

DIRECTIONS FOR ONLINE REVIEW AND APPROVAL MUST BE COMPLETED BEFORE MIDNIGHT – SATURDAY, AUGUST 12TH

To save paper and streamline the process for collecting forms for the 2017-18 school year, all forms now are available online. If you have an existing Parent Portal account, you will be able to update the Emergency Card information and acknowledge that you have read each of the forms listed below that require a parent/guardian signature online. To do this, you must have a Parent Portal account for your student and log into your account. The website address is hac.chicousd.org. It is recommended that you use Google Chrome as your browser to access this program. After logging in to your Parent Portal account, you will notice the following message highlighted in red:

You have not yet completed the Student Data Confirmation Process.

Click Here to confirm the information about your student.

Click here. Read the documents and click on the acknowledgment box. It's that EASY!!

Note: For families without access to a computer, computers are available in our Main Office for your use. For directions regarding creating a Parent Portal account, please see the reverse side for Aeries Parent Portal instructions. Parents with new students to Chico Unified will need to set up their Portal accounts.

The following information and/or forms are required to be reviewed and approved online via your Parent Portal account:

- 1. Emergency Card/Information:** Please review the information and **clearly** make changes as needed. **Parents:** Please identify up to three (3) contacts you wish to be notified during communication regarding an emergency. In **Parent Portal**, you can make these changes yourself.
- 2. CUSD Annual Parent Notification & Acknowledgment of Rights:** Please acknowledge that you understand the information in the Annual Notification to Parents/Guardians 2017-18, and **click to** agree to abide by the policies of CUSD. The Parents'/Students' Rights and Responsibilities handbook is available online. (Note: The Spanish version of this form is also available online.)
- 3. CUSD Acceptable Use of the Internet by Students:** Please read and discuss with your student. In **Parent Portal** you can indicate that you have read this form and **click to** acknowledge your agreement.
- 4. CUSD Secondary Schools and Family Compact:** Please review and discuss with your student. In **Parent Portal** you can indicate that you have read this form and **click to** acknowledge your agreement.
- 5. Dance Contract:** Please review and discuss with your student. In **Parent Portal** you can indicate that you have read this form and **click to** acknowledge your agreement.
- 6. Dress Code Contract:** Please review and discuss with your student. In **Parent Portal** you can indicate that you have read this form and **click to** acknowledge your agreement.

Please contact Andrea Dempsey, Marsh Junior High's Registrar at (530) 895-4112 with any questions.

Remember: Please complete the Student Data Confirmation Process prior to Midnight, Saturday, August 12, 2017. (After midnight, the Portal will close and remain closed until the first day of school, August 21, 2017.) Thank you.