



## Citrus Hill High School Aeries Student Re-Registration for Families

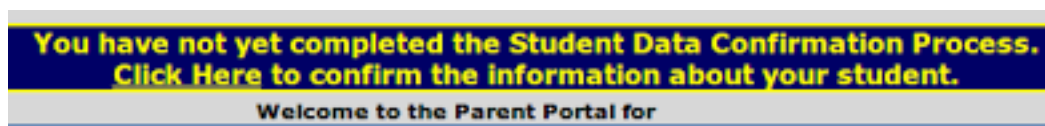
A Parent account in Aeries allows you to view your student(s) demographic information, emergency information, grades, attendance, and much more. With this account, you can also edit any of the important information about your child throughout the school year. Aeries allows you and your student(s) school site to have the most up to date information.

*Performing e-Registration/"Re-Registration" in Aeries:*

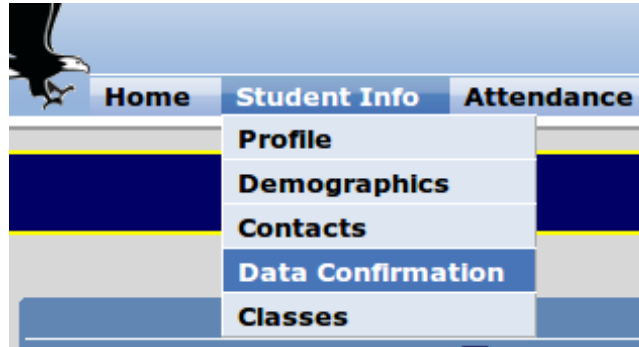
1. Visit [Val Verde Parent Portal](#) on a full computer (do not use a tablet or mobile phone)
2. Log in with your Parent account
  - o If you have forgotten your password, please click the link [Forgot Password?](#)

A screenshot of the Aeries SIS Portals login page. At the top right, there is a language dropdown menu set to "English". The main heading is "Aeries SIS Portals". Below this, there are two input fields: the first contains the email address "parent@gmail.com" and the second contains a masked password ".....". Below the password field is a large orange "LOGIN" button. At the bottom left of the login area, there is a link that says "Forgot password?".

3. After successfully log in verify you have a 'Parent' account by looking at the text "Welcome to the Parent Portal" typically found in the center of your screen under blue box with a yellow border.



4. In the upper left corner of your parent portal, select 'Student Info' and click on 'Data Confirmation'



5. You will see six (5) tabs on this page. You will go through each tab and verify that the data is correct and up to date.

2014-2015 Citrus Hill High School

Home Student Info Attendance Grades Medical Guidance Test Scores Change

Student Data Confirmation

StuNum	Last Name	First Name	Middle Name	Perm ID Num	Sex	Grd	Age	Birthdate	Prog	Track	HmLn
											Englis

Student  
 Contacts  
 Documents  
 Authorizations  
 Final Data Confirmation

Last Confirmed: 6/4/2015 4:21:19 PM  
 Proof of residency is still required for address changes to be made in this section. Please bring current utility bill, escrow papers, or rental agreement to registration.

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		

Change

- o *Student*\*: This is your student’s primary information. You can edit any of the information by clicking the “Change” button, but changes will not be confirmed until you bring proof of residency to registration.

- Contacts: This tab is all of the emergency contacts that you would like to use for your student in case of an emergency. Be sure to add the parents/guardians from the “Student Demographics” tab to this list of contacts. You may add as many as you feel appropriate.
  - Update a contact: Click on the contact's name and then on the 'Change' button.
  - Add a contact: Click on the 'Add' button at the bottom of the page

Contact Details		
<b>Name</b>	<input type="text"/>	<b>Notes</b> This field is used to address mailings from the school if applicable. This field is used to address mailings from the school if applicable.
<b>First Name</b>	<input type="text"/>	
<b>Middle Name</b>	<input type="text"/>	
<b>Last Name</b>	<input type="text"/>	
<b>Telephone Number</b>	<input type="text"/>	
<b>Cell Number</b>	<input type="text"/>	
<b>Email Address</b>	<input type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

- Documents: To review items, click on the text in your portal that states 'Click Here'. A window will open to allow you to view all the documents your school site provided to you.

Documents	
Last Confirmed: 6/4/2015 4:22:42 PM	
Registration Documents	
Annual Parent's Notifications 2015-2016	
Notificación Anual 2015-2016	
Annual Notification Signatures	<input checked="" type="checkbox"/> Please Print a copy for your records

- Authorizations: You can either Allow/Accept the requested information on this tab, or you can Deny/Decline the information. Please complete all of the requested information. Please hit “Save” when you are complete.
- Final Data Confirmation: If you have filled out all of the previous information correctly, you will see five (5) checkboxes to finalize the confirmation. Check all of the boxes, and click “Save”.

Thank you for updating your information. You will still need to attend registration to finalize the process. At the end of July, you will receive information in the mail on what additional items you will need to bring to registration. Registration begins in the gym on Monday, August 3, 2015 from 8:00 am to 2:30 pm for Seniors. Juniors will register on Tuesday, August 4. Sophomores will register on Wednesday, August 5. Freshmen will register on Thursday, August 6. School begins Wednesday, August 12, 2015 at 7:30 am.

