



Ramona High School Step-by-Step On-line Registration Paperwork Process

Step 1: Please begin by signing in to your Aeries **Parent** Portal Account. (*Student accounts will not be able to access this information.)

<https://aeriesportal.rusd.k12.ca.us/LoginParent.aspx>

Riverside Unified School District

The login screen for the Aeries Student Information System. It features the Aeries logo (a stylized 'A' with a red and blue triangle) and the text "Aeries Student Information System". Below the logo is a blue rectangular input field for the username. Underneath the input field is a red button labeled "NEXT". At the bottom, there are links for "Forgot Password?" and "Create New Account". A language dropdown menu in the top right corner is set to "English".

Step 2: Complete the Student Data Confirmation Process by following the directions in the yellow box at the top of the screen.

The dashboard for the Aeries Parent Portal for Martin Luther King High School. The header shows the school name and navigation links: Home, Student Info, Attendance, Grades, Medical, Test Scores, Change Student, Options, and Logout. A yellow notification box at the top states: "You have not yet completed the Student Data Confirmation Process. Click Here to confirm the information about your student." Below this is a welcome message: "Welcome to the Aeries Portal for Dathan Chann". The main content area includes a "Show All Terms" link, a "Class Summary" link, and a "Show Legend" link. A table with columns for Per, Course, Teacher, Room, Gradebook, Mark, Trend, Missing Assignment, Past 5 Days (W T F M T), Website, Access Code, and Last Updated is displayed. Below the table is a "Calendar" section with a date picker set to 08/01/2017 and a "Display: Day" dropdown menu.

Step 3: Follow the directions for each of the 6 tabs on the left of the page. Below is a screen shot of the first tab. Each tab asks for different information. Please be sure to Confirm and Continue for each tab.

Please review and update your information on each of the numbered tabs 1 – 6 (**Left Side menu**). Select the **"Confirm and Continue"** button to proceed to the next item. For changes other than those on tabs 1 – 6, please contact your school office.

- 1 Student
- 2 Contacts
- 3 Medical History
- 4 Documents
- 5 Authorizations
- 6 Final Data Confirmation

Confirm and Continue

Click the "CHANGE" button below to update information. Once you have made corrections, click the "SAVE" button to post changes.

NOTE: Address changes require you bring two proofs of residency to school site.

Student Demographics		Notes
Mailing Address	<input type="text"/>	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)	<input type="text"/>	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	<input type="text"/>	
Student's Mobile	<input type="text"/>	
Correspondence Language	<input type="text"/>	Letters and Report Cards sent home from the school will be sent in this language. Not all languages listed are supported by the district.
Parent Highest Education Level	<input type="text"/>	

****The Medical History tab is very important. Please provide CURRENT information regarding your child's health. Information from prior years does not roll over and must be renewed at the start of every year.**

- ✓ Student
- ✓ Contacts
- ✓ Medical History
- ✓ Documents
- ✓ Authorizations
- ✓ Final Data Confirmation

Last Confirmed: 8/1/2017 9:17:12 AM

Please review the medical information for your child (if any) and add new or check the **No Longer Applicable** button. Click the **"Save"** button after you have made your changes.

• **NOTE: The Effective Date should be today's date.**

Medical History and Current Medical Conditions				
Condition	Effective Date	Age	Grade	Comment
Allergy	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Additional Conditions
 Please Check All That Apply

☐ Asthma

☐ Hearing Loss

☐ P.E. / Playground Limitations

☐ Diabetes Type 1

☐ Hepatitis

☐ Sickle Cell Anemia

☐ Diabetes Type 2

☐ Migraine Headaches

☐ Visually Impaired

☐ Epilepsy

☐ Other Health Information

☐ Whooping Cough

☐ Heart Condition

✓ Student

✓ Contacts

✓ Medical History

4 Documents

5 Authorizations

6 Final Data Confirmation

Confirm and Continue

Please open, read and print the attached documents below. Please confirm you have reviewed the documents regardless of language by checking the adjacent box where applicable.

IMPORTANT: Parents must printout, sign and return to school all documents.

If you do not have access to a printer at home, copies of all required forms will be available at your child's school.

Documents

District Documents

Residence Survey / Encuesta de residencia

☒ I have read the required document.

Student/Parent Handbook Signature Page

☐ I have read the required document.

Estudiante de la hoja de firma / Manual para padres


☐ He leído el documento requerido.

Opt Out Form

☐ I have read the required document.

Formulario de exclusión

☐ He leído el documento requerido.

	Riverside Unified School District Pupil Services/SLEA Department Homeless and Foster Education Program <h2 style="margin: 0;">STUDENT QUESTIONNAIRE</h2>
<p>The purpose of this questionnaire is to identify students living in homeless situations. Completing the information below will ensure that a Homeless student is provided with the educational rights, protections, and services under the federal No Child Left Behind Homeless Education Assistance Act.</p>	
<p>1. Do you live (Please check one):</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input type="checkbox"/> In a single family home: <input type="checkbox"/> With more than ten family in a house or apartment NOT due to economic hardship. <input type="checkbox"/> With relatives or friends because you do not own housing (120) <input type="checkbox"/> In a shelter or transitional housing program (100) <input type="checkbox"/> In a motel/hotel (10) <input type="checkbox"/> Car/Park/Campground/Substandard Housing (130) <input type="checkbox"/> In a foster care placement or group home (190) </div> <div style="width: 45%;"></div> </div>	
Print Parent/Guardian Name	Phone Number
Print Student Name	Print Sibling Name & School of Attendance
Print Sibling Name & School of Attendance	Print Sibling Name & School of Attendance
<p>Has your child ever been expelled? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, please state reason _____ Name of school/district that expelled student: _____ Date of the expulsion: _____</p>	
<p>3. Was your student in a Special Education Program at his/her last school? Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes, do you have a copy of the IEP? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, was your child receiving accommodations through a 504 plan? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, do you have a copy of the plan? Yes <input type="checkbox"/> No <input type="checkbox"/></p>	
<p>I declare under penalty of perjury that the facts of California that the information I have provided is true and correct.</p> <hr style="border: 0; border-top: 1px solid black; margin: 10px 0;"/> <div style="display: flex; justify-content: space-between;"> Parent/Guardian Signature _____ Date _____ </div>	
<p>For Office Use Only:</p>	
<p>Name of school site personnel receiving this form _____</p>	
<p># if used for homeless programs: Indicate code on this form then fax and email along with a copy of the enrollment form to Shelly Watkins in Email Services. e_watkins@msd.k12.ca.us A foster or group home is indicated on this form - PLEASE FILL OUT THE PUPIL SERVICES IMMEDIATELY FORM, After meeting with the case manager who will be sent back to your school site with a Student Referral Form.</p>	
<p>Revisions: updated homeless procedures descriptions, definitions, interpretation, or filling of blank spaces, signatures, and immediately on the basis of actual personal experience or knowledge, gender identity, gender expression, nationality, race or ethnicity, religion, age, sex, sexual orientation, marital status, disability, or association with a dog, pregnancy with signs or marks of abuse or neglect, HIV/AIDS, or other health condition. Any necessary corrections or questions regarding the policy may be made by contact with: Social Administrator by Staff Services at the District Complaint Office 2737 Arlington Avenue, Fremont, CA 94536, (510) 712-6100 x100 ext02</p>	

REVERSIBLE SOCIAL DISTRICT
SCHOOL INFORMATION FOR STUDENTS AND PARENTS HANDBOOK 2017-2018
MANDATORY PARENT NOTIFICATION RECEIPT

Dear Parent/Guardian:

As a parent/guardian, you are responsible for ensuring your child's SCHOOL INFORMATION FOR STUDENTS AND PARENTS HANDBOOK on the RUUSD website with your child, for clarification of rules before you and your child sign below to acknowledge your understanding and agreement to comply with the RUUSD rules and policies.

The handbook can be located at: <http://www.cadwin.ca.gov/2016>

School Attendance Information – Please read and review with your student the Attendance Information section of this handbook. It is important for parents and students to understand the legal requirements for students to attend school each day the schools are open and in session. This section also only clearly defines what constitutes an excused absence from each day.

Discipline Information – Please review the Discipline section of this handbook with your student. Your signature below indicates you have reviewed the Discipline information and discussed school rules with your student.

Media Release – The district occasionally receives requests from the news media and other agencies to photograph or videotape students and staff members. This section explains the school's policy regarding such requests, which is to allow the immediate parent/guardian consent. Parental consent is required for your student to be photographed/videotaped during the school year. This may include District sponsored news clips for social media websites (including but not limited to Facebook, Instagram, YouTube, blog, etc.)

Acceptable Use Agreement – Rules and Regulations (IR 53.3) and Policy (WRE 61.5)

As the parent/guardian, I hereby consent to my student's use of the Internet at school, to all copyright notices, user names, passwords for materials acquired by the student on the spot, for violations of copyright notices, user names, passwords, or any other materials.

Publishing Student Work/Photos – Student work and photos may be published on the Internet for a worldwide audience via RUUSD.org or at other district affiliated social media websites (including but not limited to Facebook, Instagram, YouTube, blog, etc.) with the consent of the student and the sign immediately below. It is prearranged:

CUT ALONG DOTTED LINE, SIGN IMMEDIATELY AND RETURN TO SCHOOL OFFICE

Student's Name _____	DOB _____
_____	Grade _____

Please respond by checking the appropriate box:

Media Release

☐ Yes, I give permission for my student to be photographed or videotaped. (as outlined above)

☐ No, I do not give permission for my student to be photographed or videotaped. (unless I have been reached to give special permission)

Acceptable Use Agreement

☐ Yes, I give permission for my student to use the Acceptable Use Policy.

☐ No, I do not agree to comply with the Acceptable Use Policy.

Publishing Student Work/Photos

☐ Yes, I give permission for my student's work, photo and name on the RUUSD website and other district affiliated social media sites (including but not limited to Facebook, Instagram, YouTube, blog, etc.) their names or student email address to be used in any way.

☐ No, I do not give permission for the publication of my student's work, photo and name on the RUUSD website and other district affiliated social media sites (including but not limited to Facebook, Instagram, YouTube, blog, etc.) their names or student email to be used in any way.

I hereby acknowledge that I have read, discussed and understand the School Information for Students and Parents Handbook 2017-2018, and I have reviewed the school discipline information in this booklet.

Parent/Guardian Signature _____

Student Signature _____

Date _____

RECRUITMENT EDUCATION
Enroll, Present, Transfer
Transfer & Withdraw, Your Parents
Application Information, Clerk
Admission, Withdraw
Transfer, Withdraw

Riverside Unified School District

10701 LAFAYETTE BLVD. (AT THE RAMPARTS)
 92506-0800
 Riverside, California 92504

(951) 515-0206
 FAX: (951) 579-8000

David C. Brown, Ed.D.
 District Superintendent



PARENT NOTICE:
NON-RELEASE OF DIRECTORY INFORMATION
FOR COLLEGES-UNIVERSITIES, POTENTIAL EMPLOYERS AND MILITARY RECRUITERS

Colleges, universities, employers, and military recruiters may request school districts to release student contact information for 11th- and 12th-grade students. This information is known as “directory information” and it includes the student’s name, address, and telephone number. Federal law including the *No Child Left Behind Act* (NCLB) requires that school districts release this information upon request unless the parent has requested in writing that it not be released.

If you do not want the Riverside Unified School District to release directory information for your student, please fill out the form below and return it to your student’s school before November 30, 2017.

Date: _____ Name of School: _____

Student Name: _____ Student ID#: _____

I hereby request my student’s **directory information**, including name, address, and telephone number, **NOT** be released to the following entities:

Check one or more below that apply:

☐ Military (United States Army, Navy, Air Force, Marines) and military schools

☐ Colleges, universities, and educational institutions

☐ Potential employers

Print Name of Parent or Legal Guardian _____ Date _____

Signature of Parent or Legal Guardian _____ Date _____

Signature of Student _____ Date _____

Opt Out Form (if opting out)

Step 4: Prior to the final submission of information, confirm all data entered is correct and then select Finish and Submit.

✓ Student	<ol style="list-style-type: none">1. Confirm the information2. Click Finish and Submit button3. Click Print New Emergency Card4. Review the Emergency Card and SIGN5. Return page to school <p>PLEASE CONFIRM THAT THE INFORMATION ON THE PREVIOUS TABS IS CORRECT</p> <p>Finally, you must sign and return the data confirmation/parent signature form to the student's school with any other mandatory forms to complete this process.</p>
✓ Contacts	
✓ Medical History	
✓ Documents	
✓ Authorizations	
6 Final Data Confirmation	
<div>Finish and Submit</div>	

Step 5: VERY IMPORTANT FINAL STEP!! Select Print New Emergency Card.

✓ Student	<p>Thank you for confirming the student data in the system.</p> <ol style="list-style-type: none">1. Confirm the information2. Click Finish and Submit button3. Click Print New Emergency Card4. Review the Emergency Card and SIGN5. Return page to school <p>PLEASE CONFIRM THAT THE INFORMATION ON THE PREVIOUS TABS IS CORRECT</p> <p>Finally, you must sign and return the data confirmation/parent signature form to the student's school with any other mandatory forms to complete this process.</p> <div>Print New Emergency Card</div>
✓ Contacts	
✓ Medical History	
✓ Documents	
✓ Authorizations	
✓ Final Data Confirmation	

Step 6: Bring all pages to your registration day! (8/15- Sophomores, 8/16- Freshmen, 8/17- Juniors & Seniors)

- | | |
|---------------------|---|
| 1. Emergency Card | 3. RUSD Handbook Signature Page |
| 2. Residency Survey | 4. Opt Out Form (if you are opting out) |