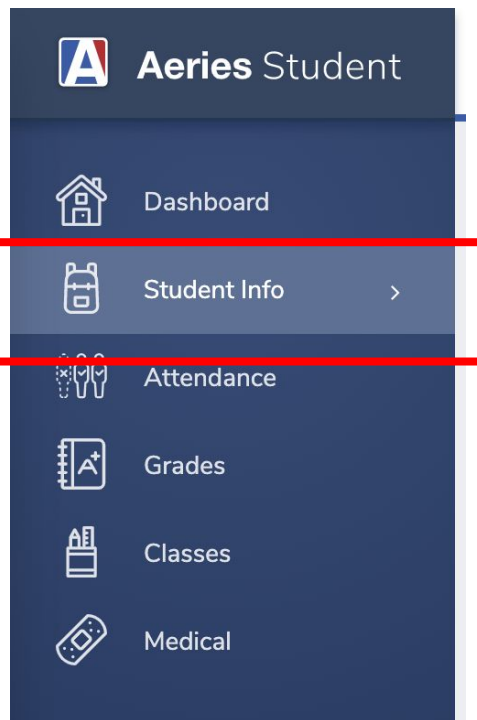
## Parent Portal Data Confirmation

You can also click on  
Student Info in the  
left Navigation Menu.

Then select

Data Confirmation.

Complete all steps of  
data confirmation.



# Parent Portal - Family Information

Answer the two  
Family Information  
Questions

Once complete click  
on “Confirm and  
Continue” towards  
the left bottom of  
the screen after you  
complete each step.

The screenshot shows a multi-step form titled "Parent Portal - Family Information". On the left is a vertical sidebar with eight steps: 1 Family Information (highlighted in blue), 2 Student (with a green checkmark), 3 Contacts (with a green checkmark), 4 Medical History (with a green checkmark), 5 Documents, 6 Authorizations (with a green checkmark), 7 Requested Documents, and 8 Final Data Confirmation. At the bottom of the sidebar is a green button labeled "Confirm and Continue", which is enclosed in a red rectangular box. The main content area of the form contains two sections. The first section is titled "Please select whether or not at least one parent/guardian of this student is active in the United States Armed Forces:" and contains two radio button options: "Yes, at least one parent/guardian of this student is active in the United States Armed Forces." and "No, this student does not have a parent/guardian who is active in the United States Armed Forces." The second section is titled "Please select one of the following options to complete the residence survey:" and contains two radio button options. The first option is "Temporary Shelters" with a description: "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." The second option is "Hotels/Motels" with a description: "A temporary residence for homeless individuals usually".

**1 Family Information**

✓ Student

✓ Contacts

✓ Medical History

5 Documents

✓ Authorizations

7 Requested Documents

8 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



# Parent Portal - Emergency Contacts

To change the Primary Contact, Contact your school office staff.

This screen will allow you to Add and Edit Emergency Contacts.

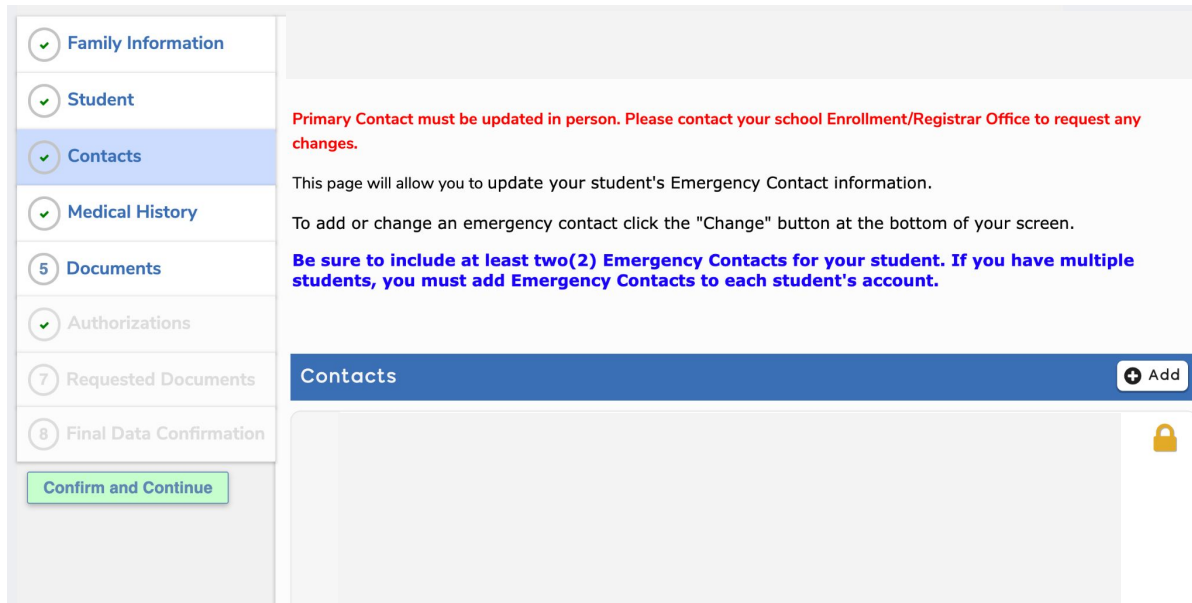
To Add click Add and provide the name and phone number of the emergency contact.



To Edit, click the Pencil icon and edit the Emergency Contact information.



Once complete click on "Confirm and Continue"

A screenshot of the Parent Portal Emergency Contacts page. On the left is a vertical sidebar menu with options: Family Information, Student, Contacts (highlighted in blue), Medical History, Documents, Authorizations, Requested Documents, and Final Data Confirmation. At the bottom of the sidebar is a green button labeled "Confirm and Continue". The main content area has a red warning message: "Primary Contact must be updated in person. Please contact your school Enrollment/Registrar Office to request any changes." Below this is a paragraph: "This page will allow you to update your student's Emergency Contact information. To add or change an emergency contact click the 'Change' button at the bottom of your screen." Then a blue instruction: "Be sure to include at least two(2) Emergency Contacts for your student. If you have multiple students, you must add Emergency Contacts to each student's account." Below the text is a blue header bar labeled "Contacts" with a white "Add" button. The main area below is a large light gray rectangle, and on the right side of this rectangle is a yellow padlock icon.

When you Add a contact a new window opens up. Please make sure to fill out the Name and the Telephone number for any new contact.

Edit Contact									
Prefix	Last Name	First Name	Middle Name	Suffix	Mailing Name				
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>				
Lives With?	Address		City	State	Zip Code	ZipExt	Address Type		
<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Relationship	Primary Contact	Record Type	Notification Preferences	Attendance Notification	Mail Tag	Contact Order	Enrolled the Student		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Telephone	Work Phone	Extn	Mobile Phone	Pager	CorrLng	Ed Level			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>			
Birthdate	TB Test Status	TB Test Expiration	Fingerprint Status	Fingerprint Date					
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>					
Email Address	Employer Name		Employer Location		Occupation				
<input type="text"/>	<input type="text"/>		<input type="text"/>		<input type="text"/>				
Emergency Release	User 2	User 3	User 4	User 5	User 6	User 7	User 8		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Additional Contact 1				Additional Contact 2					
Additional Contact 3				Additional Contact 4					
Supervisor				Supervisor's Phone					

# Parent Portal - Medical History

Medical History. Please go through ALL of the conditions and select ALL that apply for your student. Once done please click on save at the top or bottom of the page.

Once complete click on “Confirm and Continue”.

Family Information

Student

Contacts

Medical History

Documents

Authorizations

Requested Documents

Final Data Confirmation

Confirm and Continue

Select any health concerns or conditions that your child has in the boxes below to ensure that the medical information is accurate. Please include details in the comments box.

Medical History and Current Medical Conditions				
Condition	Effective Date	Age	Grade	Comment
<div>Save</div>				

Additional Conditions Please Check All That Apply

☐ Activity Alert: Heat Intolerance

☐ Developmental: Other

☐ Neuro: Febrile Seizure History

☐ Activity Alert: No Body Contact Sports

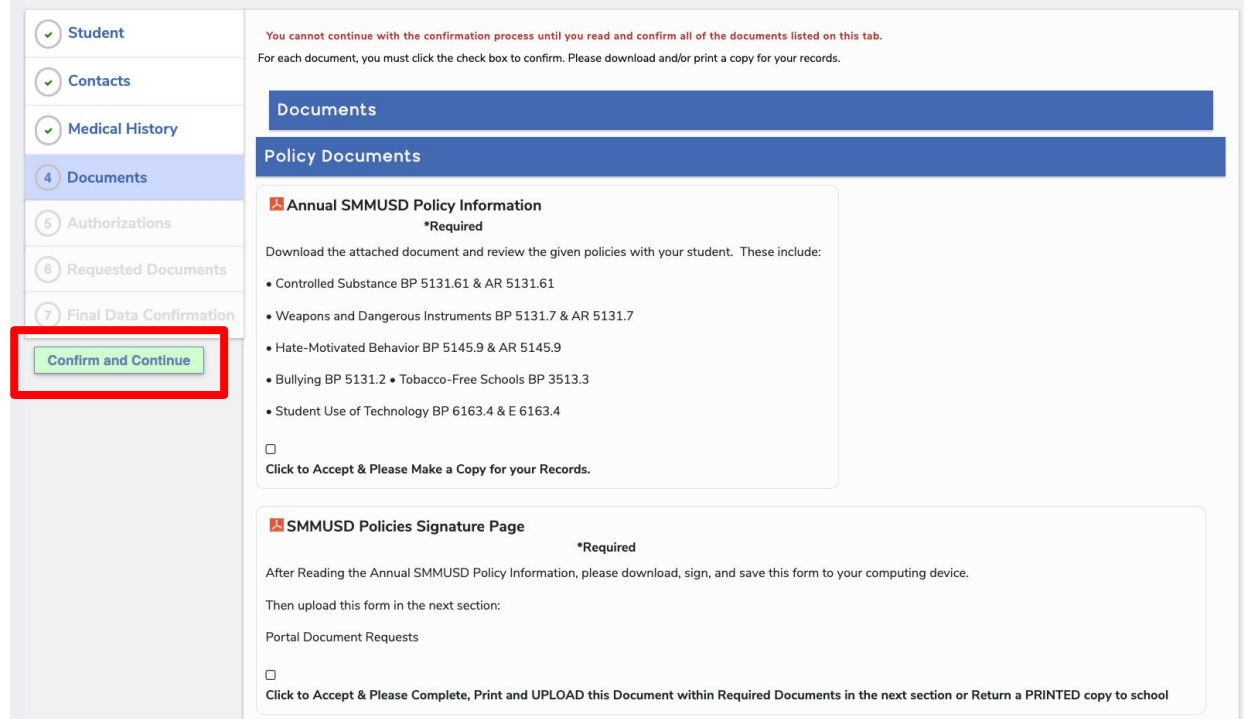
☐ Device, medical: G-tube

☐ Neuro: Headaches

# Parent Portal - Documents

In the Documents section you will need to go through and open several documents to read through. Click on each document to open it. It will open on a separate window.

Once complete click on “Confirm and Continue” towards the left side of the screen.



The screenshot displays the 'Parent Portal - Documents' interface. On the left is a sidebar with a vertical list of navigation items: 'Student', 'Contacts', 'Medical History', 'Documents' (highlighted with a blue bar and a red box around the 'Confirm and Continue' button at the bottom), 'Authorizations', 'Requested Documents', and 'Final Data Confirmation'. The main content area on the right has a header 'Documents' and a sub-header 'Policy Documents'. Below this, there are two sections. The first section, 'Annual SMMUSD Policy Information', is marked as '\*Required' and instructs users to download and review policies. It lists five items: 'Controlled Substance BP 5131.61 & AR 5131.61', 'Weapons and Dangerous Instruments BP 5131.7 & AR 5131.7', 'Hate-Motivated Behavior BP 5145.9 & AR 5145.9', 'Bullying BP 5131.2 • Tobacco-Free Schools BP 3513.3', and 'Student Use of Technology BP 6163.4 & E 6163.4'. At the bottom of this section is a checkbox and the text 'Click to Accept & Please Make a Copy for your Records.' The second section, 'SMMUSD Policies Signature Page', is also marked as '\*Required' and instructs users to download, sign, and save the form, then upload it. It includes a checkbox and the text 'Click to Accept & Please Complete, Print and UPLOAD this Document within Required Documents in the next section or Return a PRINTED copy to school'.

**Student**

**Contacts**

**Medical History**

**Documents**

**Authorizations**

**Requested Documents**

**Final Data Confirmation**

**Confirm and Continue**

**Documents**

**Policy Documents**

**Annual SMMUSD Policy Information**  
\*Required

Download the attached document and review the given policies with your student. These include:

- Controlled Substance BP 5131.61 & AR 5131.61
- Weapons and Dangerous Instruments BP 5131.7 & AR 5131.7
- Hate-Motivated Behavior BP 5145.9 & AR 5145.9
- Bullying BP 5131.2 • Tobacco-Free Schools BP 3513.3
- Student Use of Technology BP 6163.4 & E 6163.4

☐

Click to Accept & Please Make a Copy for your Records.

**SMMUSD Policies Signature Page**  
\*Required

After Reading the Annual SMMUSD Policy Information, please download, sign, and save this form to your computing device.

Then upload this form in the next section:

Portal Document Requests

☐

Click to Accept & Please Complete, Print and UPLOAD this Document within Required Documents in the next section or Return a PRINTED copy to school

# Parent Portal - Documents

Once you click to open the document the document will now be highlighted green to show you have opened the document. Make sure to read through all of the documents especially the ones marked as required.

## Photo Release Form

**\*Required**

Please download, sign, and upload this form in the next section:

Portal Document Requests



Click to Accept & Please Complete, Print and UPLOAD this Document within Required Documents in the next section or Return a PRINTED copy to school

## Custody Document

For Families with Custody Documents

Please download, sign, and upload this form in the next section.

Portal Document Requests

## Technology

### Mobile Device Use Guidelines

**\*Required**

Download and review the mobile device guidelines with your student.



Click to Accept & Please Make a Copy for your Records.

# Parent Portal - Authorizations

Authorizations: Read through the heading and go through ALL of the authorizations making a selection for each. Complete all required Authorizations with a red asterisk.

Once complete click on “Confirm and Continue” towards the left side of the screen.

**Confirm and Continue**

Aeries Data Confirmation performs best when using the following browsers: Chrome, Firefox, Edge, and Internet Explorer.

Please review all of the authorizations below and mark the required statements. Pursuant to Education Code 48982, the parent/guardian shall indicate to the school that they have been informed of their rights; however, such acknowledgment by the parent or guardian indicates that he or she has been informed of his or her rights but does not necessarily indicate that consent to participate in any particular program or activity has been given or withheld. Click the SAVE button located at the bottom.

Please read through the following documents and select the respective authorizations.

Student Use of Technology BP 6163.4 & E 6163.4

<https://www.smmusd.org/cms/lib/CA50000164/Centricity/Domain/305/AnnualInformation.pdf>

General Photo Release <https://www.smmusd.org/cms/lib/CA50000164/Centricity/Domain/305/PhotoReleaseForm.pdf>

Authorizations and Prohibitions	
Description	Status
<p><b>* Student Directory Information-General</b></p> <p>Check if you do not authorize the release of student directory information to any individual or organization.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

# Parent Portal - Final Data Confirmation

Final Data Confirmation.  
This page is to make sure everything is filled out and submitted correctly.  
Once are sure everything complete click on “Finish and Submit” towards the left bottom of the screen.

The screenshot shows a sidebar on the left with a list of menu items, each preceded by a green checkmark in a circle. The items are: Student, Contacts, Medical History, Documents, Authorizations, Requested Documents, and Final Data Confirmation. The 'Final Data Confirmation' item is highlighted with a blue background and a small '7' icon. Below the sidebar is a red-bordered button labeled 'Finish and Submit'. The main content area on the right contains the following text: 'Your submittal confirms that the information you updated, approved, and confirmed on the Parent Portal is accurate to the best of your knowledge and that you have reviewed, understand, and agree to abide by the policies of Santa Monica Malibu Unified School District.' Below this text is a blue link that says 'Once finished Submit below.'

7 Student

✓ Contacts

✓ Medical History

✓ Documents

✓ Authorizations

✓ Requested Documents

7 Final Data Confirmation

Finish and Submit

Your submittal confirms that the information you updated, approved, and confirmed on the Parent Portal is accurate to the best of your knowledge and that you have reviewed, understand, and agree to abide by the policies of Santa Monica Malibu Unified School District.

[Once finished Submit below.](#)



# Thank You!

You have completed the process. Your school site may have additional information after the Final Step, please read through any additional material.

