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LAKE INTERMEDIATE SCHOOL
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Attention Current and Future Lake Parents:

The on-line Data Confirmation process is now accessible through your Parent Portal account to register your student for the **24-25** school year. Below are the simple steps to complete the on-line Data Confirmation. **Your student's on-line Data Confirmation must be completed by May 24, 2024.** Should you need any assistance with this process, please feel free to contact the school office at 714-663-6506.

On-line Data Confirmation Steps:

1. LOG ON TO YOUR **PARENT** PORTAL ACCOUNT – Please note your student's Permanent ID number at the top of the screen. You will need this number to complete the Data Confirmation process. ***Incoming 7th grade parents will need to click on the "Change Student" tab in the upper right hand corner, then select Lake Intermediate.***
2. A BANNER WILL APPEAR ACROSS THE TOP OF THE PAGE THAT STATES: **"You have not yet completed the Student Data Confirmation process. Click Here to confirm the information about your student."** If this does not appear, click on the "Student Information" tab and then click on "Data Confirmation."
3. Next, you will see: **"Please select each of the tabs and complete or update the required information."**
 - a. Start by clicking on the **"Family Information"** tab. Please select the correct response to the two statements.
 - b. **"Student"** - Check the information in this section. If there is missing or incorrect information, click on the **"Change"** button. Then add/correct the information and click the **"Save"** button. Please note, although Aeries states father's and mother's work phone on this tab, we at Lake use this section to list the parents' cell phone numbers. The next section will allow you to list your work phone number under your individual contact information. Then, click on the green **"Confirm and Continue"** button on the left side of the screen to proceed to the next section.
 - c. **"Contacts"** - Scroll down to review the contact information for each person listed in this section. If you need to change/update the contact information, click on the **"Change"** button and then edit the information. Include Last Name, First Name, Relationship, Code and Phone Numbers. After making your changes, click the **"Save"** button. **Please make sure parents are each listed individually in the Contact section also.** The school must have a MINIMUM of three people listed.
 - If you need to add a contact, click on the **"Add"** button. Complete the new contact information in the appropriate boxes and then click the **"Save"** button.
 - If you need to delete contact information, click the **"Delete"** button. You will be asked, **"Are you really sure you want to delete this Contact Record?"** Click **"Yes"** if you want to delete the contact information.
 - Be sure to click **"Save"** after all new information has been entered. Click on the **"Confirm and Continue"** button to proceed to the next section.

d. **“Documents”** - Review each of the documents in this tab with your student by clicking on the name of the document. You may print or save any of these documents to your computer. Click on the **“Confirm and Continue”** button to proceed to the next section.

e. **“Authorizations”** - Review each Description on the left side of the page, then click on the appropriate box to the right side (Status). Note, a box for each item must be checked or you will not be able to complete the process. After completing each of the sections, click on the **“Save”** button. Click on the **“Confirm and Continue”** button to proceed to the next section.

f. **“Final Data Confirmation”** - Click on the green **“Finish & Submit”** tab on the left before continuing. Please read the information on this page and click on the *****CLICK HERE to Print***** link to print out the forms. You will be prompted to enter your student’s “Permanent ID Number” and “Birth Date” (ex: 01/01/1997), then click on **“Submit”**.

If you have any questions or need assistance with the on-line Data Confirmation process, please contact the Lake Intermediate School Office at 714-663-6506.

Please Note: The Office will be closed for summer vacation June 5th through August 5, 2024.