

# Aeries Parent Portal

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## OVERVIEW

The Aeries Parent Portal is available to all parents. Parent Portal accounts are created automatically when students are registered in the school district.

There are many benefits to regularly accessing the Aeries Parent Portal

- Update contact information
- Attendance status in real time
- Grades, transcripts, and Report Cards
- Aeries Gradebook, missing assignments, exam scores, and final grades
- Other student related information

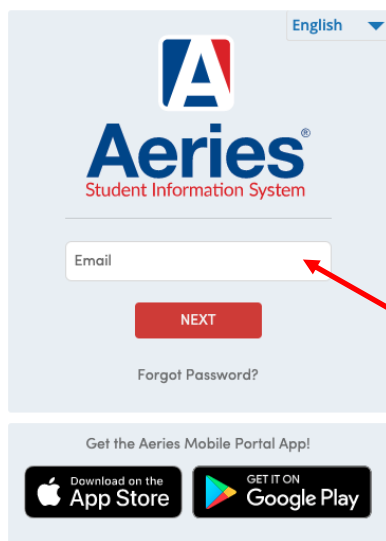
## NAVIGATION

It is important to note that an email is required for an Aeries Parent Portal account. If you have forgotten your email address you can either contact your son/daughters school or you can [create a new email address](#).

When logging into the Aeries Parent Portal for the first time you will first need to enter the email address provided to the school district.

## Login

### River Delta Unified School District

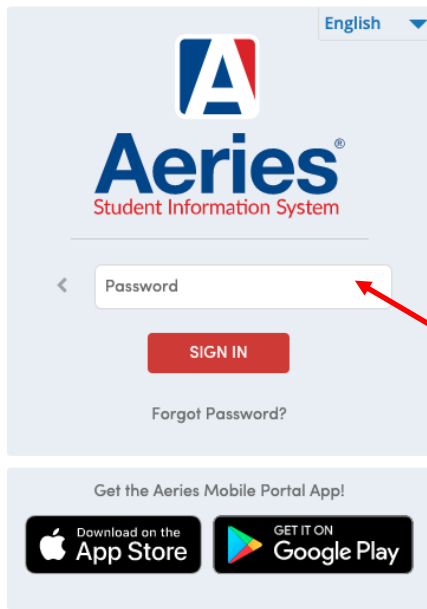


If you need to change the language to Spanish it can be done by clicking here.

Enter the email you provided the school district here.

Click *Next*.

# River Delta Unified School District



If you need to change the language to Spanish it can be done by clicking here.

Enter the password. If you cannot remember your password, click *Forgot Password?* found directly below the Sign In button.

After entering the password click *SIGN IN*.

## The Aeries Parent Portal Homepage

There are two views:

### New Portal

**Aeries Student** | Buddy Elf | River Delta Pre-School - Grade PS | Search students, pages, classes | shmaterwright@ma...

Welcome to the Aeries Portal for Buddy Elf

**Students**

**Buddy Elf**  
Grade: PS  
River Delta Pre-School

Gradebook  
Gradebook Details  
Attendance  
Test Details

**Classes**

**Backpack**

**My Assignments** | Default

PD	Assignment Name	Files	Due	Submitted Files
You have no assignment due from 3/4/2022 - 3/11/2022				

**My Uploaded Files**

File Name	Files	Size	Date Uploaded
<a href="#">Upload New Files</a>			

**Attendance Summary**

Code	Description	All
<a href="#">Go to Attendance</a>		

**Resources**

Site | De

**Notifications**

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

Would you like to receive weekly emails on the status on each student you have access to? [Modify](#)

# Old Portal

2021-2022 River Delta Pre-School shmaterwright@mac.com

Dashboard Communications Student Info Attendance Grades Medical Test Scores Change Student

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

Welcome to the Aeries Portal for Buddy Elf

Class Summary Show Legend Options

Teacher	Gradebook	Mark	Trend	Missing Assignment	Past 5 Days M T W T F	Website	Meeting	Last Updated
---------	-----------	------	-------	--------------------	--------------------------	---------	---------	--------------

Calendar 03/04/2022

+ Add New Event Display: Day

You have no events for this date

Go To Calendar

My Assignments Default Attendance Summary

PD	Assignment Name	Files	Due	Submitted Files	Code	Description	All
----	-----------------	-------	-----	-----------------	------	-------------	-----

## Navigation in the Old Portal

2021-2022 River Delta Pre-School shmaterwright@mac.com

Dashboard Communications Student Info Attendance Grades Medical Test Scores Change Student

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

Class Summary

Teacher	Gradebook
---------	-----------

Calendar 03/04/2022

+ Add New Event

You have no events for this date

Go To Calendar

My Assignments Default Attendance Summary

PD	Assignment Name	Files	Due	Submitted Files	Code	Description	All
----	-----------------	-------	-----	-----------------	------	-------------	-----

Parent Notification Preferences

Change Password

Change Email

Add New Student To Your Account

Preview the New Portal

Log Out

By clicking on the email address in the top left corner you will give given the option to:

- Change Password
- Change Email
- Add a new student to your account
- Preview the New Portal
- Log Out

<https://riverdeltausd.asp.aeries.net/student/Default.aspx?SetParentPortalPreview=True>

On the top menu bar, you see:

- **Dashboard:** Brings you to the Homepage
- **Communications:** Brings you to ParentSquare. ParentSquare is the district communication platform. If you are having issues with ParentSquare please refer to the [ParentSquare Troubleshooting page](#).
- **Student Info:** Here you will find all the data that you have provided the school district. We encourage all parents to look through this data to make sure that it contains current information.

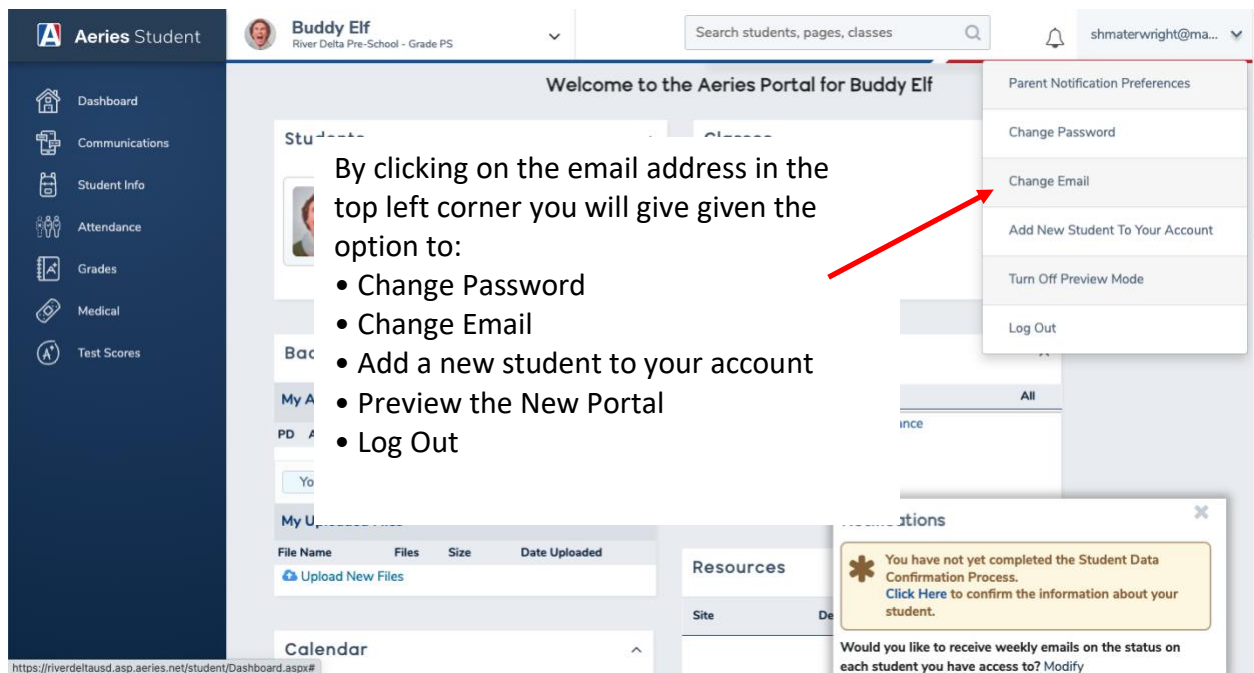
The screenshot shows the Aeries Parent Portal interface for River Delta Pre-School. The top navigation bar includes 'Dashboard', 'Communications', 'Student Info', 'Attendance', 'Grades', 'Medical', 'Test Scores', and 'Change Student'. The 'Student Info' dropdown menu is open, listing options: Profile, Demographics, Contacts, Data Confirmation, Student Document Requests, Special Programs, Authorizations, Fees and Fines, Data Confirmation Log, Student Documents, and Siblings. A yellow banner at the top right states: 'You have not yet completed the Student Data Confirmation Process. Click Here to confirm the information about your student.' Below the banner, the user is welcomed to the Aeries Portal for Buddy Elf. The main content area shows a 'Class Summary' section with a table for 'Teacher' and 'Missing Assignment', and a 'Calendar' section with an 'Add New Event' button and a 'Display: Day' dropdown. At the bottom, there are sections for 'My Assignments' and 'Attendance Summary'.

- **Attendance:** monitor your child's attendance
- **Grades:** Monitor your child's Gradebook (assignments, quizzes/tests, and final grades), and Report Card.

The screenshot shows the Aeries Parent Portal interface for River Delta Pre-School. The top navigation bar includes 'Dashboard', 'Communications', 'Student Info', 'Attendance', 'Grades', 'Medical', 'Test Scores', and 'Change Student'. The 'Grades' dropdown menu is open, listing options: Gradebook, Gradebook Details, Report Card History, and Standards Based Progress Dashboard. A yellow banner at the top right states: 'You have not yet completed the Student Data Confirmation Process. Click Here to confirm the information about your student.' Below the banner, the user is welcomed to the Aeries Portal for Buddy Elf. The main content area shows a 'Class Summary' section with a table for 'Teacher', 'Gradebook', 'Mark', 'Trend', and 'Missing Assignment', and a 'Calendar' section with a date selector for '03/04/2022', an 'Add New Event' button, and a 'Display: Day' dropdown. At the bottom, there are sections for 'My Assignments' and 'Attendance Summary'.

- **Medical:** The student's medical history that has been provided by the parent
- **State Test Scores:** View your child's State Test scores
- **Change Student:** Move to your other children if you have more than one child.

## Navigation in the New Portal



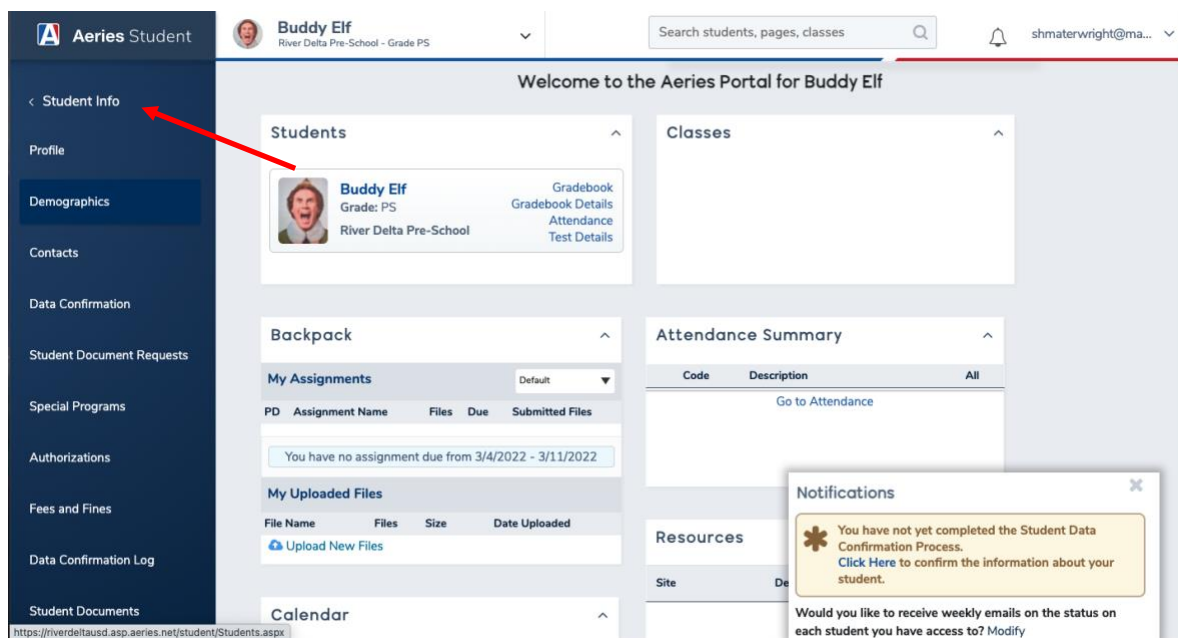
By clicking on the email address in the top left corner you will give given the option to:

- Change Password
- Change Email
- Add a new student to your account
- Preview the New Portal
- Log Out

The screenshot shows the Aeries Student portal interface. At the top, the user's name "Buddy Elf" and email "shmaterwright@ma..." are visible. A dropdown menu is open, showing options: Parent Notification Preferences, Change Password, Change Email, Add New Student To Your Account, Turn Off Preview Mode, and Log Out. A red arrow points to the "Change Email" option. The main content area displays "Welcome to the Aeries Portal for Buddy Elf" and a "Students" section with a profile card for Buddy Elf. A "Notifications" pop-up is also visible, stating: "You have not yet completed the Student Data Confirmation Process. Click Here to confirm the information about your student." Below the notification, there is a question: "Would you like to receive weekly emails on the status on each student you have access to? Modify".

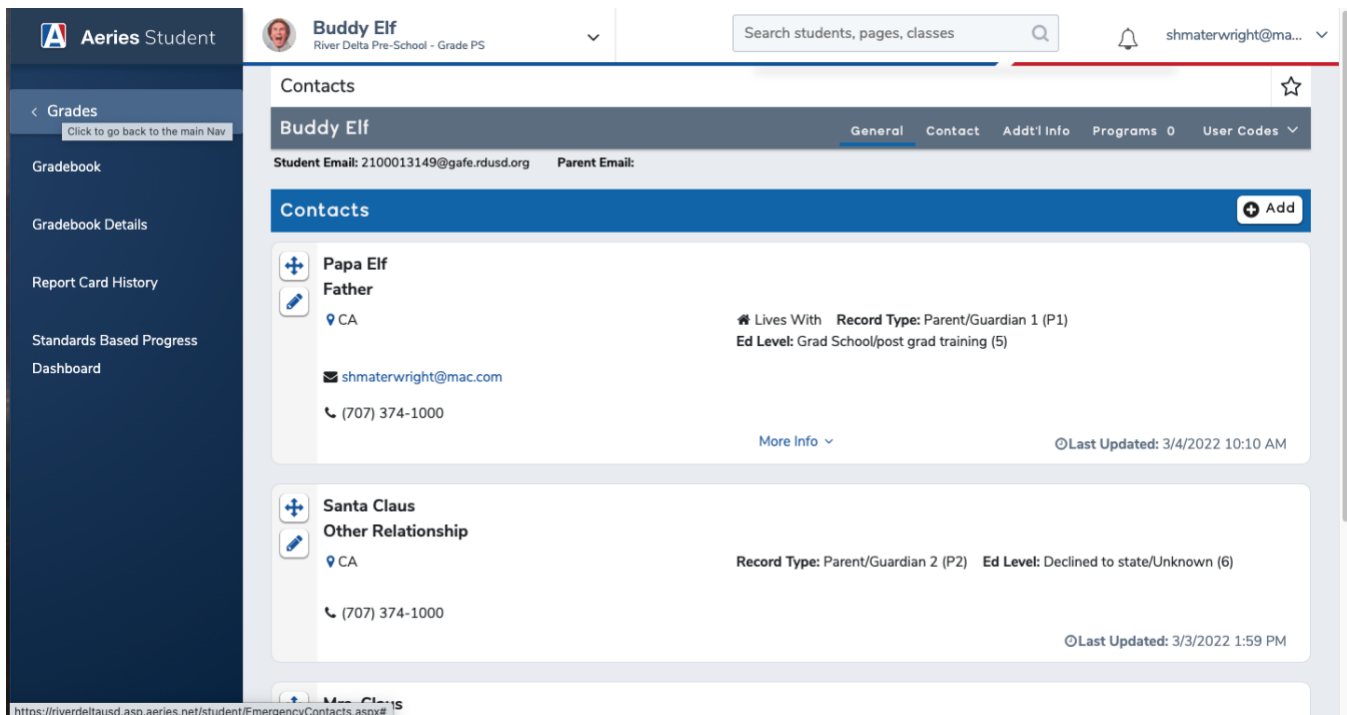
On the side menu bar, you see:

- **Dashboard** which bring you to the Homepage
- **Communications** which will bring you to ParentSquare. ParentSquare is the district communication platform. If you are having issues with ParentSquare please refer to the [ParentSquare Troubleshooting page](#).
- **Student Info:** Here you will find all the data that you have provided the school district. We encourage all parents to look through this data to make sure that it contains current information.



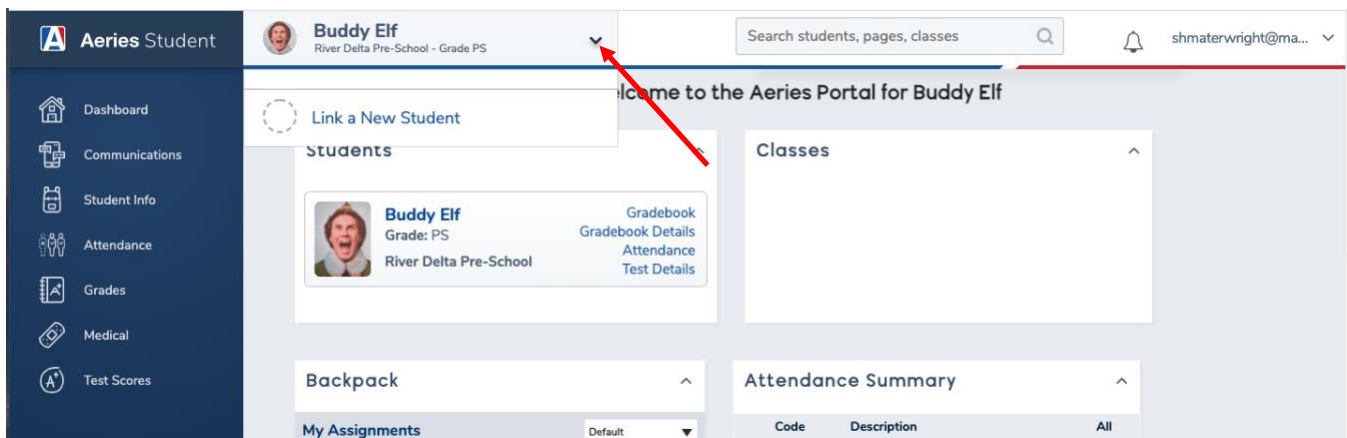
The screenshot shows the Aeries Student portal interface with the "Student Info" section selected in the side menu. The side menu includes: Profile, Demographics, Contacts, Data Confirmation, Student Document Requests, Special Programs, Authorizations, Fees and Fines, Data Confirmation Log, and Student Documents. The main content area displays "Welcome to the Aeries Portal for Buddy Elf" and a "Students" section with a profile card for Buddy Elf. The "Backpack" section shows "My Assignments" with a table: PD, Assignment Name, Files, Due, Submitted Files. Below this, it states: "You have no assignment due from 3/4/2022 - 3/11/2022". The "My Uploaded Files" section has a table: File Name, Files, Size, Date Uploaded. The "Attendance Summary" section has a table: Code, Description, All. The "Resources" section has a table: Site, De. A "Notifications" pop-up is also visible, stating: "You have not yet completed the Student Data Confirmation Process. Click Here to confirm the information about your student." Below the notification, there is a question: "Would you like to receive weekly emails on the status on each student you have access to? Modify".

- **Attendance:** monitor your child’s attendance
- **Grades:** Monitor your child’s Gradebook (assignments, quizzes/tests, and final grades), and Report Card.



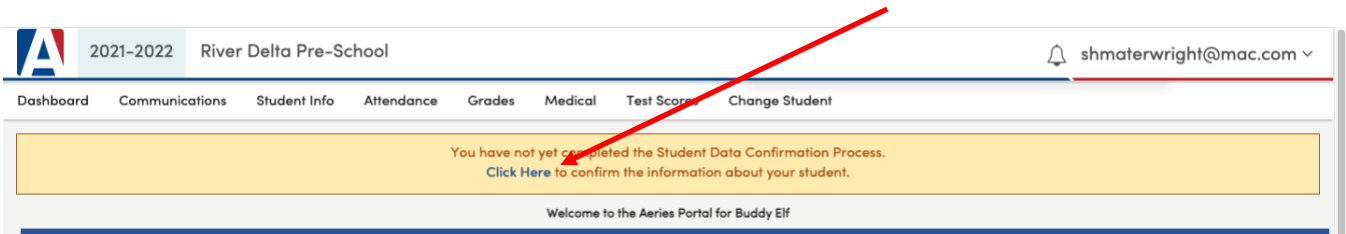
- **Medical:** The student’s medical history that has been provided by the parent
- **State Test Scores:** View your child’s State Test scores

Toggle between your children, if you have more than one, by clicking on the name of your child on the top right-hand side.

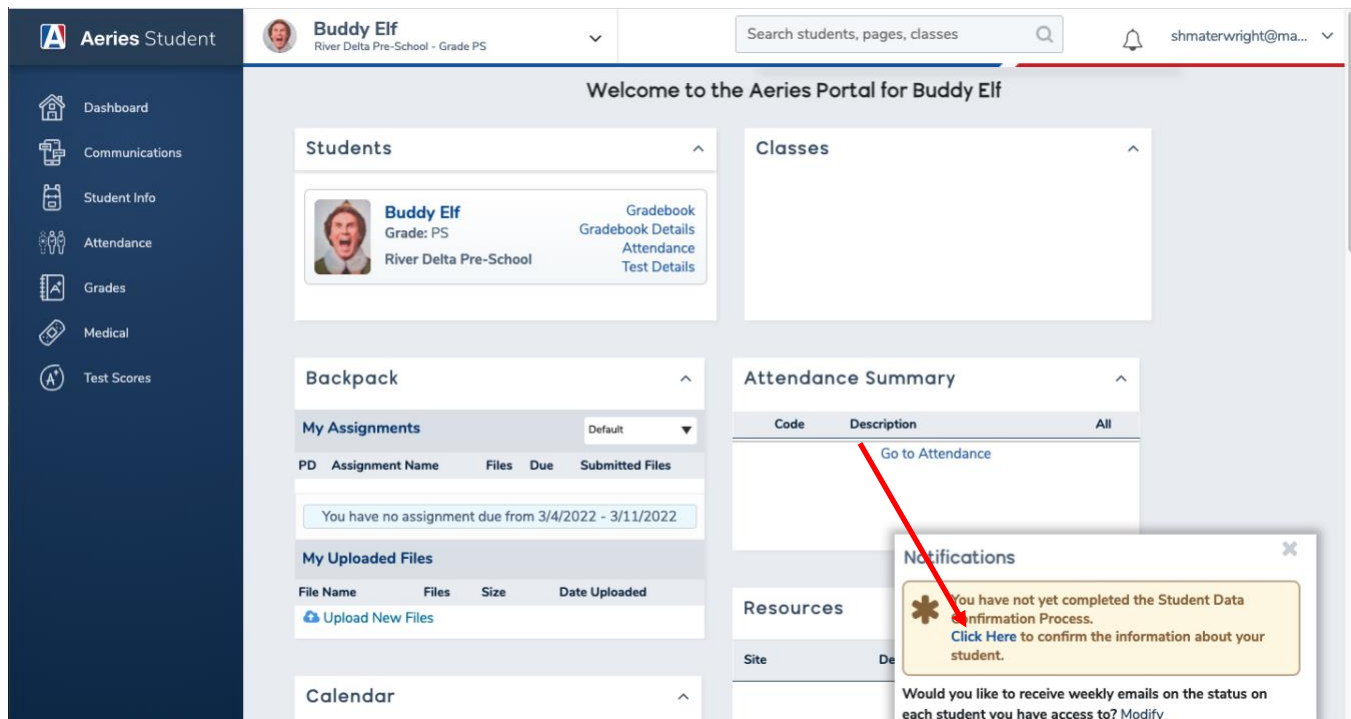


## DATA CONFIRMATION

In the Old Portal View you may see a yellow banner along the top. This means that the parent has not completed the Data Confirmation for the current school year. The Data Confirmation will now be a part of the Fall Packet process that all parents must complete each year. To complete the Data Confirmation, click the link that says *Click Here*.



In the New Portal View you may see a Notification box in the lower left corner. This means that the parent has not completed the Data Confirmation for the current school year. The Data Confirmation will now be a part of the Fall Packet process that all parents must complete each year. To complete the Data Confirmation, click the link that says *Click Here*.





## Data Confirmation Steps

There are nine steps in the Data Confirmation process.

### Step 1: Family Information

This is information that the State of California requires the district to collect from each family.

#1 asks whether a parent/guardian is an active member of the military. Answer by clicking either the *Yes* or *No* box.

#2 asks where the family lives. Select the option that best represents the families living condition.

Click *Confirm and Continue*

Please follow the instructions on each tab below to complete the registration.

Check the appropriate boxes and click **Confirm and Continue**.

**1 Family Information**

2 Income

3 Student

4 Contacts

5 Medical History

6 Documents

7 Authorizations

8 Requested Documents

9 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.

**1**  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.

**2**  **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.

## Step 2: Income

There are two parts to this section. The first part asks how many people are in your household. Choose the option that best represents your family.

Family Information

2 Income

3 Student

4 Contacts

5 Medical History

Documents

7 Authorizations

8 Requested Documents

9 Final Data Confirmation

Confirm and Continue

How many people are in your household?

1  2  3  4  5  More

Next select the total monthly household income that best represents your family.

Click *Confirm and Continue*.

A pop-up box will appear asking to make sure the information is correct because it is not editable once it has been submitted. If it is correct click *OK*. If not, click *Cancel* and correct the selection.

Family Information

2 Income

3 Student

4 Contacts

5 Medical History

Documents

7 Authorizations

8 Requested Documents

9 Final Data Confirmation

Confirm and Continue

How many people are in your household?

1  2  3  4  5  More

What is your total monthly household income?

\$1888 or less

\$1889 - \$2686

\$2687 or greater

### Step 3: Student

Check to make sure that the information is correct. If not, click the Change button and make the corrections. When finished click *Confirm and Continue*.

Family Information ✓

Income ✓

**3 Student**

4 Contacts

5 Medical History

Documents ✓

7 Authorizations

8 Requested Documents

9 Final Data Confirmation

Confirm and Continue

Please look carefully at all Student Demographics. It is very important that all information is updated.

If additions or updates need to be made press **Change**.

When complete press **Save**. Press **Confirm and Continue**.

Student Demographics		Notes
Primary Phone	(707) 374-1000	
Student's Mobile		

Change

### Step 4: Contacts

In this section are the contacts that were provided to the district by the parent. Changes to the contact information can be made by clicking the pencil icon.

Family Information ✓

Income ✓

Student ✓

**4 Contacts**

5 Medical History

Documents ✓

7 Authorizations

8 Requested Documents

9 Final Data Confirmation


Confirm and Continue


Please look carefully at all Contact information. It is very important that all information is updated, *including the email address*.

If additions or updates need to be made press the pencil image and complete all updates. When complete press **Save**. Press **Confirm and Continue**.

If you do not have an email address, please click [HERE](#) to learn how to create a Gmail account.

Contacts + Add

 **Papa Elf**  
**Father**  
CA 🏠 Lives With **Record Type:** Parent/Guardian 1 (P1)  
**Ed Level:** Grad School/post grad training (5)  
✉ shmaterwright@mac.com  
☎ (707) 374-1000 More Info 🕒 Last Updated: 3/4/2022 10:10 AM

 **Santa Claus**  
**Other Relationship**

## Contact Editing

All parents are encouraged to click on the pencil. Check over this information carefully. Having the most current information ensures that your child's school can contact you.

To ensure that your ParentSquare account will be created/maintained it is important that *General and Emergency Announcements* are selected.

When finished click *Save*.

The screenshot shows the 'Edit Contact' form with the following details:

- Name:** Prefix (empty), Last Name (Elf), First Name (Papa), Middle Name (empty), Suffix (empty), Mailing Name (Papa Elf)
- Address:** Lives With? (Y), Address (empty), City (empty), State (CA), Zip Code (empty), ZipExt (empty), Address Type (empty)
- Relationship:** Father, Primary Contact (checked), Record Type (Parent/Guardian 1), Notification Preferences (General and Emerger), Mail Tag (empty), Contact Order (1), Enrolled the Student (empty)
- Telephone:** Telephone (707) 374-1000, Work Phone (empty), Extn (empty)
- Notification Preferences:** Do Not Contact (0), General and Emergency Announcements (1), Emergency Announcements (2)
- Other Fields:** CorrLng (empty), Ed Level (5), Fingerprint Status (empty), Email Address (shmaterwright@mac.com), Occupation (empty)

Buttons at the bottom: Save, Cancel, Delete.

Click *Confirm and Continue* to move to Step 5.

## Step 5: Medical History

This section contains the medical history that has been provided by parents. Please review this information.

If everything is correct and current, click *Save* and *Confirm and Continue*.

- Family Information
- Income
- Student
- Contacts
- 5 Medical History**
- Documents
- 7 Authorizations
- 8 Requested Documents
- 9 Final Data Confirmation

**Confirm and Continue**

Please look carefully at all medical information.

If your child has a medical issue, please click the appropriate box. Once a box is checked a pop-up will appear allowing you to add any additional needed information concerning this medical issue.

When complete press **Save**. Press **Confirm and Continue**.

Medical History and Current Medical Conditions				
Condition	Effective Date	Age	Grade	Comment
<b>Save</b>				

**Additional Conditions Please Check All That Apply**

- Allergy
- Asthma
- Cerebral Palsy
- Diabetic
- Epilepsy
- Excess Bleeding
- Chronic Infection
- Heart Problem
- Hay Fever
- Hearing Problem
- Kidney Problem
- Bladder Problem
- Migraines
- Nervous Disorder
- Orthopedic Problem
- Color Blind
- Hyperactive
- No Aspirin
- Seizures
- Tooth/Gum Problems
- Severe Cramps
- Other
- Bee Sting
- No Blood Transfusion
- No Medical Treatment w/o Contact

**Save**

If adjustments or additions are required select the condition, enter the date is began, the age, grade, and any comments concerning the condition.

When complete click *Save* and *Confirm and Continue*.

- Family Information
- Income
- Student
- Contacts
- 5 Medical History**
- Documents
- 7 Authorizations
- 8 Requested Documents
- 9 Final Data Confirmation

**Confirm and Continue**

Please look carefully at all medical information.

If your child has a medical issue, please click the appropriate box. Once a box is checked a pop-up will appear allowing you to add any additional needed information concerning this medical issue.

When complete press **Save**. Press **Confirm and Continue**.

Medical History and Current Medical Conditions				
Condition	Effective Date	Age	Grade	Comment
<b>Save</b>				

**Additional Conditions Please Check All That Apply**

Allergy  Hearing Problem  No Aspirin

Effective Date: 03/07/2022

Age: 0

Grade: 0

Comment:




## Step 6: Documents

This section contains the documents that parents may need to refer to when making the authorizations in Step 7.

Click on each box that says *Click to Accept*. This will trigger the document to download. The documents can be opened and read or saved to be reviewed at a later date.

If this Section already contains a check mark, that means that this process was recently completed during the Aeries Online Enrollment.

When complete click *Confirm and Continue*.

<input checked="" type="checkbox"/> Family Information	<p>Last Confirmed: 3/3/2022 1:50:00 PM</p> <p>For each document, you must click the checkbox to confirm. Document will download. Please save this copy for your records.</p> <p><b>Documents</b></p> <p><b>Handbook</b></p> <p><input checked="" type="checkbox"/> River Delta Unified Parent/Student Handbook and Annual Notifications *Required</p> <p> 2021-22 River Delta Unified Parent/Student Handbook and Annual Notifications</p> <p><input checked="" type="checkbox"/> Click to Accept. Document will download. Please save a copy for your records</p> <p><b>Policy Documents</b></p> <p><input checked="" type="checkbox"/> Parental Rights Documentation *Required</p> <p> Please click Accept to verify that the document has been read.</p> <p><input checked="" type="checkbox"/> Click to Accept. Document will download. Please save a copy for your records</p> <p><input checked="" type="checkbox"/> River Delta Unified Guidelines for Student Disciplinary Actions *Required</p> <p> Please click Accept to verify that the document has been read.</p> <p><input checked="" type="checkbox"/></p>
<input checked="" type="checkbox"/> Income	
<input checked="" type="checkbox"/> Student	
<input checked="" type="checkbox"/> Contacts	
<input checked="" type="checkbox"/> Medical History	
<input checked="" type="checkbox"/> Documents	
<input type="checkbox"/> 7 Authorizations	
<input type="checkbox"/> 8 Requested Documents	
<input type="checkbox"/> 9 Final Data Confirmation	
<input type="button" value="Confirm and Continue"/>	

## Step 7: Authorizations

Please read each Authorization carefully. Click either Accept/Consent/Approve or Deny. If you don't understand what the Authorization is referring to, please read the documentation that was downloaded in Step 6.

Click *Confirm and Continue*.

Family Information

Income

Student

Contacts

Medical History

Documents

**7 Authorizations**

8 Requested Documents

9 Final Data Confirmation

Confirm and Continue

Please review the following. EACH Authorization & Prohibitions item must have a STATUS response in order to complete the registration process.

To save your progress scroll to the bottom and click Save. When finished click Save.  
IF \* Response Required still appears, one or more items has not yet saved. Once all items have been completed, the Red Message "Response Required" will disappear.

Authorizations and Prohibitions	
Description	Status
<b>Parent/Student Handbook and Annual Notifications</b> I have reviewed the 2021-2022 Parent/Student Handbook & Annual Notifications found in Section 6: Documents.	<input checked="" type="checkbox"/> Accept <input type="checkbox"/> Deny
<b>Notice to Parents/Guardians and Eligible Students Concerning Their Legal Rights and Obligations to Specified Programs and Activities</b> I UNDERSTAND my Parental Rights and have reviewed the documentation found in Section 6: Documents.	<input checked="" type="checkbox"/> Agree <input type="checkbox"/> Deny
<b>Guidelines for Disciplinary Actions, Discrimination, Harassment, Intimidation, and Bullying</b> MY CHILD/CHILDREN AND I UNDERSTAND the Guideline for Disciplinary Actions and have reviewed the documentation found in Section 6: Documents.	<input checked="" type="checkbox"/> Agree <input type="checkbox"/> Deny
<b>Posting of Student Images and Names on River Delta Communication Tools</b> APPROVE: I GIVE PERMISSION for my child's image to be posted through any River Delta Unified digital communications. Documentation is found in Section 6: Documents.	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny
<b>Limited Power of Attorney for Emergency Medical Care</b> I HAVE READ THE LIMITED POWER OF ATTORNEY FOR EMERGENCY MEDICAL CARE OF A STUDENT. I CONSENT FOR THE SCHOOL TO TAKE ACTION IN AN EMERGENCY SITUATIONS WHEN THE PARENT CANNOT BE CONTACTED. Documentation found in Section 6: Documents.	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Deny
<b>Assumption of Risk and Waiver of Liability and Agreement to Abide by River Delta Unified School District COVID-19 Protocols</b> I HAVE READ THE ASSUMPTION OF RISK AND WAIVER OF LIABILITY AND AGREE TO ABIDE BY RDUSD COVID-19 PROTOCOLS, FULLY UNDERSTAND ITS TERMS. Documentation found in Section 6: Documents.	<input checked="" type="checkbox"/> Agree <input type="checkbox"/> Deny
<b>Release of Directory and Yearbook Information</b> ALLOW: YES, PLEASE INCLUDE MY CHILD/CHILDREN IN BOTH THE DIRECTORY, YEARBOOK, AND AWARD LISTINGS. Documentation is found in Section 6: Documents.	<input checked="" type="checkbox"/> Allow <input type="checkbox"/> Deny
<b>Photography/Video/Media Release</b> APPROVE: I GIVE PERMISSION for media representatives to publish/broadcast interview with or photographs identifying my child/children. Documentation is found in Section 6: Documents.	<input checked="" type="checkbox"/> Approve <input type="checkbox"/> Deny
<b>Technology/Network Use Guidelines</b> I GIVE MY CHILD/CHILDREN PERMISSION to use technology and access the internet and other River Delta Unified networks. Documentation is found in Section 6: Documents.	<input checked="" type="checkbox"/> Agree <input type="checkbox"/> Deny

Save

## Step 8: Requested Documents

There are no documents that River Delta Unified is requesting from parents currently.

Click *Confirm and Continue*.

## Step 9: Final Data Confirmation

Go back through your data entries/edits. Make sure everything is correct.

Click *Confirm and Continue*.

Thank you, you have completed the Data Confirmation process.