# Chico Unified School District
Aeries Communication
Parent Contact List

Good afternoon, Parents & Guardians.

As we transition to the new communication system, we must emphasize the importance of confirming that accurate information is displayed in your Aeries Parent Portal.

Step 1. – Parent Portal

- Please login to your Aeries Parent Portal and go to the "Student Info" tab and select "Data Confirmation"
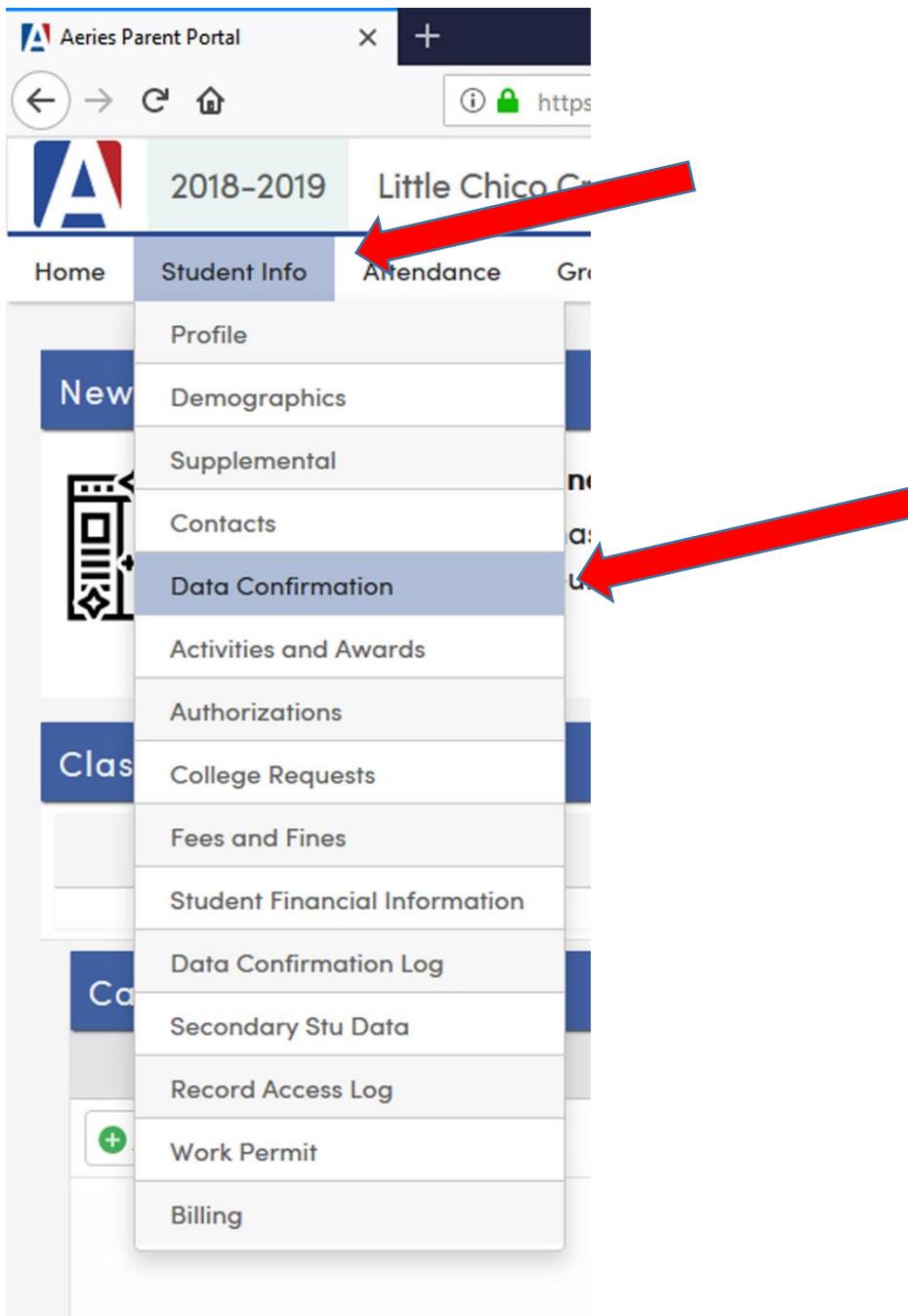
Step 2. – Parent Portal

- Click on "Contacts"

Step 3. – Parent Portal

- Review your child's contact list (name, address, relationship)
- If corrections or updates need to be made, then select the "Change" button

The following fields are very important if you wish to receive information through the new Aeries Communication system.

Contact Details		
		Notes
Name	Joe Smith	This field is used to address mailings from the school if applicable.
Name Prefix		
First Name	Joe	
Middle Name		
Last Name	Smith	
Name Suffix		
Address	1163 East 7th Street City: Chico State: CA Zip: 95928 -	
Address Type	Home Address ▼	
Relationship to student	Father ▼	
Lives With Student?	Yes ▼	
Code	EMS 1 ▼	
Mail Tag	▼	Should this contact receive an additional copy of mail? You can not flag a contact to receive additional mail unless the contact has an address that is different than the student's.
Telephone Number	(530) 345-6789	
Work Phone Number	(530) 123-4567	
Cell phone number	(530) 234-5678	

Step 4. – Parent Portal

- **IMPORTANT STEP** – please make sure that the "**First Name**" field and the "**Last Name**" field are **filled out correctly** for all listed contacts. If these fields are left blank, then you will not be able to receive important messages from the school.

Change	Add

	Contact Details
	Notes
Name	Full Name This field is used to address mailings from the school if applicable.
Name Prefix	
First Name	First Name
Middle Name	
Last Name	Last Name
Name Suffix	
Address	
	Chico CA
Address Type	

Step 5. – Parent Portal

- Please confirm that all Emergency Contacts are listed as EMS1, 2 or 3.
- Our new communication system allows you to customize your message delivery options.
- Please make sure the corresponding fields are complete:
    - "Cell Phone Number" (if you wish to receive text message updates)
    - "Telephone Number" (if you wish to receive voicemail messages)
    - "Email Address" (if you wish to receive emailed information)
- Please note that if you do not have a home phone, then you must put your cell phone number in both the "Telephone Number" field and the "Cell Phone Number" field.

Address Type		
Relationship to student	Mother	
Lives With Student?	Yes	
Code	EMS 1	
Mail Tag		Should this contact receive an additional copy of mail? You can not flag a contact to receive additional mail unless the contact has an address that is different than the student's.
Telephone Number	(530)	
Work Phone Number	(530)	
Cell phone number	(530)	
Pager		
Email Address	EMAIL	
Employer Name		
Employer Location		

Thank you for reviewing your contact information. We will be sending additional information and communication over the upcoming weeks as we transition to our new communication system.