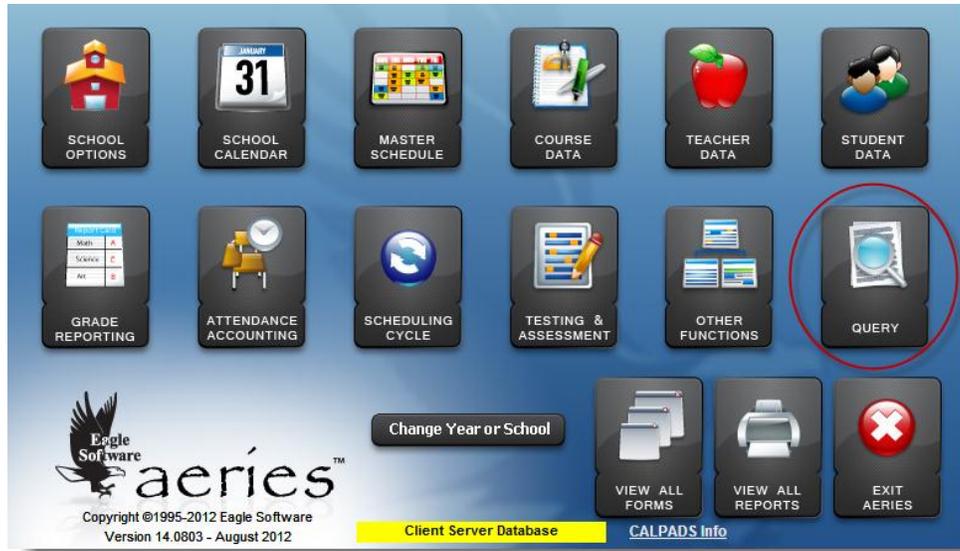




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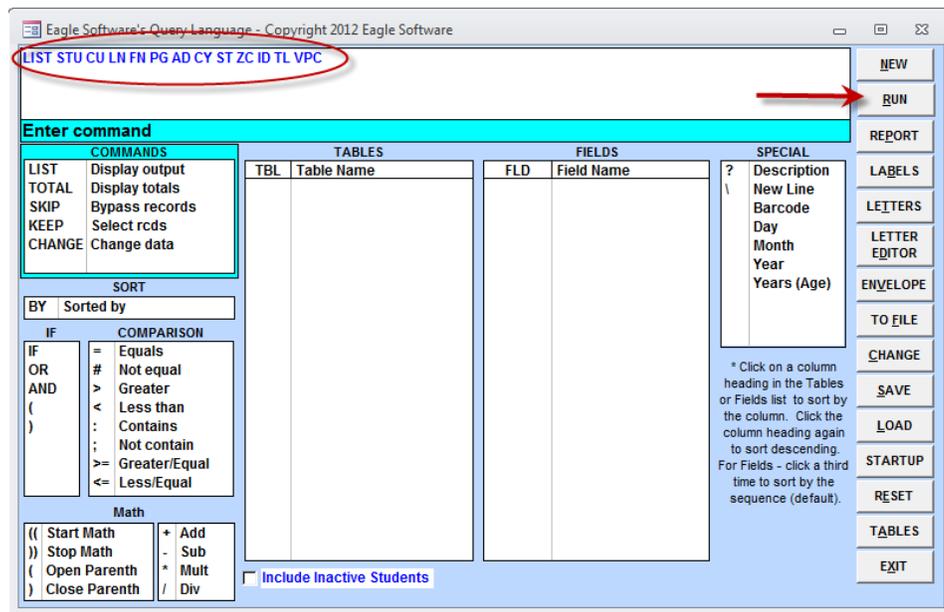
Quick Reference Guide – Printing Aeries Parent Portal Letters for All Students

Click: **QUERY**



Type in the following query: **LIST STU CU LN FN PG AD CY ST ZC ID TL VPC**

Click: **RUN**

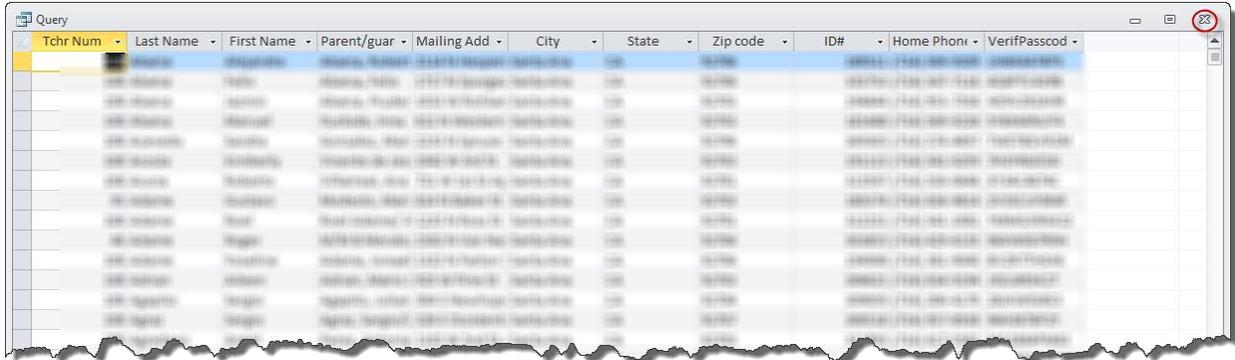




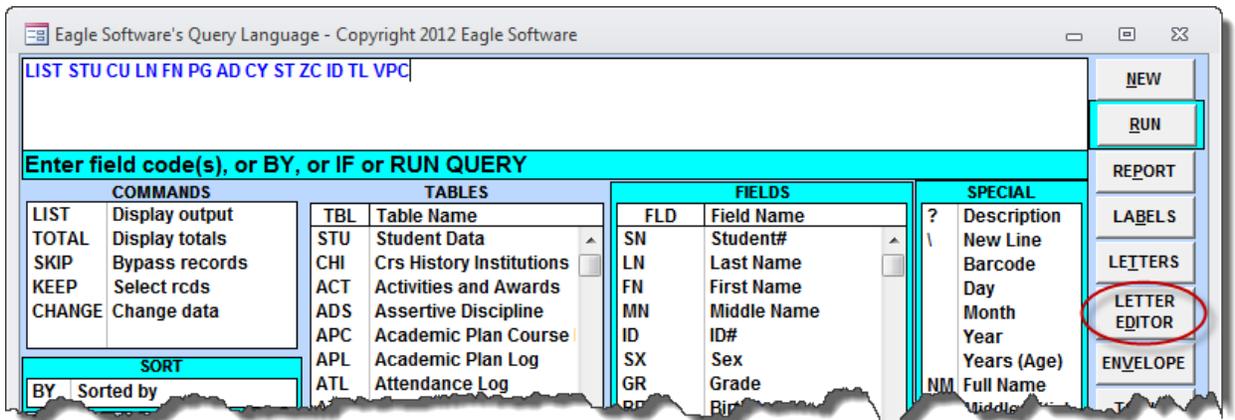
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Quick Reference Guide – Printing Aeries Parent Portal Letters for All Students

After your data appears close the query output box.



Click: **LETTER EDITOR**



Click: **GET**





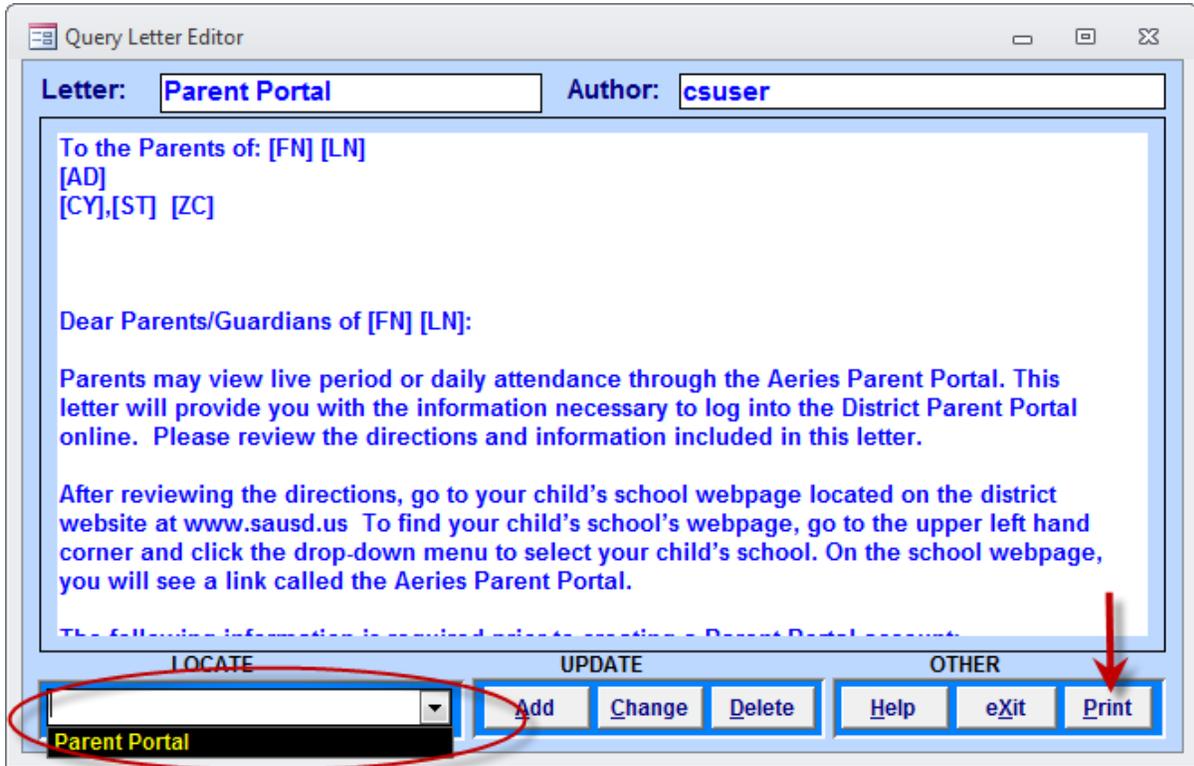
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Choose: **Parent Portal**

The parent portal letter should appear in the text box. (See example below)

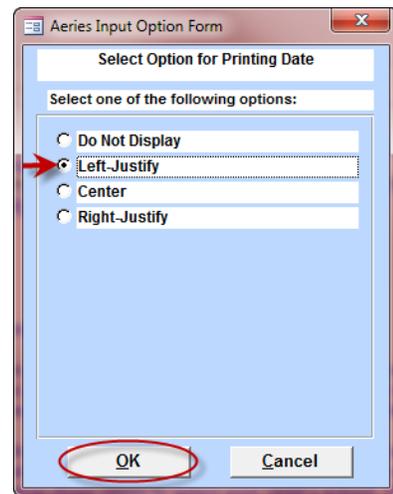
Click: **Print**



Set your print options.

Click: **OK**

Process may take a few minutes. Two letters will be generated for each student at your school, one in English and one in Spanish.



Example of letters generated.



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Quick Reference Guide – Printing Aeries Parent Portal Letters for All Students

Santa Ana High School
520 W Walnut St
Santa Ana, CA. 92701

September 6, 2012

Dear Parents/Guardians of Alejandra Abarca:

Parents may view live period or daily attendance through the Aeries Parent Portal. This letter will provide you with the information necessary to log into the District Parent Portal online. Please review the directions and information included in this letter.

After reviewing the directions, go to your child's school webpage located on the district website at www.sausd.us. To find your child's school's webpage, go to the upper left hand corner and click the drop-down menu to select your child's school. On the school webpage, you will see a link called the Aeries Parent Portal.

The following information is required prior to creating a Parent Portal account:

Email Acc
Valid Area
Permaner
Verificatio

1. Logging in

Use the information above to create your Parent Portal Account.

2. Accessing Student Information

Once logged in, you will see your child's attendance record. Additional information on the attendance record is included in this letter and on the school webpage.

3. Logging out

Please log out and close the internet browser when you have finished using the District Parent Portal on a public computer (any non-home computer). Failing to close the internet browser may make your student's personal record available to users who use the computer after you.

4. Assistance

If you have problems creating your Aeries Parent Portal account or you have a question about your child's attendance, please contact your child's school. Contact information is located on the school webpage.