Beginning August 2nd, a parent/guardian should follow the instructions below to update information and renew the required documents in your student’s Aeries account at the school. It typically requires about 15 minutes per student.

Basic overview:
- Login and start the information confirmation process
- Check and update the information about the student, parents/guardian and emergency contacts
- Acknowledge receipt of several documents that are required by state and federal regulations
- Acknowledge receipt of several policy documents from the school district, and authorize student participation
- Check your email, print the confirmation page and ensure your student brings it to Falcon Fest

1. This process is most reliable when using Google Chrome. From a computer web browser, login to Aeries using your PARENT email address. Go to: https://lgsuhsd.asp.aeries.net/student/LoginParent.aspx

   a. If you have difficulty logging in, please follow these steps:
      i. If you forgot your password: Enter your PARENT email address and click the “Forgot Password?” link. The system will send you an email with a new password if the email address you type matches what was provided to the school previously.
         1. Be sure you are using the PARENT email address you used for Aeries to enroll your child, not your student’s email address.
      ii. If you still have trouble, please contact Julia Peck: jpeck@lgsuhsd.org or 408-867-3411, ext. 233.

2. Select the link “Click Here” to begin the process.

3. Review the Family Information screen and make selections. When complete, click on “Confirm and Continue”.

   ![Family Information Screen]

   You have not yet completed the Student Data Confirmation Process. Click Here to confirm the information about your student.
4. Review the **Student** screen and make any changes. To make a change, you must click on “**Change**” to edit, then “**Save**”. When complete, click on “**Confirm and Continue**”.

5. Review the **Contacts** screen, making any needed changes. Please provide at least two local emergency contacts; **please do not enter parents as Emergency Contacts**. All contacts need a phone number. Select “**Change**” to edit an existing contact or “**Add**” to enter a new one. When complete, click on “**Confirm and Continue**”.

Please provide your Student’s Mobile (cell phone) number.

Usually the only information needed is the Last and First Name, Relationship to Student, and Telephone Number.
a. If you have moved and need to change your student’s residence address, contact the Registrar Robert Wise:
rwise@lgsuhsd.org

6. Enter any health concerns or conditions on the Medical History screen. Click on the appropriate box to enter the details. Click “Save” when complete, and when ready click on “Confirm and Continue”.

    ![Medical History Screen]

    a. Health conditions with an asterisk (*) require additional documentation. Go to the district website http://www.lgsuhsd.org/community_and_parents/health_services/individualized_health_care_plans/ to print the appropriate paperwork. Complete all forms (including doctor’s signatures) and mail or drop off the documentation to the school: Saratoga High School, ATTN: Attendance/Health Office, 20300 Herriman Ave., Saratoga, CA 95070.

7. Review the Documents screen. You must open each document and then check each box when read. When complete, click on “Confirm and Continue”.

    ![Documents Screen]
8. Review the **Authorizations** screen, indicating whether you accept, allow or decline as indicated for each of the items. When complete, click on “Confirm and Continue”. You will get an error if you have not completed all items.

9. Select **Final Data Confirmation** to complete the process. Check the boxes to confirm completion and then select “Finish and Submit”. This will generate a confirmation email sent to the PARENT address.

10. **Print the confirmation email** (showing student name, grade and parent/guardian email). **Your student must bring the printed email for admission to Falcon Fest.** The email subject line is “**Student Data Confirmation**”.
   a. You do not need to bring the other email messages you may have received.
   b. **If you have more than one student**, select “**Change Student**” on the top menu bar and return to step 2.

Thank you for your assistance to ensure all information is complete and correct!