

DIRECTIONS TO COMPLETE REGISTRATION

Hello Lee TK, Kindergarten and New Families,

I am thrilled you are joining our Lee community next school year! This letter contains important information regarding the completion of your child's school registration at Lee.

All parents must complete the Aeries Student Data Confirmation. This is to update your emergency contact data, medical, authorizations, and print the **MANDATORY** emergency card.

Step 1. Aeries Parent Portal accounts are Auto-Created. Please contact our office at 562-799-4540 to update your email if necessary!

Step 2. Data confirmation online must be completed by a parent/guardian in the Aeries Parent Portal at <http://parent.losal.org>. The data confirmation screen opens on **July 1, 2019** and will remain open throughout the summer. Parents need to print out the emergency card and sign it for your student. Online registration must be completed prior to the start of the new school year.

Please follow these Data Confirmation instructions:

1. Sign into your Aeries **PARENT** account at <http://parent.losal.org> during the Data Confirmation Window (open on July 1, 2019).
2. In the top menu bar, hover over **Student Info** to expand the drop-down menu.
3. Select **Data Confirmation** from the drop-down menu.
4. You will now begin the Data Confirmation steps.
5. Answer all questions and fill in information at each step.
6. Final Data Confirmation - Click on the **Submit Final Confirmation** button
7. After you click the Submit Final Confirmation button, please now click on the button, **PRINT NEW EMERGENCY CARD**. Print, sign and date, and hold onto this new Emergency Card. You will be required to turn in this new Emergency Card **ON** or **BEFORE** the **first day of school**.

Check List:

- Make sure you have Aeries Parent Portal Account – Step 1
- Login and complete Aeries Data Confirmation and Print Emergency Card – Step 2
- Bring all EMERGENCY CARD to school on August 7, 2019.

PARENTS/STUDENTS MUST BRING THE EMERGENCY GARD TO SCHOOL BETWEEN JULY 22nd - AUG 7th. LEE SCHOOL MUST HAVE THIS DOGUMENT BY THE START OF SCHOOL IN ORDER FOR YOUR STUDENT TO ATTEND.

Thank you,
Amy Laughlin
Principal