

*****ATTENTION: TIME SENSITIVE*****

PLEASE COMPLETE BY AUGUST 4, 2023 IN ORDER TO CONFIRM YOUR STUDENT'S ENROLLMENT FOR THE 2023-2024 SCHOOL YEAR

INSTRUCTIONS FOR CONFIRMING STUDENT ATTENDANCE IN THE 2023-2024 SCHOOL YEAR FOR ALL NEW AND RETURNING STUDENTS

RegHub Step 1: On 7/10/23, please go to www.reghub.org hosted by Lafayette Partners in Education (LPIE) to follow all three (3) links to complete your student's confirmation of enrollment.

RegHub Step 2: Log into your Aeries parent portal account: LSD-Aeries@lafsd.k12.ca.us. Note: parent/guardian(s) of new students will be able to set up a new parent account with this link as well.

Click on Student Information and then Data Confirmation. Each section must be completed in order to finish. Contact information can be changed through the school office, address changes must be sent to the District Office.

Section 1: Family information

Section 2: Student

Section 3: Medical History

Section 4: Documents

Section 5: Authorizations

Section 6: In Requested Documents, upload current Proof of Residency – **Group #2** : (Current property tax; Grant deed; Term lease; Month-to-month lease with landlord letter of status; Affidavit). **Group #3** : (Tax Return; Current Payroll stub; Government Correspondence)

Section 7: Final Data Confirmation – Your verification will not be confirmed in the system unless you click on the final box that reads "Confirm and Continue".

Note: these 7 steps need to be repeated for every student in the family by returning to the Dashboard, and clicking on additional siblings.

RegHub Step 3: Continue to follow links for your student's school Mascot Day and PTA/PFC website.

Note: If everything is complete in RegHub Step 2, you will receive an email confirmation from Aeries. If additional documents for proof of residency are required, you will be contacted by the District Office.

Date and time for access to your student's teacher or schedule in the parent portal can be found in the Principal letter from your student's school. Parent/Guardian(s) with incomplete Data Confirmation or Proof of Residency will not be able to access this information until completed.

For technical support with your Aeries password or data confirmation, please use the following link: <https://tech.lafsd.org> to create a help ticket for our technology department.

LPIE AND PTA/PFC REPRESENTATIVES WILL NOT BE ABLE TO HELP YOU WITH QUESTIONS OR TECHNICAL ISSUES