



**Tustin Unified School District**

*A Legacy of Excellence in Education*

# Online Annual Student Registration

Using Aeries Parent Portal

Connect & Engage in Student Academics



**Family Information**



**Student**



**Contacts**



**Medical History**



**Documents**



**Authorizations**



**Final Data Confirmation**

School Year 2017-2018

## Online Annual Student Registration

Tustin Unified School District offers parents an easy way to re-register enrolled students for the new school year through online student annual registration. Please review the following instructions to quickly complete the process and be provided with a 'Ticket to Register' once you have completed the step-by-step annual registration wizard.

For parents of middle and high school students, please have the online annual registration completed by the first day of registration at your child's school.

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Online Annual Student Registration

## Student Annual Registration

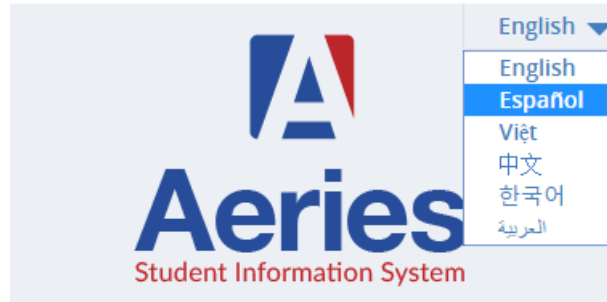
Click on the following link to get to the Parent Portal: <https://parentnet.tustin.k12.ca.us>

For answers to frequently asked questions, please click [here](#).

Questions regarding parent portal access can be directed to [portalhelp@tustin.k12.ca.us](mailto:portalhelp@tustin.k12.ca.us).

Select the language then log into the Parent Portal (English and Spanish are supported at this time).

### Tustin Unified School District



## Annual Registration via Aeries Parent Portal

The **Student Data Confirmation** process is designed for parents / guardians with **existing** Aeries Parent Portal accounts. Portal accounts are created automatically in our Aeries system from provided emails. Accounts cannot be created by parents or students through the Portal. Please see Portal FAQ for more information.

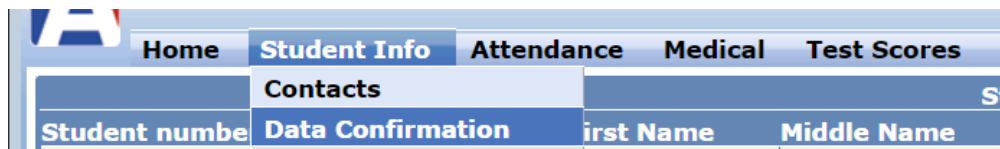
The **Student Data Confirmation** process will appear at the top of the page instructing you to Click Here to confirm the information about your student.



From Mobile Device ->



You must verify and update this information to finalize the TUSD Annual Registration process.



This process can also be accessed through the menu system: Student Info / Data Confirmation and is always available to allow parents the ability to keep their child’s records up to date (Student, Contacts and Medical History sections). The Family Information, Documents and Authorizations areas are only required for annual student Annual Registration.

## Online Annual Student Registration

## Family Information

The first screen will display Family Information.

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.

Please select one of the options to each questions to complete the survey.

Click on **Confirm and Continue**.

Online Annual Student Registration

## Student Demographics

The Student Demographics 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*** for information on updating this data.

Click the **Change** button to update the **Primary Phone Number**.

✓ Residence Survey

2 Student

3 Contacts

4 Medical History

5 Documents

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

Student Demographics		Notes
Primary Phone	(714) 111-1111	
Father's Work		
Mother's Work		
Student's Mobile		

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

Student Demographics		Notes
Primary Phone	(714) 111-1111	
Father's Work	<input type="text"/>	
Mother's Work	<input type="text"/>	
Student's Mobile	<input type="text"/>	

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

Online Annual Student Registration

## Contacts

The **Contacts** screen will allow you to view each contact for your student and update if necessary. Click Save when done.

Select Record to Change		
Name	Address	Relation
Hillview High	CA	Mother

Change Add

Contact Details		
Name	Address	Notes
Hillview High	CA	This field is used to address mailings from the school if applicable.
Relationship to student	Mother	

To update a Contact select the Contact and click **Change**. Update any necessary data.

Contact Details		
Name	Address	Notes
Hillview High	City: State: CA Zip:	This field is used to address mailings from the school if applicable.
Relationship to student	Mother	
Telephone Number		
Work Phone Number		
Cell phone number		
Email Address	Email Address is Locked	
Employer Name		
Employer Location		

Save Cancel

Note: Email will show "Locked" if is currently linked to a Portal account.

Click **Save**.

{Emails linked to a portal account are changed by either logging in with that account and choosing the Change Email select in the menu options, or by contacting your school site’s office staff.}

Change Student Options Logout

Change Password Change Email

Click Options, Change Email

Online Annual Student Registration

To add a new contact click **Add**. The form will open up to enter all Contact information.

Contact Details		
Name		Notes
Name	<input style="width: 95%;" type="text"/>	This field is used to address mailings from the school if applicable.
Address	<input style="width: 95%;" type="text"/> City: <input style="width: 15%;" type="text"/> State: <input style="width: 10%;" type="text"/> Zip: <input style="width: 15%;" type="text"/> - <input style="width: 10%;" type="text"/>	
Relationship to student	<input style="width: 95%;" type="text"/>	
Telephone Number	<input style="width: 95%;" type="text"/>	
Work Phone Number	<input style="width: 95%;" type="text"/>	
Cell phone number	<input style="width: 95%;" type="text"/>	
Email Address	<input style="width: 95%;" type="text"/>	
Employer Name	<input style="width: 95%;" type="text"/>	
Employer Location	<input style="width: 95%;" type="text"/>	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

When complete click **Save**.

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

Online Annual Student Registration

## Medical History

The **Medical History** screen will allow you to view, add and update current medical conditions as necessary.

Medical History and Current Medical Conditions					
Condition	Effective Date	Age	Grade	Comment	
Glasses	06/06/2014	7	3		No Longer Applies
<input type="button" value="Save"/>					
Additional Conditions Please Check All That Apply					
<input type="checkbox"/> ADD/ADHD	<input type="checkbox"/> Allergy Non-Life Threatening	<input type="checkbox"/> Allergy Life Threatening	<input type="checkbox"/> Anxiety	<input type="checkbox"/> Arthritis	<input type="checkbox"/> Asthma
<input type="checkbox"/> Autism	<input type="checkbox"/> Brain Injury, Acquired Traumatic	<input type="checkbox"/> Cancer	<input type="checkbox"/> Cardiovascular Problem	<input type="checkbox"/> Cerebral Palsy	<input type="checkbox"/> Cystic Fibrosis
<input type="checkbox"/> Depression	<input type="checkbox"/> Dermatologic Conditions	<input type="checkbox"/> Developmental Delay	<input type="checkbox"/> Diabetes	<input type="checkbox"/> Down Syndrome	<input type="checkbox"/> Encopresis
<input type="checkbox"/> Endocrine Disorder	<input type="checkbox"/> Gastrointestinal Disorder	<input type="checkbox"/> Genetic Disorder	<input type="checkbox"/> Genitourinary Disorder	<input type="checkbox"/> Headaches/Migraines	<input type="checkbox"/> Hearing Impairment
<input type="checkbox"/> Hemophilia	<input type="checkbox"/> Hypoglycemia	<input type="checkbox"/> Mental Health Disorder	<input type="checkbox"/> Muscular Dystrophy	<input type="checkbox"/> Neuro-muscular disorder	<input type="checkbox"/> Orthopedic Problem
<input type="checkbox"/> Osteogenesis Imperfecta	<input type="checkbox"/> Other	<input type="checkbox"/> Otitis, Chronic	<input type="checkbox"/> Prosthesis	<input type="checkbox"/> Respiratory Problems	<input type="checkbox"/> Rheumatologic Disorder
<input type="checkbox"/> Scoliosis	<input type="checkbox"/> Seizures	<input type="checkbox"/> Shunt	<input type="checkbox"/> Sickle Cell Disease	<input type="checkbox"/> Spina Bifida	<input type="checkbox"/> Substance Abuse
<input type="checkbox"/> Tourette's Syndrome	<input type="checkbox"/> Vision Impairment	<input type="checkbox"/> Wheelchair Dependent			
<input style="border: 2px solid red;" type="button" value="Save"/>					

Click **Save**.

If a medical condition is no longer applicable, please click the “No Longer Applies” button.

To add any Additional Conditions, click on the appropriate check box for the Medical Condition. Today’s date will be used as the Effective Date but can be updated. Enter all necessary information. Click **Save**.

Additional Condition Please Check All That Apply	
<input type="checkbox"/> ADD/ADHD	<input type="checkbox"/> Down Syndrome
<input type="checkbox"/> Allergy Non-Life Threatening	<input type="checkbox"/> Encopresis
<input type="checkbox"/> Allergy Life Threatening	<input type="checkbox"/> Endocrine Disorder
<input type="checkbox"/> Anxiety	<input type="checkbox"/> Gastrointestinal Disorder
<input type="checkbox"/> Arthritis	<input type="checkbox"/> Genetic Disorder
<input checked="" type="checkbox"/> Asthma	<input type="checkbox"/> Genitourinary Disorder
Effective Date: 06/29/2016	
Age:	0
Grade:	0
Comment:	<input style="width: 100%; height: 20px;" type="text"/>
<input type="checkbox"/> Autism	<input type="checkbox"/> Glasses

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















## Online Annual Student Registration

## Documents

The **Documents** screen will provide various documents that you will need to read. Documents contain both English and Spanish versions. In most cases you will find a link at the bottom of the list which takes you to forms and information specific to your child's school.

Please open and read the attached documents. If confirmation is required, put a check in the box to confirm you have reviewed the document(s). Documents contain both English and Spanish versions.

Documents	
<p> <b>Meal Application / Solicitud de Comida</b> The meal application determines if your family qualifies for free or reduced meals. In addition to your child receiving healthy meals, the application generates additional funding to support different education programs throughout the District.</p> <p>La solicitud de comida determina si su familia califica para recibir comida gratis o reducida de precio. Además de que su hijo recibe comida saludable, la solicitud genera fondos adicionales para apoyar diferentes programas educativos a lo largo del Distrito.</p>	<input checked="" type="checkbox"/> I have read.
<p> <b>I have watched the video - or - I attended a presentation. / He visto el video - o - he asistido a la presentación.</b> <b>Parent Meeting Online Video</b> - I understand the material reviewed in the TUSD Technology information session for the 2016-2017 school year, viewable at this <a href="#">link</a>, or in a presentation at my child's school (dates vary by school site).</p> <p><b>Vídeo En Línea de la Reunión de Padres</b> Entiendo el material revisado en la sesión informativa de Tecnología de TUSD para el año escolar 2016-2017, el cual puede verse en este <a href="#">enlace</a>, o en una presentación en la escuela de mi hijo(a) (las fechas varían para cada escuela).</p>	<input checked="" type="checkbox"/> I have completed.
<p> <b>Pupil Discipline Information / Información de Disciplina del Alumno</b></p>	<input checked="" type="checkbox"/> I have read.
<p> <b>Pupil Records Information / Información de Registros del Alumno</b></p>	<input checked="" type="checkbox"/> I have read.
<p> <b>Health &amp; Safety Information / Información de Seguridad y Salud</b></p>	<input checked="" type="checkbox"/> I have read.
<p> <b>Attendance Information / Información de Asistencia</b></p>	<input checked="" type="checkbox"/> I have read.
<p> <b>Non-discrimination Information / Información Anti-Discriminación</b></p>	<input checked="" type="checkbox"/> I have read.
<p> <b>Miscellaneous Information / Información Diversa</b></p>	<input checked="" type="checkbox"/> I have read.
<p> <b>School &amp; Classroom Visitation Information / Información sobre Visitas a la Escuela y los Salones de Clase</b></p>	<input checked="" type="checkbox"/> I have read.
<p> <b>Parent/Student Rights and Responsibilities / Derechos y Responsabilidades de los Padres/Alumnos</b> Complete Handbook for Download Folleto completo para descargar</p>	<input checked="" type="checkbox"/> I have read.
<p> <b>All In Healthcare for all Families / "All-In" Asegúrate, para el bienestar de tu familia</b> Healthy Students Make Good Learners. Alumnos saludables hacen buenos aprendices.</p>	<input checked="" type="checkbox"/> I have read.
<p> <b>Parent &amp; Student Portal FAQ / Preguntas Frecuentes sobre el Portal de Alumnos y Padres</b> Chrome is the recommended browser for all Portals Se recomienda el uso de Chrome para todos los Portales</p>	<input checked="" type="checkbox"/> I have read.

After you have read or reviewed the material click on the confirmation check box on the right side of the screen.

Click on **Confirm and Continue**.

Online Annual Student Registration

## Authorizations and Prohibitions

The Authorizations and Prohibitions screen will display important district notifications for you to read and acknowledge.

Click the appropriate Status for ALL Authorizations listed. All status must be checked before being able to continue.

Authorizations and Prohibitions	
Description	Status
<p><b>* Student Media Release</b>                      Press; television; other digital and print news media; District school, and public web sites (information concerning participation in athletics, activities, the winning of honors and awards, and other such information); District and school social media.</p>	<input type="checkbox"/> Allow <input type="checkbox"/> Deny
<p><b>* Allow Student Name in Yearbook</b></p>	<input type="checkbox"/> Allow <input type="checkbox"/> Deny
<p><b>* Allow Release of Student Information to Classroom Directories</b></p>	<input type="checkbox"/> Allow <input type="checkbox"/> Deny
<p><b>* Allow Release of Student Information to Foundations/Booster Clubs</b></p>	<input type="checkbox"/> Allow <input type="checkbox"/> Deny
<p><b>* Allow Release of Student information for Graduation Products/College Information</b></p>	<input type="checkbox"/> Allow <input type="checkbox"/> Deny
<p><b>* Allow Release of Student Information to PTA/PTO</b>                      Your school's PTA or PTO directory (family names, addresses, telephone numbers and email)</p>	<input type="checkbox"/> Allow <input type="checkbox"/> Deny
<p><b>* Allow TUSD to Release Student Data to Medi-Cal for Reimbursement</b>                      I understand and agree that the Tustin Unified School District may use Medi-Cal, other public benefits, or public insurance programs to offset the District's cost for the provision of Medi-Cal related services. I also agree for this limited purpose, to allow the District to share the following information regarding my child as part of this process: *Student name, *Student date of birth, *Student evaluation and referral information (for related services), *Student Individual Education Plan (IEP), relevant goals, and progress notes (as appropriate).</p>	<input type="checkbox"/> Allow <input type="checkbox"/> Deny
<p><b>* Allow Release of Student Information for Graduate Opportunities</b>                      Private business or professional schools or colleges approved by the California State Superintendent of Public Instruction (names and addresses of graduating seniors). The District does not disclose student information to for-profit institutions.</p>	<input type="checkbox"/> Allow <input type="checkbox"/> Deny
<p><b>* Allow Release of Student Information for Recruitment Opportunities</b>                      Official employment or recruitment representatives of private industry. Federal and State Legislators: federal, state, and local government</p>	<input type="checkbox"/> Allow <input type="checkbox"/> Deny

Click on **Confirm and Continue**.

## Online Annual Student Registration

## Final Data Confirmation

The **Final Data Confirmation** screen requires you to confirm that all information in the tabs is correct. If they are not, make the appropriate changes, return to the **Final Data Confirmation** tab and click on the **Print, Sign, & Return Data Confirmation Form** link.

The Data Confirmation/Parent Signature Form is opened for you to print out and sign. Bring this “**Ticket to Register**” and any required/optional forms listed (including any from your school site’s online forms) to the school site.

PLEASE CONFIRM THAT THE INFORMATION ON THE PREVIOUS TABS IS CORRECT

[Print, Sign, & Return Data Confirmation Form](#)

Once printed out, click your browser’s back button to return to the Final Data Confirmation screen and click **Confirm and Continue**. You are now done with the online portion of Annual Registration.

On the following page is an example of the “**Ticket to Register**”.

Online Annual Student Registration

**Tustin Unified School District  
Data Confirmation/Parent Signature Form**

**You must return the following forms to school to complete the annual re-registration or walk-through registration process:**

**Required Forms:**

This Data Confirmation/Parent Signature Form  
[Proof of Residency](#)

**Optional Forms if applicable:**

Free\Reduced Meal Application  
Migrant Education  
McKinney-Vento Form

**ACCEPTABLE USE OF TECHNOLOGY AGREEMENT**  
([Review](#) TUSD Technology Information Video)

<b>TK through 12 STUDENT USER AGREEMENT</b>	<b>PARENT AGREEMENT</b> (To be signed by parents of TUSD student users)
<p>I have read, understand, and will abide by the TUSD Acceptable Use Policy (AUP) located <a href="#">here</a>, when using computer and other electronic resources owned, leased, or operated by TUSD. I further understand that any violation of the TUSD AUP regulations is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be initiated.</p> <p>TUSD Connect requires that all District-issued devices be protected while being transported to and from class/school.</p>	<p>I have read the TUSD Acceptable Use Policy. I understand that this access is designed for educational purposes. TUSD has taken reasonable steps to control access to the Internet, but cannot guarantee that all controversial information will be inaccessible to student users. I agree that I will not hold TUSD responsible for materials acquired on the network and/or for damage to my child's personal technology device or loss if brought to school. I accept full responsibility for loss, damage or harm that result from my child's misuse of District technology. I accept full financial responsibility for replacement of the District-issued device due to loss, damage, or theft. I hereby give permission for my child to use network resources, including the Internet, and other technology available through TUSD.</p>
<p>X _____ Student Signature <span style="float: right;">Date</span></p>	<p>X _____ Parent or Guardian Signature <span style="float: right;">Date</span></p>

Your signature on the Data Confirmation/Parent Signature Form, as required by Section 48980, indicates you have read the sections of the Education Code in the Parent/Student Rights and Responsibilities booklet, also located at [www.tustin.k12.ca.us](http://www.tustin.k12.ca.us), and you are therefore informed of your rights. It does not indicate approval has been given or withheld. **\*\*Your signatures confirm that the information you edited or confirmed on the Parent Portal is accurate to the best of your knowledge and that you have reviewed, understand, and agree to abide by the policies of TUSD.**

<u>Student Name (Last Name, First)</u>	<u>Student Signature</u>	<u>Date</u>
<u>Mother/Guardian Name (Last Name, First)</u>	<u>Mother/Guardian Signature</u>	<u>Date</u>
<u>Father/Guardian Name (Last Name, First)</u>	<u>Father/Guardian Signature</u>	<u>Date</u>