

SOUTH PASADENA UNIFIED SCHOOL DISTRICT

PARENT PORTAL ONLINE STUDENT DATA CONFIRMATION PROCESS

GUIDE

Revised


07/15/2016

The Parent Portal Student Data Confirmation Process allows parent/guardians to confirm or change their student's demographic, medical and emergency contact information.

It also allows parent/guardians the opportunity to read the annual required parental notifications through the internet.

Go to <http://my.spusd.net/> then select the ***Current Students-Parent Portal*** button.

South Pasadena Unified School District



Welcome to the Student/Parent Portal

This is the Student/Parent Portal to access information for students currently enrolled in South Pasadena Unified School District

[Current Students-Parent Portal](#)

[How to Reset Your Password-Guide for Parents \(PDF\)](#)

[Student Data Confirmation Process Guide \(PDF\)](#)

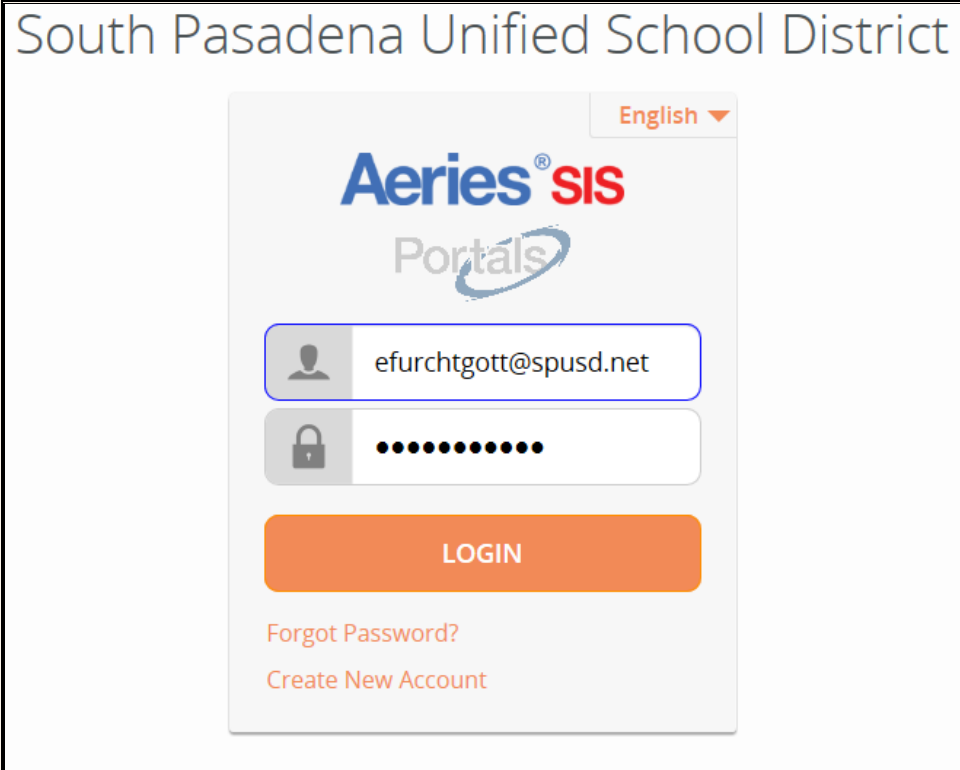
This is the Aeries Internet Registration (AIR) for students who have not previously registered or attended school in South Pasadena Unified School District

You only need to do this once per new student

[Students new to the District - AIR](#)

New Student Registration [Instructions](#) for Parents Using AIR (PDF)

Log in using your current parent account email address and password. Your email address must be the one the district has on your student's record. If you don't know/remember your password, click the *Forgot Password?* link to reset your password.



The image shows a login portal for South Pasadena Unified School District. At the top, it says "South Pasadena Unified School District". Below that is the "Aeries[®] SIS Portals" logo. In the top right corner, there is a language dropdown menu set to "English". The login form consists of two input fields: the first is for the email address, which contains "efurchtgott@spusd.net", and the second is for the password, represented by a series of dots. Below the password field is an orange "LOGIN" button. At the bottom of the form, there are two links: "Forgot Password?" and "Create New Account".

If you have any problems logging in or setting up your account, please send an email to:

avreg@spusd.net for Arroyo Vista Elementary School

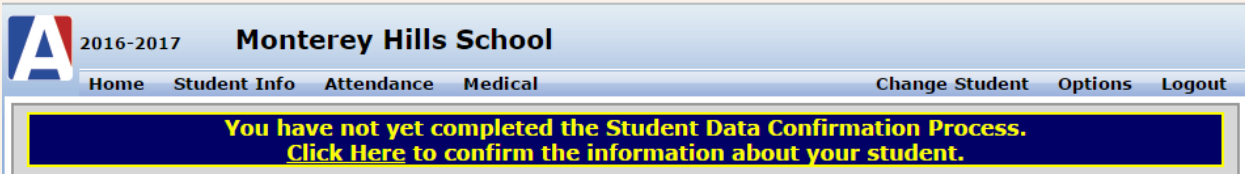
mrreg@spusd.net for Marengo Elementary School

mhreg@spusd.net for Monterey Hills School

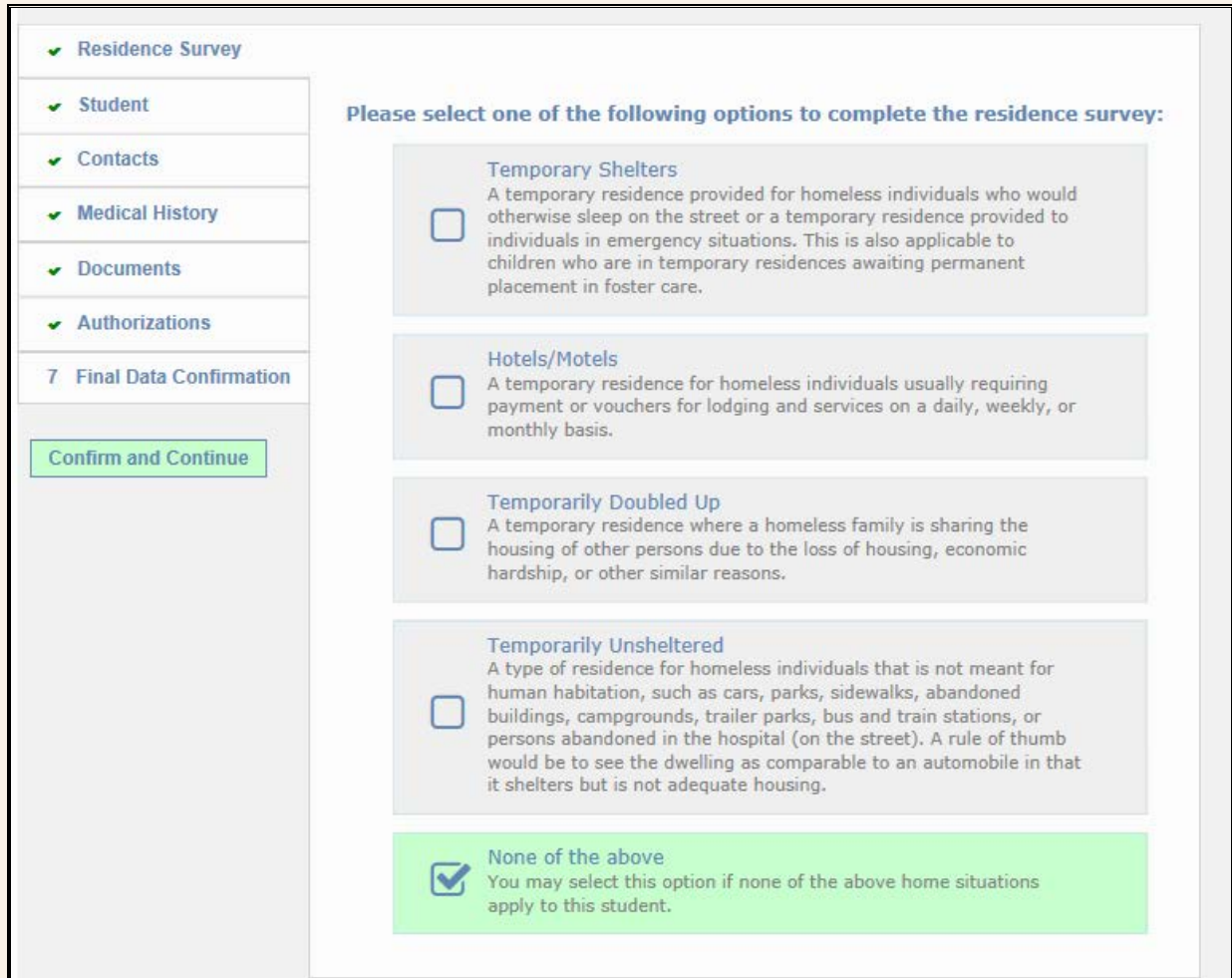
spmsreg@spusd.net for South Pasadena Middle School

sphsreg@spusd.net for South Pasadena High School

At the home screen you will be prompted to complete the Student Data Confirmation Process. Select the 'Click Here' link to continue.



Select the **Residence Survey** tab. Select one of the options on the Residence Survey then select 'Confirm and Continue'.



✓ Residence Survey

✓ Student

✓ Contacts

✓ Medical History

✓ Documents

✓ Authorizations

7 Final Data Confirmation

Confirm and Continue

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.

Select the **Student** tab to update your telephone numbers and parent education level. Please note, the primary phone number is the number used in our attendance dialer to inform parents/guardians of their student's absence on a particular day. If a change is needed select 'Change'.

2016-2017 **Monterey Hills School**

Home **Student Info** Attendance Medical Change Student Options Logout

Student Data Confirmation													
Student number	Last Name	First Name	Middle Name	Perm ID	Sex	Grd	Age	Birthdate	Prog	Track	RptgLng	LangFlu	Status
11313	F		Eugene	59	M	2	7	3/3/2009			English	English Only	

Parents/Guardians, welcome to the AERIES.NET parent portal student data confirmation page. To complete the process you will need to navigate through the Residence Survey, Student, Contacts, Medical History, Documents, Authorizations, and Final Data Confirmation screens, by clicking each of the tabs. Please do not use a phone or other handheld device to do the confirmation as it may not be compatible with all screens.

- Residence Survey
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To update the student demographic information click 'Change', then make the changes and click 'Save'. Please note that the parent's primary phone number is the number that will be used by our attendance dialer to inform a parent/guardian of a student's absence.

Student Demographics		
		Notes
Primary Phone	(818) 245-	
Father's Work		
Mother's Work		
Student's Mobile	(818) 245-	
Parent Highest Education Level	Some college	

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After making any changes select 'Save'. After selecting 'Save' select 'Confirm and Continue'.

Select the **Contacts** tab to make changes to your student's emergency contact information. To make a change select the contact name from the list, then select '*Change*'. After the changes are completed select '*Save*'.

To update your emergency contact information: 1. Select the name of the contact you want to change. 2. Click on 'Change' then change the information and click 'Save'. To add a new emergency contact click 'Add', enter the information, then click 'Save'. To delete an emergency contact select the name of the contact to be deleted, then click 'Delete'. Please note that if you update your address as a parent/guardian on the contact screen, it does not mean that you have officially changed your address with the school district. Official address changes can only be made at each school site, in person, with the 3 appropriate proofs of residency.

Select Record to Change

Name	Address	Relation
Alek		Father
Mary		Mother
George		Grandfather
Elizabeth		Grandmother
Evan		Uncle
Melissa		Aunt
Dr. Bradley		Doctor

Change Add Delete

Contact Details

Name	Address	Notes
Alek		This field is used to address mailings from the school if applicable.
Name Prefix		
First Name	Alek	
Middle Name		
Last Name		
Name Suffix		
Address		
Address Type		
Relationship to student	Father	
Lives With Student?	Yes	
Telephone Number	(323) 259-	
Work Phone Number	(626) 441-	
Cell phone number	(818) 245-	
Pager		
Employer Name	South Pasadena Unified School District	
Employer Location	1020 El Centro Street, South Pasadena CA 91030	

To add a new contact select '*Add*', enter the information for the new contact then select '*Save*'.

To delete a contact, select the name from the list on the left then select '*Delete*'. When you have finished making changes to the contacts select '*Confirm and Continue*'.

Select the **Medical History** tab to update your student's medical history information. To delete an existing record, select '*Delete*', then '*Save*'. To add a new condition select all the conditions that apply from the list below and then select '*Save*'. Then select '*Confirm and Continue*'.

To update student's medical information: 1. To delete an existing record click 'Delete' then 'Save'. 2. To add new medical history records click on all the conditions that apply then click 'Save'.

Medical History and Current Medical Conditions				
Condition	Effective Date	Age	Grade	Comment
Save				
Additional Conditions Please Check All That Apply				
<input type="checkbox"/> Allergies to food	<input type="checkbox"/> Many early ear infections	<input type="checkbox"/> Knee injury		
<input type="checkbox"/> Environmental allergies/hay fever	<input type="checkbox"/> Wears glasses or contact lenses	<input type="checkbox"/> Ankle injury		
<input type="checkbox"/> Allergies to medications	<input type="checkbox"/> History of surgery on eyes	<input type="checkbox"/> Shoulder injury		
<input type="checkbox"/> Bee sting reactions	<input type="checkbox"/> Uncorrectable vision in one eye	<input type="checkbox"/> Back injury or recurrent backache		
<input type="checkbox"/> Needs Epi-Pen at home or school	<input type="checkbox"/> Heart disease	<input type="checkbox"/> Other joint disability		
<input type="checkbox"/> History of brain concussion or skull fracture	<input type="checkbox"/> High or low blood pressure	<input type="checkbox"/> Osgood Schlatter's disease		
<input type="checkbox"/> Recurrent headaches	<input type="checkbox"/> Hernia	<input type="checkbox"/> Communicable disease		
<input type="checkbox"/> Takes medication on a regular basis	<input type="checkbox"/> Loss of function or absence of a kidney	<input type="checkbox"/> Diagnosed with Autism		
<input type="checkbox"/> Takes medication on an emergency basis	<input type="checkbox"/> Seizures or epilepsy	<input type="checkbox"/> Diagnosed with ADHD		
<input type="checkbox"/> Diabetes (Type 1, Type 2)	<input type="checkbox"/> Girls: Age of onset of menses if applicable	<input type="checkbox"/> Other significant physical or mental health con		
<input type="checkbox"/> Hearing loss both ears	<input type="checkbox"/> Girls: Marked discomfort with menstruation	<input type="checkbox"/> Allergies to food - peanuts		
<input type="checkbox"/> Hearing loss one ear (L, R)	<input type="checkbox"/> History of any surgery	<input type="checkbox"/> Asthma		
<input type="checkbox"/> Wears hearing aids	<input type="checkbox"/> Bone fracture			
Save				

Select the **Documents** tab for a list of the annual required notifications. Click the link on each document to view the document. Exit the document when you have finished, and then click the box on the right to confirm that you have read and understand the document. Documents in Spanish can be opened and read but do not have a box to check. Then select '*Confirm and Continue*'.

Click the link on each document to open the document. After reading and closing the document, click on the box to the right of the document to acknowledge that you have read and understand it. Some internet browsers are not compatible with this program and do not display the check boxes. If you do not see the check boxes to the right of each document, please log out and go back in to the parent portal using another browser such as Firefox or Chrome. Using your phone or other handheld device can also result in the boxes not showing. You can email us at mhreg@spusd.net if you still have a problem.

Documents	
1. California Education Code Parental Notification Requirements I have read and understand this document.	<input type="checkbox"/>
2. Family Education Rights I have read and understand this document.	<input type="checkbox"/>
3. Parent Rights and Responsibilities I have read and understand this document.	<input type="checkbox"/>
4. Board Policy Code of Conduct I have read and understand this document.	<input type="checkbox"/>
Attendance Letter from Superintendent I have read and understand this document.	<input type="checkbox"/>
Free or Reduced Price Meal Application I have read and understand this document.	<input type="checkbox"/>
Food Services Letter to Households - English I have read and understand this document.	<input type="checkbox"/>
Free or Reduced Meal Application Spanish	
Food Services Letter to Households - Spanish	
Food Services Flyer to Elementary School Parents I have read and understand this document.	<input type="checkbox"/>
Health Letter From District Nurse I have read and understand this document.	<input type="checkbox"/>
Important Dates 2016-2017 I have read and understand this document.	<input type="checkbox"/>
Media Letter 16-17 I have read and understand this document.	<input type="checkbox"/>
Insurance Letter to Parents I have read and understand this document.	<input type="checkbox"/>
Insurance Application English I have read and understand this document.	<input type="checkbox"/>
Insurance Application Spanish-Seguro Medico	
PTA/PTSA SPEE Notice to Parents I have read and understand this document.	<input type="checkbox"/>
Uniform Complaint Procedure - District I have read and understand this document.	<input type="checkbox"/>
Uniform Complaint Procedure - Williams Act I have read and understand this document.	<input type="checkbox"/>
Use of Technology Form I have read and understand this document.	<input type="checkbox"/>
Covered California I have read and understand this document.	<input type="checkbox"/>

Select the **Authorizations and Prohibitions** tab to Allow or Deny permission for SPUSD to release your directory information, parent names, student name, home address, telephone numbers and parent email addresses, to PTA/PTSA/Booster Club or SPEF. This will need to be done each year. Then select *'Confirm and Continue'*.

Parents/Guardians, welcome to the AERIES.NET parent portal student data confirmation page. To complete the process you will need to navigate through the Residence Survey, Student, Contacts, Medical History, Documents, Authorizations, and Final Data Confirmation screens, by clicking each of the tabs. Please do not use a phone or other handheld device to do the confirmation as it may not be compatible with all screens.

- ✓ Residence Survey
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Confirm and Continue

This screen is used to authorize the release of your directory information, parent names, student names, home address, telephone numbers and parent email addresses, to South Pasadena PTA/PTSA and South Pasadena Education Foundation (SPEF). Please select Allow/Accept or Deny/Decline the click 'Save'.

Authorizations and Prohibitions	
Description	Status
<ul style="list-style-type: none"> • Permission to give PTA/PTSA directory info I grant permission for SPUSD to release my name, phone number, address and email address to South Pasadena PTA/PTSA. 	<input type="checkbox"/> Allow <input type="checkbox"/> Deny
<ul style="list-style-type: none"> • Permission to give SPEF directory info I grant permission for SPUSD to release my name, phone number, address and email address to SPEF, South Pasadena Educational Foundation. 	<input type="checkbox"/> Allow <input type="checkbox"/> Deny

• **Response Required**

The Final Data Confirmation cannot be done until all the required steps have been completed. If everything is not complete a message will show you what you still need to do.

If every step is complete click Final Data Confirmation. After reading the information on this screen select *'Finish and Submit'*.

- ✓ Residence Survey
- ✓ Student
- ✓ Contacts
- ✓ Medical History
- ✓ Documents
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Finish and Submit

The re-registration will not be complete until the data confirmation is completed and the residency verification is completed. Click "Submit Final Confirmation".

PLEASE CONFIRM THAT THE INFORMATION ON THE PREVIOUS TABS IS CORRECT

Your Online Student Data Confirmation is complete.

For the 2015-2016 school year all parents will need to complete the **residency verification** at the times and dates listed below:

Tuesday, August 11, 2015 8:30 am -11:30 am and 12:30 pm - 3:30 pm

Wednesday, August 12, 2015 12:30 pm - 7:30 pm

Thursday, August 13, 2015 8:30 am - 11:30 am and 12:30 pm - 3:30 pm

If you are unable to attend any of these times, please contact Sandy Louie from the Monterey Hills Office by email: slouie@spusd.net Your child will not be assigned to a class unless you have updated their online registration and verified residency paperwork.

If your family has a **Dual Residency, Caregiver, Guardianship or Homeless status**, please contact the Human Resources Office for an appointment to re-verify your residency at 626-441-5830 X1130 as soon as possible. Your school will not be able to accept your proofs; only Human Resources can issue you the required approved card.

You will need to do the Online Student Data Confirmation for each of your students. You can change to another student by selecting the "Change Student" link above. All the students that have your email address listed on their record will show in the "Change Student" list. Click on the name to select a different student. If you have a student whose name is not showing on the list, please contact your school office or send an email to: mhreq@spusd.net

Thank you for confirming your student data.

You will receive the following email from SPUSDNotice@spusd.net to confirm that you have completed the process. If you don't receive the confirmation email, please check your SPAM or make sure SPUSDNotice@spusd.net is not blocked in your email program.

DATA CONFIRMATION RECEIPT

Thank you for confirming the data for your student: John Doe.
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.

You will have to go through this process for each of your students. To change to another student click the '*Change Student*' tab then select the next student by click on her/his name.

If you have any questions, please email us at:

avreg@spusd.net for Arroyo Vista Elementary School

mrreg@spusd.net for Marengo Elementary School

mhreg@spusd.net for Monterey Hills School

spmsreg@spusd.net for South Pasadena Middle School

sphsreg@spusd.net for South Pasadena High School

You can also call 626.441.5810 ext. 1128 to leave a message. We will get back to you as soon as possible.

SOUTH PASADENA UNIFIED SCHOOL DISTRICT

OFFICE OF INSTRUCTIONAL SERVICES

1020 EL CENTRO STREET ROOM 4

SOUTH PASADENA, CALIFORNIA 91030