# **River Delta Unified Aeries Online Enrollment Parent Process**

### Overview

Aeries Online Enrollment allows a Parent to quickly start the process of enrolling a Student for School. Information about the Student such as emergency contacts, medical and language information is collected. Upon completion, the student's information is available to be imported into the school.

## Finding the Website

Search for River Delta Unified. Click on the River Delta Unified School District link.



After clicking on the link, you will be brought to River Delta Unified homepage.



If you speak a language other than English, you can adjust the language on the website by clicking the *Select Language* found on the top right side of the webpage.



Click on Enroll and Register.



To complete the Aeries Online enrollment, the parent must have an email address. If the parent does not have an email address, click on the *Email Creation Instructions*. This will guide you through the process to create a Gmail account.

If you currently have an email address and are enrolling a new student, click on Aeries Online Enrollment.



Email Creation Instructions

The New Student Enrollment page explains in detail how to complete the entire enrollment process. Please follow Steps 1-6.

Step 3 is the link to the Aeries Online Enrollment. The instructions that follow will explain how to complete that process.

### **REGISTRATION STEPS**

### **STEP 1: Identify Your Homeschool**

Visit Great School's School Finder to locate your child's homeschool. Your child's school will appear on the map.

These are the exceptions:

### You live within the Walnut Grove, Bates, or Clarksburg boundary:

- Your child is in the 7-9th grades. He/She will be attending Clarksburg Middle School
- Your Child is in the 10-12th grade. He/She will be attending Delta High School

#### You live within the Isleton boundary:

- Your child is in the 7-8th grade. He/She will be attending Riverview Middle School
- · Your child is in the 9-12th grade. He/She will be attending Rio Vista High School

#### **STEP 2: Prepare for the Online Registration**

To successfully complete the online registration process you will need:

- · A valid address within school district boundaries
- · Contact information for Parent(s)/Guardian(s), and emergency contacts
- Immunizations and immunization dates
- Previous School information (School name, address, phone number...)

#### **STEP 3: Online Enrollment**

<u>Please click this link to navigate to the The River Delta Unified Aereis Online Enrollment.</u> Once the your Aeries Parent Portal account has been created you can log back into the Aereis Online Enrollment to complete the process at a later time.

#### STEP 4: Complete the Online School Lunch Eligibility Form

This form collects household income information to determine demographics at school sites allowing funding allocations to meet school goals. <u>Complete this form electronically by clicking on this link.</u>

### **STEP 5: Additional Forms**

All forms below can be downloaded, printed, and returned to the school secretary. If you are unable to print the forms, all forms can be accessed at your son/daughter's school office.

- Authorization for Administration of Medication During School Hours Form (portions of this form must be completed by a physician) <u>English</u> <u>Spanish</u>
- Health Exam for School Entry (For TK-K students and students new to the State of California)
- Oral Health Assessment <u>English</u> <u>Spanish</u> (For TK 1st grade students)
- Military Parent/Guardian Affiliation Form English Spanish
- Sports Competition Insurance Waiver Form <u>English</u> <u>Spanish</u>
- Student Transportation/Pick-Up Special Instructions Form English Spanish

### **STEP 6: Enrollment Required Documents**

The following is required for enrollment in River Delta Unified School District (RDUSD) school. Please bring these documents to your son/daughter's school office to complete the school enrollment process.

## Account Creation



To begin the process, select a language then click on the *Enroll a New Student* button

The Year Selection scree will display. Select the year to enroll and then click on *Next*.

Year Selection		
Please select a year to enroll for		
2022 - 2023, Pre-Enrollment	▼	
		Next

After making a year selection, the Required Information scree displays. Please take note of the required information needed to successfully complete the online enrollment process.

To enroll a new student, you will be required to provide various information. Please make sure you have this information available before continuing. If you do not have the information below available at this time, please return when you do. After enrolling a new student, you will have the option to re-use certain information for enrolling additional students.
Required information:
A valid address within school district boundaries
<ul> <li>Contact information for Parent(s)/Guardian(s), and emergency contacts</li> </ul>
Immunization dates
<ul> <li>Previous School Information (School name, address, phone number)</li> </ul>
Ne

The next screen allows the parent to create a new account and requires a name, an email address and password. After the *Create Account* button is clicked, the next screen shows the *Terms of Service*. The parent must agree to these before continuing.

Lo	ogin
If you have previously used this website to enroll a stu If this is your first time here, Please provide your email	dent for this district, you may login as an existing user. I address and a password to create a new account.
Existing user	Create new account
Email address	Your Name
Password	Email address
Login	Password
Forgot Password	Re-type Password
	Create account

The Forgot Password link under the Existing User can be used to Reset an account password.

Existing user
Email address
Password
Login
Forgot Password

After the terms are read, the "I agree" box must selected in order for the enrollment process to continue.



If the "I agree" box is not checked and the *Next* button is clicked, the following message displays.



On the top right of the enrollment pages a user menu can be accessed by clicking on the drop down next to the logged account name. This menu provides different options.

Pa	pa Elf	$\sim$
-	My Account	
	Change Email	
	Change Password	
	Logout	
	Select Language	
	English	
	Español	
_		

**My Account** - Takes the User to their account page which lists pending and completed enrollment information.

Change Email - Change the email address associated with their account.

Change Password - Change the account password

**Logout** - Logout of their current session. When the user logs back in, their enrollment resumes at the last step they completed.

**Select Language** - Allows the user to select any language available to complete the enrollment process in. Language selection can be changed during the enrollment process.

On the Student Name page, the **Student's First Name, Last Name, Birthdate** and **Grade** are required.

Student's legal first name	Student's nick name (optional)
Alan	
Student's legal middle name	Student's legal last name
	Abbott
- ▼ Student's Birthdate 1 ▼ 2 ▼ 2001 ▼ Age: 17	Here is some custom text. Please select a grade level or program to enroll this student in
	Eleventh Grade

After the Student birthdate is entered, the user sees the students calculated age. If the age exceeds the minimum/maximum age set by River Delta Unified an error message will appear. After the information has been completed click *Next*.

On the Student Address page, the Street Address and Zip Code are required.

Student Address
Resident Address
Street Address
1 Main Street Unit or Apartment Number
City
Anaheim
Student's Home ZIP Code 92806
California
Use residence address above as mailing address?
Previous

At the bottom of the **Student Address** page there is a **Use residence address above as mailing address** 

question. If the answer is Yes, the entered residence address is used for the student's mailing address. If No, use a different address for mail is selected, additional fields will be displayed to entered information for the mailing address for the student.

All students in River Delta Unified must register at their home school. If you are unsure which school is your son/daughter's home school be click on the School Finder Link.

Select School
To find out which school your child will be attending please click on the School Finder Link.
Your child's school will appear on the map.
These are the exceptions:
You live within the Walnut Grove, Bates, or Clarksburg boundary:
• Your child is in the 7-9th grades. He/She will be attending Clarksburg Middle School
• Your Child is in the 10-12th grade. He/She will be attending Delta High School
You live within the Isleton boundary:
• Your child is in the 7-8th grade. He/She will be attending Riverview Middle School
• Your child is in the 9-12th grade. He/She will be attending Rio Vista High School
Please select the school your child will attend from the dropdown menu below.
Please select the school you are enrolling for
Select School: 🔻
Previous

When you arrive at the School Finder webpage enter your home address. Your child's home school will appear on the map.

Search		Districts near 400 Elm Way, Rio Vista	a, School Grade		Additional school type	
Q 400 Elm Way, Rio Vista, CA	Search	River Delta Joint Unified 🔹	Elementary N	liddle High	Charter Private	
					Д.	+
		Val de Flores Dog Park	D. H. Wh 500 Elm V Public dis	nite Elementary Vay, Rio Vista, CA 9 strict, K-5   348	y v v 4571 students	-
			al de Flores Park	• •	- and the second	
		Get Green Environmental Technologies	10-13-3 0-13-3 0-13-3	and the second sec	the state of the s	

These are the exceptions:

You live within the Walnut Grove, Bates, or Clarksburg boundary:

- Your child is in the 7-9th grades. He/She will be attending Clarksburg Middle School
- Your Child is in the **10-12th grade.** He/She will be attending Delta High School

You live within the Isleton boundary:

- Your child is in the 7-8th grade. He/She will be attending Riverview Middle School
- Your child is in the 9-12th grade. He/She will be attending Rio Vista High School

Once you know your child's home school select the school from the pulldown menu and click the *Next* button.

The Account Created notification will display and an email is sent to the parent's email address.



The email sent will contain a link for Account Authorization. After the email link is clicked, a message will appear thanking you for verifying your email address. Click *Next* to begin the enrollment process.

The parent can sign in using the email address and password at a later time by clicking on the Login button.



After login, the user will see the My Account page which has a Pending and Completed Enrollment information. The Resume button next to Pending Enrollments can be clicked, so that enrollments can be resumed and later completed.

Pending Enrollm	nents	
Student	Started	Options
Sally Elf	01/04/2022	Resume
Freely Elf	01/04/2022	Resume
Change Email Change	e Password	

During the enrollment process the page name at the top displays a drop-down arrow.

General Student Information

Clicking on the arrow displays all the pages available in the enrollment process. If a page has a green checkmark next to it, that page has been completed in the process. Clicking on a page in the list with a green checkmark brings the user back to that page.

A page highlighted in blue with a blue circle next to it is a page that currently has not been completed. Pages shaded in gray are pages a user cannot access until the previous page with the blue circle has been completed. If a user clicks on one of the gray shaded page names in the list a message displays to "Please complete the previous step" before they can move forward in the process.

General Student Information	^
General Student Information	0
Language Information	
Parent Information	
Out of State Contact Info	
Restrained Individual	
Local Physician Information	
Emergency Contacts	
Health Survey	
Immunization Information	
Other District Enrollments	
Documents	
Authorizations	
Residence Survey	
Family Military Survey	
Finish Later	

## **General Student Information**

The **General Student Information** page asks for information such as the student gender, contact numbers, and race/identity information. This information imports into the **Student Demographics** and **Language** pages in Aeries.

	1 [		
oose a Gender			
he following two questions are re	quired by federal law 🕄		
this student Hispanic or Latino?			
) Decline to state			
No, not Hispanic or Latino			
) Yes, Hispanic or Latino			
/hat is the race of this student? Y	u may select up to five.		
) American Indian or Alaskan Nativ	9	Chinese	
) Japanese		🗌 Korean	
) Vietnamese		🗌 Asian Indian	
) Laotian		🗌 Cambodian	
) Hmong		🗌 Other Asian	
) Hawaiian		🗌 Guamanian	
) Samoan		🗌 Tahitian	
) Other Pacific Islander		🗆 Filipino	
) Hispanic/Latino		Black or Afric	can American
) White		Declined to s	state

# Language Information

The Language Information page collects responses to the Home Language Survey for State mandated reporting.

Language Information	~
The California Education Code requires schools to determine the language or languages spoken at home by each student. Please answer the following questions by selecting the appropriate language.	
Which language did your child learn when he/she first began to talk?	
Select Language	▼
Which language does your child most frequently speak at home?	
Select Language	▼
Which language do you (the parents or guardians) most frequently use when speaking with your child?	
Select Language	▼
Which language is most often spoken by adults in the home? (parents, guardians, grandparents, or any other adults)	
Select Language	▼
Previous	lext

**Resident Parent Information** 

The **Parent Information** page has the option and add information for two **Parent/Guardians**. This page requires that information be filled in for at least one before the parent can proceed with the enrollment process.

ot live with the student will be collected in the ne	kt step.
arent/Guardian #1	
First Name	Last Name
Relationship to student	Allow Access to Portal? 3
Select Relationship	▼ Choose an option
Email address	Does this parent/guardian live with the student?
	Choose an option
Mailing Name	What is the highest parent/guardian education level?
	Select Education Level
Mail will be sent to the student's home address. Should a second copy of mail be sent to this contained.	dress, however a second copy of mail can be sent to an additional act? Address
Mail will be sent to the student's home address. Should a second copy of mail be sent to this contained by the sent to the sen	dress, however a second copy of mail can be sent to an additional act? Address

Certain information like phone numbers is required. If this information is left black and the parent clicks **Next**, a message displays alerting them that the information is required. They cannot continue until the information is provided.

## Out of State Contact Information

This page can be used to add information regarding **Out of State Contacts** for the student, for example divorced parent who move away.

Note: If there is not an **Out of State Contact(s)** select **Next**.

Out of State	e Contact Info 🗸 🗸 🗸	
Please provide information for an out-of-state contact. This infor	ase provide information for an out-of-state contact. This information is optional and used for emergency purposes only.	
First Name	Last Name	
Relationship to student	Address	
Select Relationship 🔹		
City	State	
	Select State 🔹	
ZIP Code	Primary phone number	
Cell phone number	Work phone number	
Extension	Alternate phone number	
Previous	Next	

## **Restrained Individual**

A Restrained Individual is a person who is not allowed contact with a student based on a court order.

If a restrained Individual needs to be noted for an enrollment record, the Parent should select the **Yes**, an **individual is restrained by court decree** option. If this option is selected, additional fields display on the page to add information about the restrained individual.

Note: To be enforced, a physical copy of the current court order must be provided to each child's school office.

Restrained Individual	$\sim$
A Restrained Individual is a person who is not allowed contact with a child based on a court order. Please complete this section if this situation applies to your child/children.	
To be enforced, a physical copy of the current legal court order must be provided to each child's school office.	
Is there an individual who is restrained from contact with this student by court decree? No, there is not an individual restrained by court decree Yes, an individual is restrained by court decree	
Previous	ext

# Local Physician Information

The Local Physician Information page is an optional page to show during the enrollment process.

l	ocal Physician Information	~
First Name	Last Name	
Name of medical facility	Medical facility address	
Primary phone	Cell phone	
Work phone	Extension	
Alternate phone		
revious		Next

### **Emergency Contacts**

The **Emergency Contacts** page has the option to add up to four Emergency Contacts. This page requires that information is filled in for at least one emergency contact before the Parent can proceed with the enrollment process.

rgency contacts are individuals who t	he school can contact	if unable to contact the parent(s)/guardian(s).	
nergency Contact #1			
First Name		Last Name	
Relationship to student		Allow Access to Portal? 😧	
Select Relationship	•	Choose an option	
Mailing Name Address			
Mailing Name Address City		State	
Mailing Name Address City		State Select State	
Mailing Name Address City ZIP Code		State Select State Primary phone number	

The Emergency Contact page has a question "**Do you want this contact to have portal access?**" Next to the question is a **Help** icon. The Help icon when hovered over can display Help text with an explanation of what the question refers to.

# Health Survey

The **Health Survey** page can be used to list any medical conditions. Comments can be added.

Note: If your son/daughter has no medical conditions click *Next*.

Health Survey	$\sim$
Please provide a list of any medical conditions this student has by selecting a medical condition from the drop down selection ar click add. You may provide additional information about the condition in the comment area.	nd
Add A Medical Condition Medical Condition	
Select medical condition	•
Comments	
Enter any comments or notes regarding this condition here.	
Add	
Previous	ext

# Immunization Information

The Immunization Information page can be used to list immunization information and vaccination dates.

Note: State of California requires the following vaccinations for school enrollment: Polio (4 doses) DPT (5 doses) MMR (2 doses) Hepatitis (3 doses) Varicella/Chicken Pox (2 doses, or a letter verifying that your child has had the disease)

Immunizatio	on Information V
Required vaccination information and dates:	
Polio (4 doses)	
DPT (5 doses)	
MMR (2 doses)	
Hepatitis (3 doses)	
Varicella/Chicken Pox (2 doses, or a letter verifying that your ch	nild has had the disease)
Add A Vaccine Vaccine Type	Vaccine Date
Select vaccine type	Month 🔻 Day 🔻 Year 🔻
Add	
Previous	Next

### **Other District Enrollments**

The **Other District Enrollments** page allows the Parent to add any information regarding the student's previous school enrollments. The **Other District Enrollment** page first asks, **"Was this Student born in the United States?"** If a **Yes** response is selected, the Parent is prompted to enter the date the student entered the United States

A second question then displays: "Has this Student previously attended a school in the United States?" and date input fields appear. If Yes is selected for this second question, a third question displays.

The third questions asks, "Has this Student previously attended a school in California?" If this question is answered with the Yes option, another question of "What date did the Student first enroll into any California school?" displays.

A fourth question of "Has this Student previously attended a school in this school district?" is asked. If this question is answered with a Yes response, date input fields display. They are also asked "What was the most recent date this Student attended this district?" A drop-down list of school names shows for the Parent to select from.

Othe	er District Enrollments 🗸 🗸
<b>las this student previously attended a preschool (</b> O No, this student has not attended a preschool ( O Yes, this student has attended a preschool (age	(age 3+) in the United States? (age 3+) in the United States. e 3+) in the United States.
<b>las this student previously attended a school in C</b> O No, this student has not attended a school in C O Yes, this student has attended a school in Calif	alifornia? California. Fornia.
ase enter the information required information be	elow, concerning all pervious schools attended, prior to today's date. If
	late, please click "Next" at the bottom of the page.
Previous School #1	late, please click "Next" at the bottom of the page.
Previous School #1 Enter Date Month ▼ Day ▼ Year ▼	Leave Date Month ▼ Day ▼ Year ▼
Previous School #1 Enter Date Month ▼ Day ▼ Year ▼ Enter Grade	Leave Date Month V Day Vear Vear Leave Grade
Previous School #1 Enter Date Month ▼ Day ▼ Year ▼ Enter Grade Select Grade Level ▼	Leave Date Month ▼ Day ▼ Year ▼ Leave Grade Select Grade Level ▼
Previous School #1         Enter Date         Month       Day         Enter Grade         Select Grade Level         District Contact Name	Leave Date Month  Day  Year  Use Crade Select Grade Level  Was this student expelled?

### Documents

On the **Documents** page parent must download documents to read pertaining to enrollment. All **Documents** must be downloaded to continue the enrollment process. Click on the small box under each document to begin the download process.

Documents	~
Handbook	
River Delta Unified Parent/Student Handbook and Annual Notifications	*Required
2021-22 River Delta Unified Parent/Student Handbook and Annual Notifications	
Click to Accept. Document will download. Please save a copy for your records	
Policy Documents	
Parental Rights Documentation	*Required
Please click Accept to verify that the document has been read.	
Click to Accept. Document will download. Please save a copy for your records	
River Delta Unified Guidelines for Student Disciplinary Actions	*Required
Please click Accept to verify that the document has been read.	
Click to Accept. Document will download. Please save a copy for your records	

## Authorizations

portion of the Aeries Online Enrollment.

Answer each **Authorization** question using the pull-down menu. Each **Authorization** question refers to documents download on the previous page.

lease review/refer to the documentation from the Document p	ortion of the online enrollment.
Have you reviewed the 2021-22 Parent/Student Handbook and Annual Notification found in the document portion of the Aeries Online Enrollment?	Do you understand your Parent Rights and have reviewed the documentation found in the document portion of the Aeries Online Enrollment?
Choose an option	Choose an option
Do both you and your child understand the Guidelines for Disciplinary Actions and have reviewed the documentation found in the document portion of the Aeries Online Enrollment?	Do you give permission for your child's image to be posted through any of River Delta Unified digital communications Documentation is found in the document portion of the Aeries Online Enrollment.
Choose an option 🔹	Choose an option
Have you read the limited power of attorney for emergency medical care of a student? Do you consent for the school to take action in an emergency situation when the parent cannot be contacted? Documentation is found in the	Have you read the assumption of risk and waiver of liabilit and agree to abide by RDUSD COVID-19 protocols, fully understand its terms? Documentation is found in the document portion of the Aeries Online Enrollment.
document portion of the Aeries Online Enrollment.	Choose an option
Choose an option	
Would you like to include my child/children in both the directory, yearbook, and award listings? Documentation is found in the document portion of the Aeries Online Enrollment.	Do you give permission for media representatives to publish/broadcast interview with or photographs identifying your child/children? Documentation is found in the document portion of the Aeries Online Enrollment.
Choose an option 🔹	Choose an option

# Residence/Military Survey

Please select the options that apply to your family residence and parent/guardian military service.

0.000 0	elect one of the following options to complete the residence survey	
ease se	elect one of the following options to complete the residence survey:	
	Temporary Shelters A temporary residence provided for homeless individuals	
	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	
	<ul> <li>sharing the housing of other persons due to the loss of housing, economic hardship, or other similar reasons.</li> </ul>	
	Temporarily Unsheltered A type of residence for homeless individuals that is	
	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.	
vious		
vious		
	Family Military Survey	
ease s med F	elect whether or not at least one parent/guardian of this student is active in the United States 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.	

Next

Previous

# Confirmation

After all information has been entered, the following page displays for the Parent to review. Any information that displays an **Edit** icon can be edited before clicking on the **Finish and Submit** button.

		Confirm	~
Please review all click "Finish and	the information you have entered.   Submit".	If corrections are needed, click "Edit". When/If all information	is correct
District logo	Assigned School: D.H. White Elementary School (707) 374-5335 500 Elm Way Rio Vista 94571		
		Freely Elf	
Enrollment ID	9857		
Enrollment Inform	nation (changes can only be made a	t the school)	
Enrollment completed by Papa Elf shmaterwright@mac.com		Enrollment Year 2022	
Student's First Name Freely		Student's Nick Name Fred	
Student's Middle Name		Student's Last Name Elf	
Student's Suffix		Student's Birthday 3/8/2018	
Grade Pre School		<b>Street</b> 400 South Front Street	
Unit or Apartment Number		<b>City</b> Rio Vista	
Zipcode 94571		<b>State</b> California	

When the Enrollment is completed, the data is submitted by clicking on the **Finish and Submit** button. After clicking on the button an email is sent to the school to notify that a new enrollment is ready to be reviewed.

Do you give my child/children permission to use technology and access the internet and other River Delta Unified networks? Documentation is found in the document portion of the Aeries Online Enrollment. Yes
Edit
Residence Survey Response
Residence Type None of the above
Edit
Family Military Survey Response
No, this student does not have a parent/guardian who is active in the United States Armed Forces.
Edit
If the information above is correct, click Finish and Submit. After clicking this no further changes can be made online.
Finish and Submit