

# Aeries Parent Data Confirmation

**Aeries**<sup>®</sup>  
Student Information System

## 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 website for Santa Monica High School. At the top, there are navigation links for "Our Schools" and "Translate / Traducir", along with a "Find it Fast" search bar. The school's logo and name, "SANTA MONICA HIGH SCHOOL", are prominently displayed. Below this is a horizontal menu with buttons for "About Us", "Departments", "Programs", "Parents", "Students", "Staff", and "SMMUSD". The main content area features a large image of the school's "Michigan Entrance" with a sign that says "Samohi". To the right of this image is a large blue rectangular placeholder. At the bottom of the page is a row of colorful icons representing various school services: "Daily Bulletin", "College Center", "Chromebooks & Technology", "Aeries Student Info System" (highlighted with a red box and a red arrow pointing to it), "Clever", "Facility Improvements", "Samohi PTA", "Ed Foundation", and "Project-Based Learning".

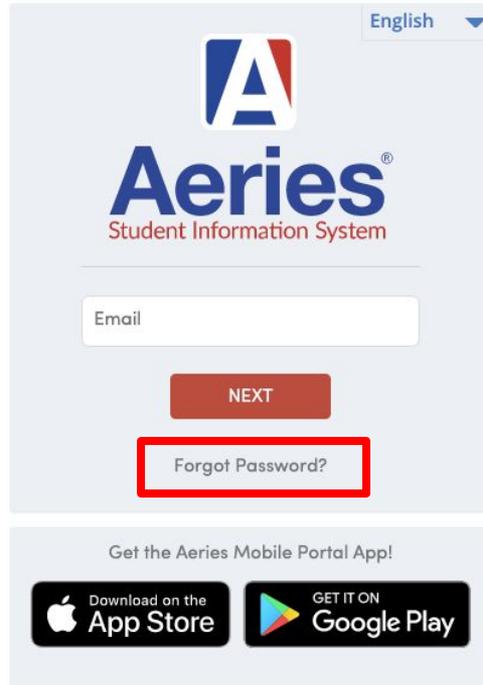
## SANTA MONICA-MALIBU UNIFIED SCHOOL DISTRICT

### 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.



English

**Aeries**  
Student Information System

Email

NEXT

Forgot Password?

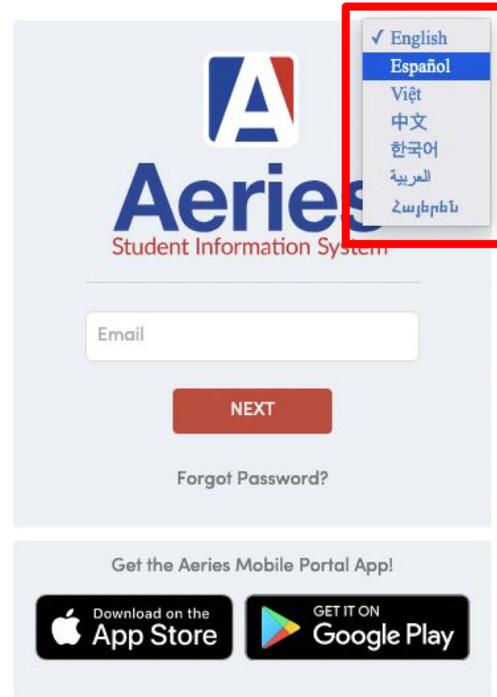
Get the Aeries Mobile Portal App!

Download on the App Store

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 Parent Portal interface. At the top, there is a search bar with the text "Search students, pages, classes" and a magnifying glass icon. Below the search bar, 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, a name, a grade level, and links for "Gradebook", "Gradebook Details", "Attendance", and "Test Details". The first two profiles are for students in "SANDBOX-SANTA MONICA ..." and "SANDBOX-JOHN ADAMS MI...". The third profile is for a student in "SANDBOX-SANTA MONICA ...".

The "Classes" section shows a card for a class with a placeholder image, the text "Missing Assignments 12", a "Website: Visit Website" button, and an "Access Code: qtnpyjv".

A "Notifications" panel is overlaid on the bottom right, containing a notification with a star 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 in the left sidebar to the "Click Here" link in the notification.

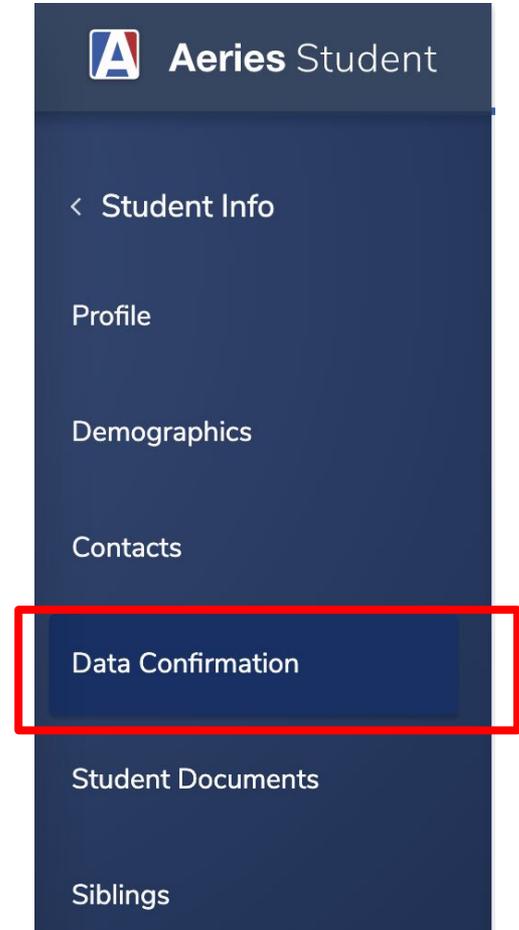
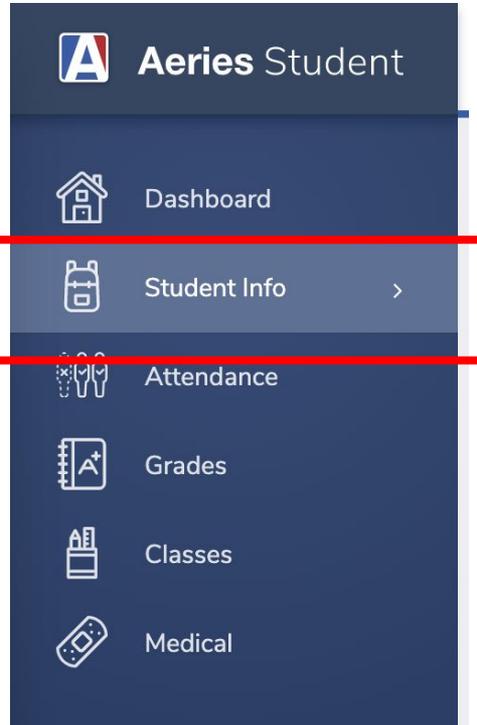
## Parent Portal Data Confirmation

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.

**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"

The screenshot shows a navigation menu on the left with the following items: Family Information (checked), Student (checked), Contacts (checked and highlighted), Medical History (checked), Documents (5), Authorizations (checked), Requested Documents (7), and Final Data Confirmation (8). Below the menu is a green "Confirm and Continue" button. 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 blue header for "Contacts" with an "Add" button. The main content area is currently empty and has a lock icon on the right side.

# Parent Portal - Add Contacts

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.

The screenshot shows a web form titled "Edit Contact" with a blue header bar. The form is organized into several sections with light gray headers:

- Name Section:** Fields for Prefix, Last Name, First Name, Middle Name, Suffix, and Mailing Name.
- Address Section:** Fields for Lives With? (with a house icon), Address (with a location pin icon), City, State, Zip Code, ZipExt, and Address Type (with a dropdown arrow).
- Relationship Section:** Fields for Relationship (with a dropdown arrow), Primary Contact (with a star icon), Record Type (with a dropdown arrow), Notification Preferences, Attendance Notification, Mail Tag (with an envelope icon), Contact Order, and Enrolled the Student (with a dropdown arrow).
- Telephone Section:** Fields for Telephone, Work Phone, Extn, Mobile Phone, Pager, CorrLng (with a location pin icon), and Ed Level (with a dropdown arrow).
- Health Section:** Fields for Birthdate (with a calendar icon), TB Test Status (with a dropdown arrow), TB Test Expiration (with a calendar icon), Fingerprint Status (with a dropdown arrow), and Fingerprint Date (with a calendar icon).
- Employment Section:** Fields for Email Address (with an envelope icon), Employer Name, Employer Location, and Occupation.
- Emergency Release Section:** A dropdown arrow followed by eight "User" fields (User 2 through User 8), each with a dropdown arrow.
- Additional Contacts Section:** Fields for Additional Contact 1, Additional Contact 3, Additional Contact 4, and a field for Additional Contact 2 with a "Lives With?" icon.
- Supervisor Section:** Fields for Supervisor and Supervisor's Phone.

At the bottom of the form, there are two buttons: a blue "Save" button and a white "Cancel" button with a gray border.

# 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”.

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
<a href="#">Save</a>				

**Additional Conditions Please Check All That Apply**

- Activity Alert: Heat Intolerance
- Activity Alert: No Body Contact Sports
- Developmental: Other
- Device, medical: G-tube
- Neuro: Febrile Seizure History
- 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 'Documents' section of a Parent Portal. On the left is a vertical navigation menu with seven items: 'Student', 'Contacts', 'Medical History', 'Documents', 'Authorizations', 'Requested Documents', and 'Final Data Confirmation'. The 'Documents' item is highlighted in blue and has a red box around a 'Confirm and Continue' button. The main content area contains a red warning message: 'You cannot continue with the confirmation process until you read and confirm all of the documents listed on this tab. For each document, you must click the check box to confirm. Please download and/or print a copy for your records.' Below this are two document sections. The first is 'Annual SMMUSD Policy Information' marked as '\*Required'. It lists five policy areas: 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. There is an unchecked checkbox and the text 'Click to Accept & Please Make a Copy for your Records.' The second section is 'SMMUSD Policies Signature Page' also marked as '\*Required'. It instructs the user to download, sign, and save the form, then upload it. There is an unchecked 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'.

# 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> 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.

7 Student

7 Contacts

7 Medical History

7 Documents

7 Authorizations

7 Requested Documents

7 Final Data Confirmation

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.](#)

Finish and Submit



# Thank You!

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

