



Laguna Beach Unified School District
Instructional Services Office
 550 Blumont Street
 Laguna Beach, CA 92653
 (949) 497-7700 ext. 5210
www.lbusd.org

IMPORTANT
Information Regarding
Data Confirmation
2016/17
School Starts Tuesday, 9/6/16
School Offices Open 8/15/16

August 10, 2016

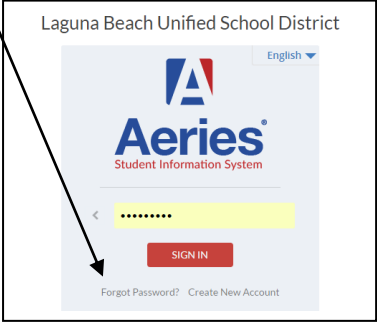
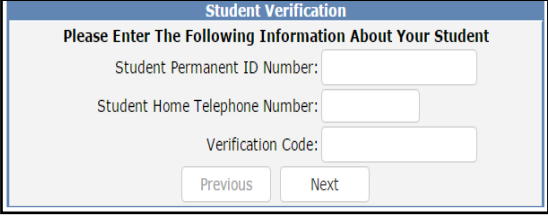
Dear LBUSD Parents and Guardians of Thurston, El Morro and TOW Students;
 (Note: Laguna Beach High School has sent a separate Data Confirmation Letter to all LBHS parents)

Welcome to the 2016/17 school year! We are preparing for our **Annual Data Confirmation Process** in which we update our student data and provide you with important information for the new school year. For this purpose, Aeries Parent Portal will open on Friday, **August 12, 2016**. Easy to follow instructions on our website will walk you through the confirmation process. You simply need to review the documents and information, and update changes to your student's information. This process is also required for students who are newly enrolled at LBUSD for the 2016/17 school year.

PROCESS FOR DATA CONFIRMATION:

- Login to your Aeries Parent Portal account at <https://login.lbusd.org/ParentPortal> and follow the instructions for each of your students. If you cannot access your account, please refer to the boxes below.
- Once you have completed the "on-line" process, please print out the Data Confirmation Receipt and sign and return it to your school site, along with any other documents you need to return, on the following dates:
 - **TMS Wave Rider Day** – 8/29/16 (LBHS Breaker Day is also on 8/29/16)
 - **El Morro and TOW:** To teachers on the first day of school – 9/6/16
- Technical support is available Monday - Friday, 8/15 – 8/26, from 8:00 a.m. – 12:00 p.m.
 - Telephone: 949-497-7700, x HELP (4357) Email: helpdesk@lbusd.org

PARENT PORTAL ACCOUNT ACCESS:

<p><u>If you have an account but forgot your password:</u></p> <ul style="list-style-type: none"> • Login to https://login.lbusd.org/ParentPortal • Select "Forgot Password" and follow online instructions. 	<p><u>If you do not have an account or no longer have the email address used to set up an account,</u> please email helpdesk@lbusd.org for your "Student Verification" information. Once you have your student information:</p> <ul style="list-style-type: none"> • Login to https://login.lbusd.org/ParentPortal • Select "Create New Account" • Select "Parent" and follow online instructions 
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In addition to Data Confirmation, please be reminded that all families are required to submit their **Annual Residency Verification** paperwork by September 6th. Please visit our website at www.lbusd.org/enrollment and view the "Annual Residency Verification - NEW" tab. This information was also mailed to you in June.

If you have any questions regarding the above, please contact your school site at the following email addresses. Enjoy the rest of your summer break. We look forward to an outstanding 2016/17 school year.

ELM: mstinnett@lbusd.org TOW: credfern@lbusd.org TMS: spearlman@lbusd.org LBHS: coxalles@lbusd.org

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