ANAHEIM UNION HIGH SCHOOL DISTRICT

Learning With Purpose: College and Career Ready

Parent Portal

Instructions for Student Enrollment Phase I

Education and Information Technology Department

2020

Version 2.0

Contents

Aeries - On Line Parent Enrollment

Aeries Enrollment

The **Student Data Confirmation** program is designed for parents / guardians with *existing* Aeries Parent Portal accounts to allow them to update key information for enrollment.

Student Enrollment

Click on the following link to get to the Parent Portal: https://aeriesconnect.auhsd.us/auconnect
If you have issues accessing the parent portal they can be directed to passwords@auhsd.us.

Select the language then Login to the Parent Portal.
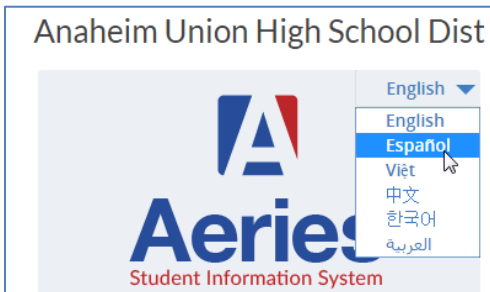
The **Data Confirmation** message will display letting you know that the enrollment process has begun and the information for enrollment needs to be updated.

After the cutoff date, the Parent Portal will become locked. The message **"You must complete Data Confirmation before accessing other areas of the portal**" will display at the top of the form. You must verify and update this information to finalize the AUHSD Enrollment process.

Residence Survey

The first screen will display **Family Information** with two surveys. Please select one of the options to complete each survey. Click on **Confirm and Continue**.

1	Family Information
2	Student
3	Contacts
4	Medical History
✓	Documents
6	Authorizations
7	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.

☐ 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

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Income Survey

The next screen will display the **Income Survey** screen. Please select the number of people in your houshold. If there is more than 5 use the *MORE* option.

Select the **Monthly Houshold Income**. Click on **Confirm and Continue**.

The following message will display if you do not complete the Income Survey. Click the selected button and continue.

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Student Demographics

The Student screen will only require you to update the Primary Phone number if necessary. If the mailing address has changed *please contact the Registrar at your school*. Click **Change** to update the **Primary Phone**.

✓ Family Information	The only Student Information that you will need to update will be your Primary Phone number if it has changed.
✓ Income	If your Mailing Address or Residence Address has changed please contact the Registrar at your school site for information on updating this data.
③ Student	
④ Contacts	
⑤ Medical History	
⑥ Documents	

Student Demographics		Notes
Primary Phone	(714) 999-3765	
Father's Work		
Mother's Work		
	Change	

Click **Save**. Click on **Confirm and Continue**.

Contacts

The **Contacts** screen will allow you to view each contact for your student and update if necessary. To update a Contact select the Contact and click **Edit icon**. Update any necessary data. **PLEASE NOTE: Changing ANY Contact address will not update a Students Residence address. This MUST be done at the School Office.**

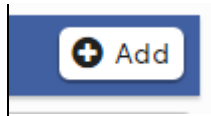|	
① Family Information	Please review the Emergency Contact information below and make any necessary changes to the Contact displayed. Add any additional Emergency Contacts who you authorize to be notified and/or released to in an event of an emergency.
② Income	*If you need to remove any Contact from your list you will need to speak to the Registrar at your school site.*
③ Student	*Please NOTE: Changing ANY Contact Address WILL NOT update a student's home address. This must be done at the School Office.*
④ Contacts	*Also PLEASE be sure to click on SAVE after ALL changes.*
⑤ Medical History	
⑥ Documents	**Contacts** ⊕ Add
⑦ Authorizations	✏️ Test Parent Mother
⑧ Final Data Confirmation	📍 501 N Crescent Way, Anaheim CA 92801 🏠 Lives With ★ Primary Contact
Confirm and Continue	✉️ flaeitf@gmail.com
	☎️ (714) 999-3765
	🕐 Last Updated: 2/20/2020 8:01 AM

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Update any necessary data. Click **Save**.

To add a new contact click **Add**.

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The form will open up to enter all Contact information. When complete, click **Save**.

Edit Contact

Prefix	Last Name	First Name	Middle Name	Suffix	Mailing Name

⌂ Lives With?	♀ Address	City	State	Zip Code	ZipExt	Address Type

Relationship	Code		Enrolled the Student

☎ Telephone	🏢 Work Phone	Extn	▢ Mobile Phone	Pager

Birthdate	TB Test Status	TB Test Expiration	Fingerprint Status	Fingerprint Date

✉ Email Address	Employer Name	Employer Location	Occupation

User 1	User 2	User 3	User 4	User 5	User 6	User 7	User 8

Save   Cancel

After all Contact information has been updated click on **Confirm and Continue**.

Confirm and Continue
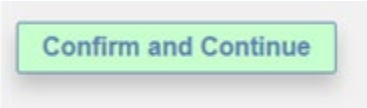
Medical History

The **Medical History** screen will allow you to view Current Medical conditions and update if necessary. When complete, click **Save**.
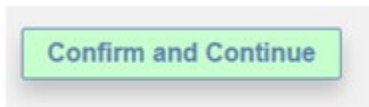

To add any Additional Medical Conditions select the approprite check box. Today's date will default as the Effective Date but can be updated. Enter all necessary information. Click **Save**.

After all Medical History has been updated click on **Confirm and Continue**.

Documents

The **Documents** screen will provide various documents that need to be download, fill out and signed. Please bring these documents with you when you re-enroll. Select the document in your language and download. For example below is one of the Documents that you will need to download.

When complete click the Confirmation check box on the right side of the screen. Click on **Confirm and Continue**.

Authorizations and Prohibitions

The Authorizations and Prohibitions screen will display nine important district notifications for you to read and review. **Updating the Authorizations Data does not indicate that consent is being given or withheld to participate in any particular program.**

Click the Status "I Acknowledge" for **ALL** Authorizations listed. **YOU MUST click the status for each Authorization displayed.**
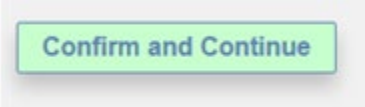
There is one Authorization that will allow you to select **Allow** or **Deny**. Please read the Authorizations an select either Allow or Deny. Click **Save**.

> * Grant consent to the release of my child's related health records and access to my child's Medi-Cal benefits.
> The District, in cooperation with the California Departments of Health Care Services and Education, participates in a program that allows the District to be reimbursed for select health services provided to Medi-Cal eligible students at school. To receive reimbursement for these services, the District must obtain consent to release limited education records. Even if your student is not currently Medi-Cal eligible, your consent is still needed in the event that your child becomes eligible.
>
> ☐ Allow ☐ Deny

After all **Authorizations Status** has been updated click on **Confirm and Continue**.

Confirm and Continue

Final Data Confirmation

The **Final Data Confirmation** screen requires you to confirm that all information on the tabs are correct. If they are correct click **Finish and Submit**. If there is data to be changed, click on the tab and make the appropriate changes. Return to the **Final Data Confirmation** tab and click **Finish and Submit.**

✔ Family Information	Final Data Confirmation - I acknowledge that I have read and accurately verified/updated my current student's data to the best of my abilities, and have reviewed and understand the information stated above.
✔ Student	PLEASE CONFIRM THAT THE INFORMATION ON THE PREVIOUS TABS IS CORRECT
✔ Contacts	
✔ Medical History	We appreciate you taking the time to update this information!
✔ Documents	
✔ Authorizations	
7 Final Data Confirmation	

Finish and Submit

You can then print the "**Ticket to Enroll**" by clicking the **Print New Emergency Card** button. Please have both parents sign and bring the "**Ticket to Enroll**" to the school site.

✔ Family Information	Thank you for confirming the student data in the system.
✔ Student	Final Data Confirmation - I acknowledge that I have read and accurately verified/updated my current student's data to the best of my abilities, and have reviewed and understand the information stated above.
✔ Contacts	We appreciate you taking the time to update this information!
✔ Medical History	PLEASE CONFIRM THAT THE INFORMATION ON THE PREVIOUS TABS IS CORRECT
✔ Documents	Please print a copy of the Emergency Card and have both parents sign.
✔ Authorizations	This will be your "Ticket to Register". Bring your "Ticket to Register" with you when enrolling your student.
✔ Final Data Confirmation	Also, print a copy of the "Ticket to Register" for your own personal records.
	Print New Emergency Card

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The following is an example of the "**Ticket to Register**".

TESTING, STUDENT						Z-Inactive School
2017-2018		**Student Emergency Card**				**3/20/2018**

Student Information   Page 1

Student ID	Last Name	First Name	Middle Name	Sex	Grade	Birthdate
1046283	TESTING	STUDENT		F	11	06/08/2000

Resid Address	501 N Crescent Way	Student's Mobile	
	Anaheim, CA 92801-5401	Student's Email	1046283@student.auhsd.us
Mailing Address	501 N Crescent Way		
	Anaheim, CA 92801-5401	Counselor	Unassigned
Birth Place	United States of America		

Parent/Guardian Information

Lori Williamson	Primary Phone	(714) 999-3675
auhsdparent5@gmail.com	Father's work	
Language:	Mother's work	

Emergency Contacts

Primary Parent (lives with)	Mobile (714) 999-3765		
Mother	Phone (714) 999-3765	Work	(714) 999-3765
auhsdparent5@gmail.com			

AUHSD "Ticket to Enroll"

Please print a copy of the Emergency Card. Have both parents sign. This will be your "Ticket to Enroll".

Bring your "Ticket" with you when enrolling your student. Also, print a copy of the "Ticket" for your own personal records.

_____	_____	_____	_____
Parent/Guardian Signature	Date	Parent/Guardian Signature	Date

When complete you will receive a confirmation email. Please save this email.

From:	AuConnect@auhsd.us
To:	williamson_l@auhsd.us
Cc:	
Subject:	Student Data Confirmation for: test test (School #=472, Student #=21, Permanent ID=1037805)

DATA CONFIRMATION RECEIPT

Thank you for confirming the data for your student: test test.

Having accurate information greatly helps the school maintain a healthy and safe learning environment.

This email confirms that you have completed the data confirmation process.