

## BUHS Registration Instructions 2020-21

Welcome to Registration 2020! This year we will do all data confirmation online.

In order to complete your Aeries Data Confirmation, you must have an Aeries Parent Portal account.

New freshmen parents, please check your email account for your account information or you will get your Portal Account Information when you pick up your Chromebooks in August.

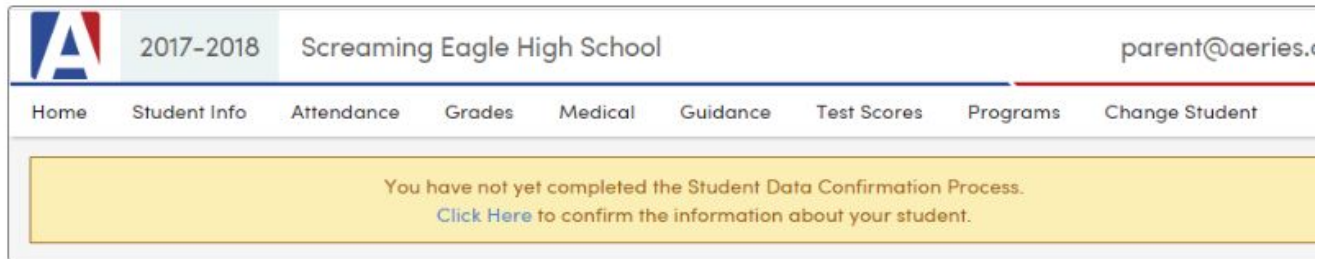
Parents can access their Parent Portal Account from a computer, a Chromebook, or the Aeries Portal Mobile App on your phone.

It is important that the Parent/Guardian completes Online Data Confirmation. Students can help the parents access the account information and complete the process, but PARENTS/GUARDIANS need to complete it so that we have the correct information.

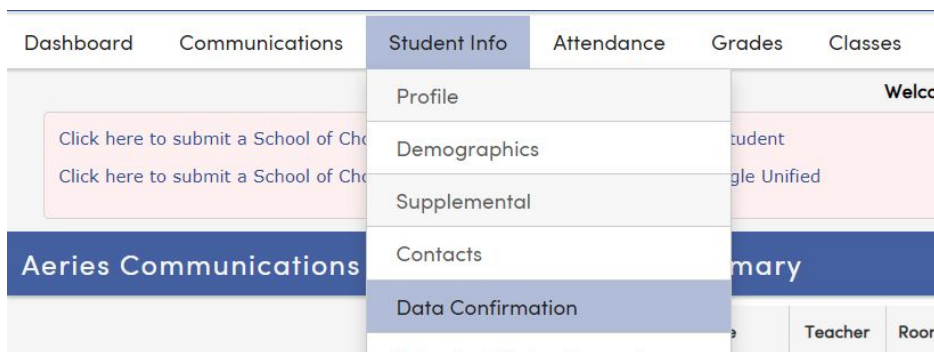
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**Here are the instructions to complete Data Confirmation from a computer or Chromebook.**

After you log into Aeries, there will be a yellow banner toward the top asking you to Click Here to confirm the information about your students.



If you don't see the yellow banner or if you have to go back later and the yellow banner is gone, you can find Data Confirmation under the Student Info Tab (see below).



## Step One: Family Information

In this first step, you will answer questions about the Military & your Home.

Military: We are required to identify any students with parents/guardians who are in **ACTIVE Military Duty**. Please do NOT mark yes if the parent/guardian is a veteran. We would like to say, thank you to all active duty and veterans for your service to our country.

Residence: The information we collect in this section allows us to identify any students potentially in a Homeless situation. We have services that can help our Homeless students. If you live in an apartment or home and after reading the choices, none of the situations pertain to your household, please mark "None of the Above."

When finished with these sections, please mark "[Confirm & Continue](#)" on the bottom, left.

Family Information

Income

Student

Medical History

5 Documents

6 Authorizations

7 Final Data Confirmation

[Confirm and Continue](#)

Last Confirmed: 6/21/2018 4:20:10 AM

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

## Step Two: Income Survey

In Step Two, you will answer two questions about your monthly household income. Districts are required to collect this information to identify students who qualify for Free or Reduced Price meals. This is **NOT** the lunch application in Aeries. [Please click here to complete the online Lunch Application](#). This screen will help us identify who needs to fill out the lunch application. [Please click here to read more about eligibility for Free or Reduced prices](#). There are many benefits for students who qualify and we encourage ALL parents to complete the [lunch application linked here](#) as you may receive reduced prices in other areas also.

### Free & Reduced-Price Eligibility Scale 2020-2021

Household size	Free Eligibility Scale for Lunch, Breakfast, and Milk					Reduced-Price Eligibility Scale for Lunch and Breakfast				
	Year	Month	Twice Per Month	Every Two Weeks	Week	Year	Month	Twice Per Month	Every Two Weeks	Week
<b>1</b>	\$ 16,588	\$ 1,383	\$ 692	\$ 638	\$ 319	\$ 23,606	\$ 1,968	\$ 984	\$ 908	\$ 454
<b>2</b>	22,412	1,868	934	862	431	31,894	2,658	1,329	1,227	614
<b>3</b>	28,236	2,353	1,177	1,086	543	40,182	3,349	1,675	1,546	773
<b>4</b>	34,060	2,839	1,420	1,310	655	48,470	4,040	2,020	1,865	933
<b>5</b>	39,884	3,324	1,662	1,534	767	56,758	4,730	2,365	2,183	1,092
<b>6</b>	45,708	3,809	1,905	1,758	879	65,046	5,421	2,711	2,502	1,251
<b>7</b>	51,532	4,295	2,148	1,982	991	73,334	6,112	3,056	2,821	1,411
<b>8</b>	57,356	4,780	2,390	2,206	1,103	81,622	6,802	3,401	3,140	1,570
<b>For each additional family member, add:</b>										
	\$5,824	\$486	\$243	\$224	\$112	\$8,288	\$691	\$346	\$319	\$160

Household is synonymous with family and means a group of related or unrelated individuals who are not residents of an institution or boarding house, but who are living as one economic unit sharing housing and all significant income and expenses. This scale does not apply to households that receive Supplemental Nutrition Assistance Program (SNAP) benefits—known as CalFresh in California, Food Distribution Program on Indian Reservations (FDPIR) benefits, or children who are recipients of Temporary Assistance for Needy Families—known as CalWORKs in California. Those children are automatically eligible for free meal benefits.

## Step Three: Student Demographics & Contacts

In Step Three, we will confirm your child's demographic information and emergency contact information.

Student Demographics: The information in the first section allows you to confirm the information we have in Aeries for your child. Since we are working in Distance Learning for a while this year, we'd also ask that parents include their child's cell phone number in case the teacher or office staff needs to contact them for their class work or assignments. (This is optional, but highly recommended.) Parents, please also update the Parent Education Level by choosing the highest level of education for either parent/guardian.

To change any information, please hit the **CHANGE** button at the bottom and the screen will then allow you to change the information.

Student Demographics		
		Notes
First Name	Allan	
Middle Name	James	
Last Name	Abbott	
Parent/Guardian	M/M A Abbott	This field is used to address mailings from the school if applicable.
Primary Phone	(777) 555-9448	
Student's Mobile		
Correspondence Language	English	Letters and Report Cards sent home from the school will be sent in this language. Not all languages listed are supported by the district.
Parent Highest Education Level	Some College	
Records Release		
Ethnicity?	Is this student Hispanic or Latino? No	
Race(s)	White	
Birth City	Hermosillo	
Birth State	Sonora	
Birth Country	Mexico	
<div style="background-color: #2c5e8c; color: white; padding: 5px 15px; display: inline-block; border-radius: 3px;">Change</div>		

**Contacts:** In the **Contacts** section, please add or update any contact information that allows us to call or email a friend or relative in the event we cannot contact the parent/guardian. All parents/guardians should also be listed separately in this section.

**IMPORTANT NOTE:** Parents, please include each parent and/or Guardian as a separate contact. Contacts who are listed as “Mother,” “Father,” “Guardian,” “Foster Mother,” or “Foster Father” will be added to Aeries Communication to receive Phone calls, text messages, and/or email messages from our school phone message.

Besides parents/guardians, please include at least two other adults that we can contact in case the parents can't be found during an emergency.

To Add more contacts, please hit the +Add button on the right. To change information for an existing contact, click on the PENCIL icon next to their name. □

**Contacts** + Add

**Adam Abbott**

5647 Elm St, Eagle rock CA 99998(Work Address)

parent@aeries.com

Work: (777) 555-7537

**Father**

Copy of All Mail

[More Info](#) ▾

🕒 Last Updated: 7/14/2019 11:17 PM

Prefix	Last Name	First Name	Middle Name	Suffix	Mailing Name				
<input type="text"/>	<input type="text" value="Abbott"/>	<input type="text" value="Adam"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Adam Abbott"/>				
🏠 Lives With?		📍 Address		City	State	Zip Code	ZipExt	Address Type	
<input type="text"/>		<input type="text" value="5647 Elm St"/>		<input type="text" value="Eagle rock"/>	<input type="text" value="CA"/>	<input type="text" value="99998"/>	<input type="text"/>	<input type="text" value="4"/>	
Relationship		Code		✉ Mail Tag		Enrolled the Student			
<input type="text" value="Father"/>		<input type="text"/>		<input type="text" value="Copy of All"/>		<input type="text"/>			
📞 Telephone		📠 Work Phone		Extn	📱 Mobile Phone		Pager		
<input type="text"/>		<input type="text" value="(777) 555-7537"/>		<input type="text"/>	<input type="text"/>		<input type="text"/>		
📅 Birthdate		📄 TB Test Status		📅 TB Test Expiration		📄 Fingerprint Status		📅 Fingerprint Date	
<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>		<input type="text"/>	
✉ Email Address			Employer Name		Employer Location		Occupation		
<input type="text"/>			<input type="text"/>		<input type="text"/>		<input type="text"/>		

## Step Four: Medical Information

In Step Four, parents will update any medical information for their child. If you'd like to contact the Health Aide to discuss your child's health concerns, please email her at [ralvarez@brawleyhigh.org](mailto:ralvarez@brawleyhigh.org). Please include your child's name, grade, date of birth, and the best contact phone number for her to call. You can also call her at 760-312-6092.

- Family Information
- Income
- Student
- Medical History
- 5 Documents
- 6 Authorizations
- 7 Final Data Confirmation

Confirm and Continue

No Data Was Changed.

Medical Information lists the medical concerns/conditions currently on file for your student. SAVE any updates to this section.

Add medical conditions not listed in the *Additional Conditions* section below and check all boxes that apply. SAVE changes.

Medical History and Current Medical Conditions				
Condition	Effective Date	Age	Grade	Comment
<div style="border: 1px solid gray; padding: 5px; display: inline-block;">Save</div>				

Additional Conditions  
Please Check All That Apply

<input type="checkbox"/> overheats easily or running problem	<input type="checkbox"/> wears glasses all the time	<input type="checkbox"/> grass/pollen allergies, takes med.
<input type="checkbox"/> frequent nose bleeds	<input type="checkbox"/> wears glasses for reading	<input type="checkbox"/> moderate bee sting allergy
<input type="checkbox"/> severe headaches or migraines	<input type="checkbox"/> wears glasses for distance	<input type="checkbox"/> bee sting allergy Rx Benadryl
<input type="checkbox"/> mild skin problem	<input type="checkbox"/> wears contacts	<input type="checkbox"/> animal hair allergies
<input type="checkbox"/> other non-life threatening problems	<input type="checkbox"/> failed color vision screening	<input type="checkbox"/> dust, mold allergies
<input type="checkbox"/> sit in front to help focus	<input type="checkbox"/> hearing loss Right ear, sit R side	<input type="checkbox"/> mild, occ. asthma, bronchitis
<input type="checkbox"/> sit in front to help see board	<input type="checkbox"/> hearing loss Left ear, sit L side	<input type="checkbox"/> occ. inhaler use for breathing

When entering your child's medical information, please also include the medication check if your child takes regular prescription medication. This will help our Health Staff understand your child's health situation better.

## Step Five: Documents (Acknowledgment)

In Step Five, you will open and read many documents from BUHS/DVHS. You can download and print any of these documents to reference later. You can also find these documents on our website at [www.brawleyhigh.org/parents](http://www.brawleyhigh.org/parents). When you check the box under the document, this acts as your signature that you have read and understood these documents, rules, regulations, and information.

Documents

Required Documents

Student and Parent Handbook

\*Required

The parent and student handbook contains important information. Please read.

I Have read and Agree to the Rules. I understand that by checking this box this constitutes my signature as agreement and approval of the policies stated in the handbook. I Have read and Agree to the Rules. I understand that by checking this box this cons

Optional Documents

PTA

Information

## **Step Six: Authorizations**

In Step Six, parents will answer some questions allowing or denying certain permissions or giving us information about your child. Please make sure to click on the SAVE button at the bottom when you are finished with this page to save your authorizations before continuing.

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## **Step Seven: Requested Documents**

In Step Seven, parents will upload their Proof of Residency for the school. Proof of Residency is a required form that has the parent or guardian name and also the address of your residence. Generally, parents submit a utility bill such as an IID Electricity Bill, a City of Brawley/Westmorland Water Bill, Gas Bill, Cable Bill, etc. We need to have the “Service” address so that we know you are paying for service at this residence for proof that you live there. [Here's a short video to explain Proof of Residency.](#)

You will need to scan the utility bill into a PDF file or take a photo and use a JPG file. You will click on the “Select Documents” button and then choose which file to submit to BUHS/DVHS.

If you submit a utility bill that does not have the parent/guardian name listed on the bill, you must then submit a “[Co-Residency Form](#)” or “[Caregiver Affidavit](#)” with the bill. [Click here to watch a short video](#) about the difference of these forms here.

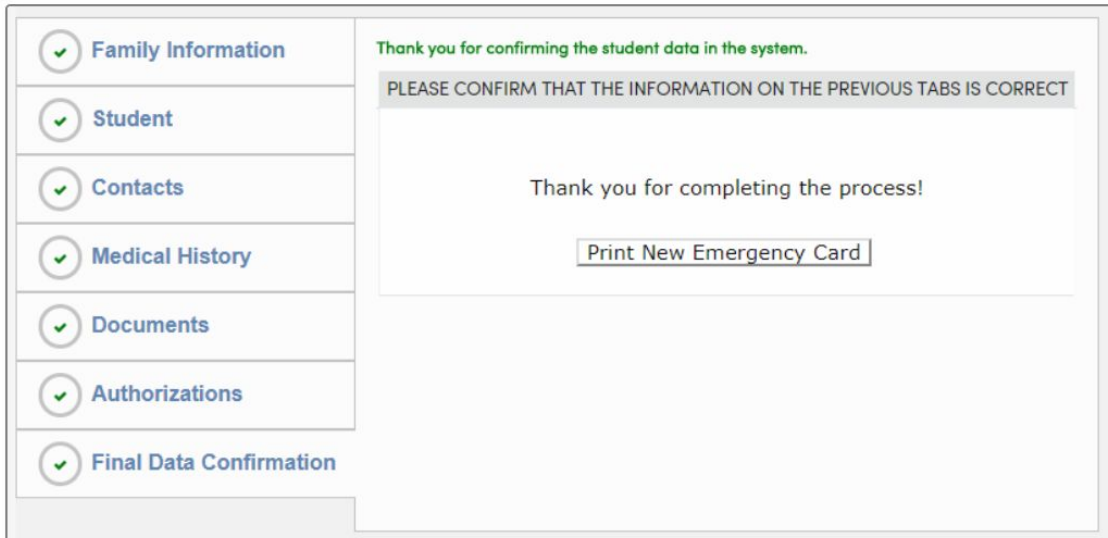
The screenshot displays a web application interface for document management. On the left, a vertical sidebar contains a navigation menu with five items: 'Medical History', 'Documents', 'Authorizations', 'Requested Documents' (which is highlighted with a blue bar and a checkmark), and 'Final Data Confirmation'. The main content area is titled 'Requested Documents' and shows a 'Last Confirmed' timestamp of '6/4/2020 7:26:57 AM'. Below this, there is a section for 'Residency Verification' marked as 'Required'. The instructions state: 'Please provide a recent copy of a Utility bill, Internet bill or other invoice with your name and address. You may upload a PDF or JPG of the bill.' Underneath, a 'Files' section contains a 'Select documents...' button and two uploaded files: 'Utility Bill' (22.96 KB) and 'Gas Bill' (107.47 KB). At the bottom of the interface, a blue bar labeled 'Transcripts' is visible.

If you live with someone else and the Utility Bill is in their name, you will need to complete this Co-Residency Verification Form in addition to uploading the Utility Bill

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## **Step Eight: Final Data Confirmation**

Step Eight is the final step where you can review any info and print the emergency card for your records. This year, you will not need to sign or return the new emergency card as parents have in the past.



The screenshot shows a web interface for data confirmation. On the left is a sidebar with seven tabs, each with a green checkmark icon: Family Information, Student, Contacts, Medical History, Documents, Authorizations, and Final Data Confirmation. The 'Final Data Confirmation' tab is selected. The main content area has a green message: 'Thank you for confirming the student data in the system.' Below this is a grey box with the text 'PLEASE CONFIRM THAT THE INFORMATION ON THE PREVIOUS TABS IS CORRECT'. Further down, it says 'Thank you for completing the process!' and features a button labeled 'Print New Emergency Card'.

This completes the Aeries Data Confirmation for parents. Please see below for the last two online forms.

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## **Step Nine: Migrant & Cafeteria Applications & Home Language Survey**

After you have completed Aeries Data Confirmation, please use the three links below to finish the Migrant information and lunch applications.

All parents should complete these two forms below.

### [Migrant Information](#)

[Click here](#) to answer a few questions to see if your child is eligible for Migrant Services. We ask that ALL parents complete this form for each child.

### [Lunch Application](#)

[Click here](#) to answer a few questions to see if your child qualifies for a Free/Reduced Price for breakfast and lunch. We ask that parents please complete this application **ONCE** and include all BUHSD students in one application.

## **Incoming Freshmen & New Students to the District**

### [Home Language Survey](#)

[Click here](#) to complete the Home Language Survey. Please do not complete this if you are returning student to BUHS, DVHS, or Renaissance.



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## **Support for Online Data Confirmation**

If you have any questions, please use the contact information below:

### **Parent Portal Verification Code Information**

BUHS Counseling Center: 760-312-6071

Angie Valtierra: [avaltierra@brawleyhigh.org](mailto:avaltierra@brawleyhigh.org)

(Note to freshmen: Your verification code will be handed out during Chromebook distribution.)

### **Aeries Online Data Confirmation Support**

Email: [registrationsupport@brawleyhigh.org](mailto:registrationsupport@brawleyhigh.org)

Phone: 760-312-6062, 760-312-5819 ext. 4061, 760-312-5819 ext. 4062

For DVHS/Renaissance students needing assistance, please contact Vanessa Montoya:

[vmontoya@brawleyhigh.org](mailto:vmontoya@brawleyhigh.org) or 760-312-5100

### **Zoom Meetings to Show Parents the Process & Answer Questions**

We will schedule Zoom Meetings for a staff member to walk through the Data Confirmation Steps with parents and answer questions.

The tentative Zoom Meeting schedule is as follows:

Thursday, August 6th at 5:30pm in English & 7:00pm in Spanish

Friday, August 7th at 11:00am in English & 12:00pm in Spanish

The Zoom links will be shared with parents closer to the scheduled meetings.

Our first deadline for parents to complete Online Data Confirmation is Friday, August 7th.

We know that this is a short deadline for parents, therefore, registration will continue to be open the following week as needed. The BUHSD Staff is here to help and we will make sure you are able to access registration and complete it successfully. 😊