

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

PLEASE COMPLETE BY: WEDNESDAY 8/5/20 IN ORDER TO CONFIRM YOUR STUDENT'S PLACEMENT FOR THE 2020-2021 SCHOOL YEAR

INSTRUCTIONS FOR CONFIRMING STUDENT REGISTRATION FOR THE 2020-2021 SCHOOL YEAR FOR BOTH NEW FAMILIES AND RETURNING FAMILIES

NOTE: NEW THIS YEAR FOR ALL FAMILIES: PLEASE GATHER YOUR PROOF OF RESIDENCY DOCUMENTS BEFORE YOU BEGIN. YOU WILL BE UPLOADING THESE DOCUMENTS IN TO THE AERIES PARENT PORTAL (PDF OR JPG).

On 7/23/20, please log into www.reghub.org to guide you through three (3) Steps to confirm your student(s) attendance in the Lafayette School District for the 2020-2021 school year:

Step 1: LPIE contribution – support Lafayette public schools with an annual donation to our community's education foundation, Lafayette Partners in Education (LPIE). Learn why we need an education foundation at www.lpie.org or by reading the enclosed LPIE brochure.

Step 2: Aeries Enrollment Data Confirmation including Proof of Residency for new and returning students – see instructions below.

Step 3: Follow the link(s) to your student(s) school mascot in order to complete reghub.

The following information will address how to navigate Step #2 - Enrollment Data Confirmation in the Aeries Parent Portal.

Returning families: Returning families will need to reset their passwords this year. Please keep the password in a safe place for access during the year, and subsequent years. The reset password email will be sent to you on 7/22/20. **Proceed to Step #1 in www.reghub.org on 7/23/20 when the Aeries parent portal opens.**

New families will receive an email from Aeries LSD-Aeries@lafsd.k12.ca.us on 7/22/20. Please follow the instructions to create a new parent portal account; then proceed to Step #1 in www.reghub.org on 7/23/20 when the Aeries parent portal opens.

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 in the Help Topic.

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All families will be completing the Enrollment Data Confirmation separately for every student in the family. Important: Each section must be completed in order to finish. Click on the tab at the top “Change Student” and proceed.

Section 1: Family information

Section 2: Student

Section 3: Contacts

Section 4: Medical History

Section 5: Documents

Section 6: Authorizations

Section 7: Upload current Proof of Residency – Group #2 and Group # 3 only*

Section 8: 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 8 steps need to be repeated for every student in the family, by clicking on the “Change Student” tab.

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

The only way to access your student's teacher's name or schedule will be to complete the enrollment data confirmation and receive the confirmation email.

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.

**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*