

## UNDERSTANDING THE RE-REGISTRATION PROCESS

San Gabriel Unified School District uses the Aeries.net Parent Portal to allow parents to update and confirm their active student's demographic and contact data securely online. This is called the "Student Data Confirmation Process" or the "re-registration" process.

If you have a student who is already enrolled in one of our schools and you have an existing parent portal account, you will see a yellow message when you login to the parent portal alerting you that you need to confirm the information about your student.

You have not yet completed the Student Data Confirmation Process.  
[Click Here](#) to confirm the information about your student.

You will need to look at each of the tabs in the Student Data Confirmation window, updating or confirming the demographic and contact data.

## FAMILY INFORMATION TAB

Family Information

Student

Contacts

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.

## STUDENT TAB

























| <input checked="" type="checkbox"/> Family Information | <p><b>No Data Was Changed.</b></p> <p>Review and update your address and primary phone number. Please note: additional phone numbers and email addresses can be entered on the contact tab. If you have an address change, please provide proof of residency to your school site to confirm the change. This must be a current utility bill in the parents name.</p> <table border="1"><thead><tr><th colspan="2">Student Demographics</th></tr><tr><th></th><th>Notes</th></tr></thead><tbody><tr><td>Mailing Address</td><td>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.</td></tr><tr><td>Residence Address (if different than Mailing Address)</td><td>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.</td></tr><tr><td>Primary Phone</td><td></td></tr><tr><td>Student's Mobile</td><td></td></tr></tbody></table> <p style="text-align: right;"><input type="button" value="Change"/></p> | Student Demographics  |  |  | Notes | Mailing Address | 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. | Residence Address (if different than Mailing Address) | 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. | Primary Phone |  | Student's Mobile |  |
|--|--|---|--|--|-------|-----------------|---|---|---|---------------|--|------------------|--|
| Student Demographics                                   |  |   |  |  |       |                 |   |   |   |               |  |                  |  |
|  |  | Notes   |  |  |       |                 |   |   |   |               |  |                  |  |
| Mailing Address  |  | 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. |  |  |       |                 |   |   |   |               |  |                  |  |
| Residence Address (if different than Mailing Address)  |  | 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. |  |  |       |                 |   |   |   |               |  |                  |  |
| Primary Phone  |  |   |  |  |       |                 |   |   |   |               |  |                  |  |
| Student's Mobile                                       |  |   |  |  |       |                 |   |   |   |               |  |                  |  |
| <input checked="" type="checkbox"/> Student            |  |   |  |  |       |                 |   |   |   |               |  |                  |  |
| <input checked="" type="checkbox"/> Contacts           |  |   |  |  |       |                 |   |   |   |               |  |                  |  |
| <input checked="" type="checkbox"/> Documents          |  |   |  |  |       |                 |   |   |   |               |  |                  |  |
| <input type="checkbox"/> 5 Authorizations              |  |   |  |  |       |                 |   |   |   |               |  |                  |  |
| <input type="checkbox"/> 6 Final Data Confirmation     |  |   |  |  |       |                 |   |   |   |               |  |                  |  |
| <input type="button" value="Confirm and Continue"/>    |  |   |  |  |       |                 |   |   |   |               |  |                  |  |

## CONTACTS TAB

| <input checked="" type="checkbox"/> Family Information | <p><b>No Data Was Changed.</b></p> <p>Please add and or update all contact information. Please include at least two additional people that can be contacted in case of an emergency if the parent(s)/guardian(s) cannot be reached. Also include the student's physician/primary doctor information. (note: you can refer to the "relationship: drop-down box for examples of contacts). If you have any concerns, please contact the school</p> <p><b>Select Record to Change</b></p> <table border="1"><thead><tr><th>Name</th><th>Address</th><th>Relation</th></tr></thead><tbody></tbody></table> <p><input type="button" value="Change"/> <input type="button" value="Add"/></p> | Name    | Address  | Relation |
|--|--|---------|----------|----------|
| Name   |  | Address | Relation |          |
| <input checked="" type="checkbox"/> Student            |  |         |          |          |
| <input checked="" type="checkbox"/> Contacts           |  |         |          |          |
| <input checked="" type="checkbox"/> Documents          |  |         |          |          |
| <input type="checkbox"/> 5 Authorizations              |  |         |          |          |
| <input type="checkbox"/> 6 Final Data Confirmation     |  |         |          |          |
| <input type="button" value="Confirm and Continue"/>    |  |         |          |          |

There are several documents that the parent must acknowledge having downloaded and read. Please look through the list of documents and check them off after you have downloaded and read them. Documents without a check box are for information only and not required to complete the Student Data Confirmation Process.

## DOCUMENTS TAB

|  |   |
|--|---|
| <input checked="" type="checkbox"/> Family Information | <p><b>Last Confirmed:</b></p> <p>Click on each document to read or print it. These documents have been provided by your child's school and /or the District Office. These documents will remain accessible in the parent portal throughout the school year.</p>   |
| <input checked="" type="checkbox"/> Student            |   |
| <input checked="" type="checkbox"/> Contacts           |   |
| <input checked="" type="checkbox"/> Documents          |   |
| <input type="checkbox"/> 5 Authorizations              |   |
| <input type="checkbox"/> 6 Final Data Confirmation     |   |
| <b>Documents</b>                                       |   |
|  | <ul style="list-style-type: none"> <li> <a href="#">GHS-Academic Integrity Policy 2017-18</a></li> <li> <a href="#">GHS PTSA 2017-18 Membership Form 2017-2018</a></li> <li> <a href="#">GHS-ASB Card &amp; Yearbook Fee Schedule 2017-2018</a></li> <li> <a href="#">GHS-Athletic Information 2017-2018</a></li> <li> <a href="#">GHS-Attendance Procedures 2017-2018</a></li> <li> <a href="#">GHS-Bell Schedule 2017-2018</a></li> <li> <a href="#">GHS-Cal Grant opt out form English-Spanish-Chinese 2017-2018</a></li> <li> <a href="#">GHS-Canine Contraband Detection Program 2017-2018</a></li> <li> <a href="#">GHS-Cardiac Arrest Information Sheet Eng Span 2017-18</a></li> <li> <a href="#">GHS-Entering and Exiting GHS 2017-2018</a></li> <li> <a href="#">GHS-Entering and Exiting GHS Map 2017-2018</a></li> <li> <a href="#">GHS-Hate Motivated Behavior-Cyberbullying 2017-2018</a></li> <li> <a href="#">GHS-Health Office Procedures 2017-2018</a></li> <li> <a href="#">GHS-Insurance Information 2017-2018</a></li> <li> <a href="#">GHS-Late Start Dates 2017-2018</a></li> <li> <a href="#">GHS-Military Letter 2017-2018</a></li> <li> <a href="#">GHS-Non Discrimination Statement 2017-2018</a></li> <li> <a href="#">GHS-Principal's Letter 2017-2018</a></li> <li> <a href="#">GHS-Schedule Pick Up Days 2017-2018</a></li> <li> <a href="#">GHS-School Map 2017-2018</a></li> <li> <a href="#">GHS-School Site Council Letter 2017-2018</a></li> <li> <a href="#">GHS-School-Parent Compact Letter 2017-2018</a></li> <li> <a href="#">GHS-Student Dress Code 2017-2018</a></li> <li> <a href="#">SGUSD-All In Family Flyer 2017-2018</a></li> </ul> |
| <b>Confirm and Continue</b>                            |   |

## AUTHORIZATIONS TAB

| <input checked="" type="checkbox"/> Family Information   | <table border="1"> <thead> <tr> <th colspan="2">Authorizations and Prohibitions</th> </tr> <tr> <th>Description</th> <th>Status</th> </tr> </thead> <tbody> <tr> <td>* <b>Student/Parent Handbook</b><br/>I acknowledge that I have read and I agree with this document.</td> <td><input type="checkbox"/> Allow <input type="checkbox"/> Deny</td> </tr> <tr> <td>* <b>Internet Usage</b><br/>I acknowledge that I have read and I agree with this document.</td> <td><input type="checkbox"/> Allow <input type="checkbox"/> Deny</td> </tr> <tr> <td>* <b>Multimedia Agreement</b><br/>I acknowledge that I have read and I agree with this document.</td> <td><input type="checkbox"/> Allow <input type="checkbox"/> Deny</td> </tr> <tr> <td colspan="2">* <b>Response Required</b></td> </tr> <tr> <td colspan="2" style="text-align: right;"><input type="button" value="Save"/></td> </tr> </tbody> </table> | Authorizations and Prohibitions                              |  | Description | Status | * <b>Student/Parent Handbook</b><br>I acknowledge that I have read and I agree with this document. | <input type="checkbox"/> Allow <input type="checkbox"/> Deny | * <b>Internet Usage</b><br>I acknowledge that I have read and I agree with this document. | <input type="checkbox"/> Allow <input type="checkbox"/> Deny | * <b>Multimedia Agreement</b><br>I acknowledge that I have read and I agree with this document. | <input type="checkbox"/> Allow <input type="checkbox"/> Deny | * <b>Response Required</b> |  | <input type="button" value="Save"/> |  |
|--|---|--|--|-------------|--------|--|--|---|--|---|--|----------------------------|--|-------------------------------------|--|
| Authorizations and Prohibitions  |   |  |  |             |        |  |  |   |  |   |  |                            |  |                                     |  |
| Description  |   | Status   |  |             |        |  |  |   |  |   |  |                            |  |                                     |  |
| * <b>Student/Parent Handbook</b><br>I acknowledge that I have read and I agree with this document. |   | <input type="checkbox"/> Allow <input type="checkbox"/> Deny |  |             |        |  |  |   |  |   |  |                            |  |                                     |  |
| * <b>Internet Usage</b><br>I acknowledge that I have read and I agree with this document.          |   | <input type="checkbox"/> Allow <input type="checkbox"/> Deny |  |             |        |  |  |   |  |   |  |                            |  |                                     |  |
| * <b>Multimedia Agreement</b><br>I acknowledge that I have read and I agree with this document.    |   | <input type="checkbox"/> Allow <input type="checkbox"/> Deny |  |             |        |  |  |   |  |   |  |                            |  |                                     |  |
| * <b>Response Required</b>   |   |  |  |             |        |  |  |   |  |   |  |                            |  |                                     |  |
| <input type="button" value="Save"/>  |   |  |  |             |        |  |  |   |  |   |  |                            |  |                                     |  |
| <input checked="" type="checkbox"/> Student  |   |  |  |             |        |  |  |   |  |   |  |                            |  |                                     |  |
| <input checked="" type="checkbox"/> Contacts   |   |  |  |             |        |  |  |   |  |   |  |                            |  |                                     |  |
| <input checked="" type="checkbox"/> Documents  |   |  |  |             |        |  |  |   |  |   |  |                            |  |                                     |  |
| <input type="checkbox"/> 5 Authorizations  |   |  |  |             |        |  |  |   |  |   |  |                            |  |                                     |  |
| <input type="checkbox"/> 6 Final Data Confirmation   |   |  |  |             |        |  |  |   |  |   |  |                            |  |                                     |  |
| <b>Confirm and Continue</b>  |   |  |  |             |        |  |  |   |  |   |  |                            |  |                                     |  |

The last tab is the "Final Data Confirmation" page. Put a check in each of the boxes to confirm that you have completed those tabs. Then click on the link to receive a printable confirmation page. You will need to complete and sign this document and bring it with you to your student's site during registration.

**FINAL DATA CONFIRMATION TAB**

|   |   |
|---|---|
| <input checked="" type="checkbox"/> Family Information        | <p>PLEASE CONFIRM THAT THE INFORMATION ON THE PREVIOUS TABS IS CORRECT</p> <p>After you have completed the online registration/data confirmation process,<br/>Click <a href="#">HERE</a><br/>to print and sign the confirmation page that you must bring with you and turn in on the schedule pickup day.</p> <p>After you have printed and signed the confirmation page, please click the "FINISH AND SUBMIT" button on the left. The above line in <b>GREEN</b> should show "thank you for confirming the student data in the system". If it does not, then you have not yet completed the process.</p> |
| <input checked="" type="checkbox"/> Student                   |   |
| <input checked="" type="checkbox"/> Contacts                  |   |
| <input checked="" type="checkbox"/> Documents                 |   |
| <input checked="" type="checkbox"/> Authorizations            |   |
| <input checked="" type="checkbox"/> 6 Final Data Confirmation |   |
| <input type="button" value="Finish and Submit"/>              |   |

Once you click on the link and download the "**Required Signature Page**", please print out the form and initial and sign the required fields and bring to your school site to complete the re-registration process.