



Dear Collegewood Parent:

July 2023

Welcome to the 2023-2024 school year. Collegewood is continuing with an online Data Confirmation process for all students by using the Aeries Parent Portal. **In order to view your child's classroom placement for the 2023-2024 school year, you will need to complete Data Confirmation.** The Parent Portal will open for Data Confirmation on July 17, 2023. Data Confirmation is required to update student enrollment information and for the school to have the most current contact, address, and health information.

It is mandatory that parents update all student, parent, and additional contact information before the first day of school. This is the only information that will be utilized to make contact with a parent in the event of an emergency. It is required for all returning students AND new students each school year.

You may begin the Data Confirmation process on July 17th.

Upon completion, you will be able to view your child's teacher assignment on the Parent Portal beginning August 9th at 5:00 PM.

Data Confirmation must be completed by the first week of school. You must click "Confirm & Continue" after each page until it indicates "Thank you for confirming the student data in the system". No need to print the "Final Data Confirmation" page.

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Step 1 – Access Your Aeries Parent Portal Account:

The first step in the process is to access the Aeries Parent Portal account by going to <https://parents.wvusd.k12.ca.us/aeries.net> and sign in. Please use the primary email address and phone number you have on file with us. If you've forgotten your password, you can reset it by clicking "Forgot Password?". If you are creating a new account, be sure to use the primary email on file and select "Parent" account. If the system asks you for a "verification code", you are using the incorrect email address.

Families new to Collegewood can refer to the email sent when you initially registered. That email includes your username and password.

Step 2 – Online Re-Registration:

Once you access your parent portal account, you may complete the online re-registration/data confirmation process. When you log in, you will see a yellow bar indicating "You have not yet completed the Student Data Confirmation Process". Click on the link to begin OR select "Student Information" in the drop-down menu above and select "Data Confirmation". You may begin the process with the first page. Read all the instructions and information on each page. Please make sure you update all contacts. You must click "Confirm & Continue" after each page until you reach the seventh page, the Final Data Confirmation Page.

Step 3 – Final Data Confirmation:

Once you click "Finish & Submit" after each page, you will reach the final page indicating "Thank you for confirming the student data in the system". No need to print the "Final Data Confirmation" page. You have now completed the 2023-2024 Data Confirmation process. Thank you.

If you need assistance with this process, please call or email the office beginning August 7, 2023.