

*****ATTENTION: TIME SENSITIVE*****

PLEASE COMPLETE BY AUGUST 1, 2022 IN ORDER TO CONFIRM YOUR STUDENT'S PLACEMENT FOR THE 2022-2023 SCHOOL YEAR

INSTRUCTIONS FOR CONFIRMING STUDENT REGISTRATION FOR THE 2022-2023 SCHOOL YEAR

Step 1: On 7/11/22, please log into your Aeries Parent Portal at www.reghub.org.

In addition to your Data Confirmation, you will be asked to upload your annual Proof of Residency.

For technical support with your Aeries password or data confirmation, please use the following link: <https://tech.lafsd.org>. Select create a new ticket and then Aeries Parent Portal

Important: Each section must be completed in order to finish. Click on Student Information and then Data Confirmation. Contact information can be changed through the school office, address changes must be sent to the District Office.

Section 1: Family information

Section 2: Student

Section 3: Medical History

Section 4: Documents

Section 5: Authorizations

Section 6: In Requested Documents, upload current Proof of Residency – Group #2 and Group # 3 only*

Section 7: Final Data Confirmation – Your registration will not be confirmed in the system unless you click on the final box that reads “Confirm and Continue”.

Note: these 7 steps need to be repeated for every student in the family.

Return to the Dashboard, and click on additional siblings to complete their Data Confirmation.

If everything is complete, and there is no additional documentation required for residency, you will receive an email confirmation from Aeries.

Access to your student's teacher or schedule is currently TBD, as we need to stagger schools and times so the Aeries system does not get overloaded. You will receive notification from your school office.

Step 2 and 3: Continue to follow links for contributions to Lafayette Partners in Education and your PTA/PFC's School Mascot Day,

**One item from Group #2: Current property tax; Grant deed; Term lease; Month-to-month lease with landlord letter of status; Affidavit*

**One item from Group # 3: Tax Return; Current Payroll stub; Government Correspondence*

