

Data Confirmation Instructions for Parents

You must complete this process for each child, even if there is no change in your student's information.

Step 1: Login to <https://markwestusd.aeries.net/student/loginparent.aspx>

***To change language preference, click on the top right hand corner of the log in screen**

- Enter your email address and password (this will be the same information used to login to Parent Portal)
 - Parent portal accounts are automatically created when a student has enrolled in MWUSD.
 - If you **DO NOT** have a parent portal account, please contact your school office manager and request that your email address be added to the contact record of your student. Once the email address is added or updated, your parent portal account will automatically be created and you will receive an email from DoNotReply@mwusd.org with your account information.
 - If you forgot your password, please click on “Forgot Password?” and reset
 - If you have tried accessing Data Confirmation more than twice unsuccessfully, please contact Alicia Mills, District Executive Assistant at amills@mwusd.org or by calling 707.524.2972 .

Step 2: Select Student

- Once you login, the system will default to your child.
 - If you have more than one child, you will need to move your cursor over **“Change Student”** in the upper right hand corner of the screen. Please note that **Data Confirmation must be completed for each student.**

Step 3: Student Data Confirmation Process

- In the **Student Info Tab**, please click on **“Data Confirmation”**. Please complete each of the tabs listed below and follow the instructions provided.

1. Family Information

Please select whether or not the Father, Mother or Legal Guardian of this student is active in the United States Armed Forces. Please click on **“Confirm and Continue”** to move to the next tab.

2. Student

Update any changes by clicking on the **“Change”** button on the bottom of the page. Once changes are complete, please click on **“Confirm and Continue”**.

3. Contacts

Change/Add/ Delete contacts in this tab. **Please confirm that the “primary” contact number is a mobile number** . (Doing this allows you the opportunity to receive SMS/Text messages from our School Messaging system once you have “opted in”.) Once changes are complete, please click on **“Confirm and Continue”**. **If you have no changes, you are still required to review before moving on.**

PLEASE NOTE:

- **Effective March 2024 the California Department of Education requires that contacts listed as **Parent/Guardian 1 and/or Parent Guardian 2** MUST include their Education Level. If this is not already visible in Parent Data Confirmation Contacts, please add the required information by**
 - (1) Click on the Pencil Icon on the left of each Parent/Guardian Contact**
 - (2) Click on the “Ed Level” drop down on the right side of the page**
 - (3) Click the appropriate Ed Level for each Parent/Guardian**
 - (4) Push “Save” at the bottom of the page for each edit made**

4. Documents

Please read each REQUIRED document in this section. **Once you have opened/closed a document, the system will allow you to move on to the next.** Some documents will need to be printed and returned to your child's school. Once all documents have been read, please click **"Confirm and Continue"**.

5. Authorizations

Please review all information on this screen with your child and click Allow or Deny when appropriate. Once complete, please click "Save" at the bottom of the page. Please click **"Confirm and Continue"**.

6. Final Data Confirmation

Please confirm that all information has been read and that you have completed the online Registration process. Once complete, please click the **Finish and Submit** button. Follow any further instructions listed. **Please note: the system will not allow you to perform Final Data Confirmation until all the previous tabs have been completed.**

PLEASE CONFIRM THAT THE INFORMATION ON THE PREVIOUS TABS IS CORRECT
Thank you for updating your information and completing the Authorizations and Prohibitions.
Mark West Union School District

Parents will receive a confirmation email when the data confirmation is complete.

Before exiting the Emergency Card screen, please PRINT AND SIGN 2 copies of your student's Emergency Card BEFORE logging out. One copy will remain in the school office; the other will be kept in the classroom. Please return the signed Emergency Cards to the School Office Manager

or you may drop them in the secure DROP BOX located in front of your school office. In order to make it convenient for our parents, the secure drop boxes are accessible 24 hours a day, seven days a week.

If you have questions or concerns regarding Data Confirmation, please contact your School Office Manager or District Executive Assistant & Online Data Confirmation Coordinator, Alicia Mills at amills@mwusd.org .

School Office Managers:

Aimee Andreis, Mark West Elementary – aandreis@mwusd.org

Nikki Dale, Mark West Charter School - ndale@mwusd.org

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