



# Imperial Elementary School

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Principal: **Gigi Kelley**

**2017-2018**

## **Student Back to School Check-Off List**

Back to School documents and information listed below are for **ALL** students  
One complete set is required for each student  
Please return August 21-25

### **Back to School Forms:**

- OUSD 2017-18 Registration forms, after completing on-line (you will need a parent portal account\*) <https://sp.orangeusd.org/LoginParent.aspx?page=default.aspx>
- Over the Counter Products Medication Form
- OUSD Volunteer Assistance Request Form (*required for all who wish to volunteer*)
- Voluntary Activities Participation Form
- Policy and Procedures Understanding Form (*found in detail online*)
- School Site Council Nomination Form (*if interested*)

### **For Your Information and Records:**

- OUSD 2017-2018 Student Calendar and Imperial Bell Schedule
- Imperial Policy and Procedures Packet (read and review with your student)
- Parking Lot Procedures
- Imperial What to Wear Guide

### **PTA Forms:** (please see PTA weblink: <http://www.imperialpta.org/>)

- Membership (join online to receive school information)
- Yearbook pre-order
- Spirit Wear (Eagle t-shirts)
- Grade Level Suggested Supply List

**Note:** *Application for Free and Reduced Price School Meals  
Students already enrolled will receive new application in the mail  
Additional forms available in the school office*

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## **\*Trouble Shooting Parent Portal**

Please contact your school only after attempting the following, for trouble accessing your Parent Portal account.

### **Q1. I am not getting a confirmation email**

A1. Most email providers/programs run some type of Spam guard program. If you do not see an email from your principal or from [DoNotReply@orangeusd.k12.ca.us](mailto:DoNotReply@orangeusd.k12.ca.us), check inside your SPAM folder, Junk mail folder, Bulk Items folder or Trash Folder to see if the email landed in any of those folders. It is recommended to add these addresses to your contacts list.

If you did not receive the auto generated emails from either the principal or [DoNotReply@orangeusd.k12.ca.us](mailto:DoNotReply@orangeusd.k12.ca.us), you will need to check the SPAM settings within your email account to allow these emails to go to into your Inbox. You can also contact your email provider for support on how to allow these emails into your Inbox. **SEE Q2 & A2 BELOW.**

### **Q2. Forgot Password – Note: You can also do this step if you failed to receive the confirming email from your principal, to allow you to set a password.**

A2. From the OUSD homepage <http://www.orangeusd.org/>, click on Parent Portal. At the PP log in page, click on Forgot Your Password? You will be asked to input the email address you gave for your parent portal account.

A confirmation email from [DoNotReply@orangeusd.k12.ca.us](mailto:DoNotReply@orangeusd.k12.ca.us) will be sent to you that will allow you to change your password. Please read the email carefully and follow the instructions it provides. If you do not find the email in your Inbox, be sure to check your SPAM folder, Junk mail folder, Bulk Items folder or Trash Folder.

### **Q3. How do I add another student?**

A3. You must notify the school that the student attends and ask the school to create a parent portal account for them. Give them the same email address used for your other student(s) to enter into your child's Contact screen. One Parent Portal account (i.e., email address) can be used for multiple students (even if they attend different schools).

When viewing your PP account, you can choose which student account you want to see by clicking on the small drop down box in the upper right corner of the page. You should see one student's name, but if you click on the drop down arrow, you will see a list of all students linked to your email address.

### **Q4. I don't have an email account**

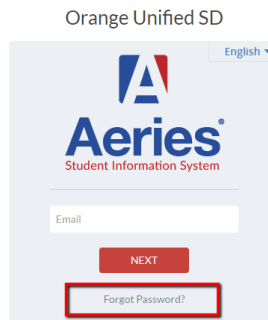
A4. You must have an email address to use Parent Portal.

## Sign up for OUSD Parent Portal

To sign-up for a parent portal account, parents/guardians need to provide their email address to their child's school office. The office staff will update the student's record with the parent/guardian's email. The system will automatically send out a welcoming email directly to the email provided. The school site and district office do not have access to this email, it is generated directly from the parent portal system. Should the parent/guardian not receive the welcoming email, please have them check the junk mail. Parents/guardians can also try retrieving the temporary login information from our website. Go to our home page [www.orangeusd.org](http://www.orangeusd.org) then go to the Parents menu on the webpage and select parent portal...



This will take you to the portal login page, where you can simply click the “Forgot Password?” Once the parent/guardian provides the email associated with the parent portal, the system will send you an email with the temporary login information.



Parents/Guardians can sign up for separate parent portal accounts. Please remember that your student's confidential information is accessible from this account, so do not share login information with anyone, agency, systems, apps, ect. To keep your child's information secure, please notify the school office of any email changes immediately.

## Navigating OUSD Parent Portal

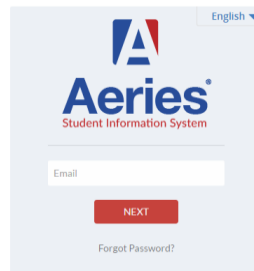
To login into your parent portal account please go to our district webpage – [www.orangeusd.org](http://www.orangeusd.org)



Locate the parent section and expand the menu and select Parent Portal  
Once you click on Parent Portal you will be redirected to the Parent Portal login page.

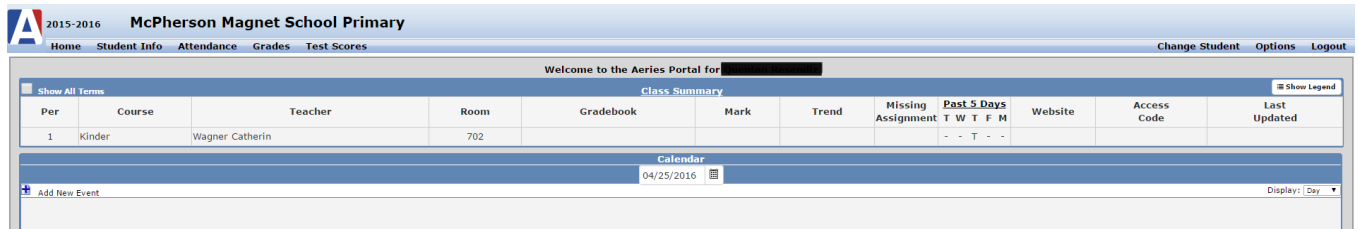
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Orange Unified SD



The login page for Aeries Student Information System. It features the Aeries logo at the top, a language dropdown menu set to 'English', an email input field, a red 'NEXT' button, and a 'Forgot Password?' link at the bottom.

From the login page enter your email address and click NEXT, then enter your password and click NEXT... You should now be in your student's portal. From here you can verify your student's demographics, immediate contacts, classes, attendance information, grades, gradebooks (if your child's teacher has a gradebook), and test information.



The screenshot shows the Aeries portal for McPherson Magnet School Primary. The header includes the school name and navigation links like 'Home', 'Student Info', 'Attendance', 'Grades', and 'Test Scores'. A 'Welcome to the Aeries Portal for [redacted]' message is displayed. Below this is a 'Class Summary' table with columns for Per, Course, Teacher, Room, Gradebook, Mark, Trend, Missing Assignment, Past 5 Days, Website, Access Code, and Last Updated. A 'Calendar' section is also visible with a date selector set to 04/25/2016 and a 'Display: Day' dropdown.

Per	Course	Teacher	Room	Gradebook	Mark	Trend	Missing Assignment	Past 5 Days	Website	Access Code	Last Updated
1	Kinder	Wagner Catherin	702					- - T - -			

If you have more than one students in our district, you can change students by clicking on the change student on the upper right. So the account links correctly to all of your students, please make sure that the email associated with the parent portal is the same for all students. You will not be able to

There may be times when certain features/information is not available, for example, grading is not available when teachers are inputting grades. Should you have any concerns, or any problems with your portal accounts, please contact your child's school.

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