

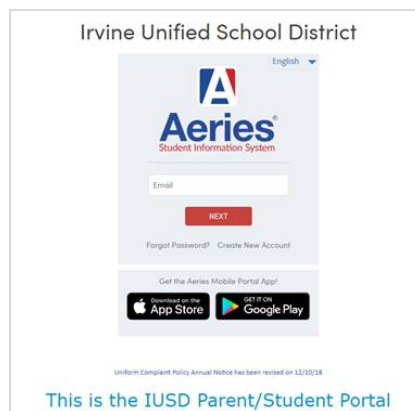


COVID-19 Reporting INSTRUCTIONS FOR PARENTS

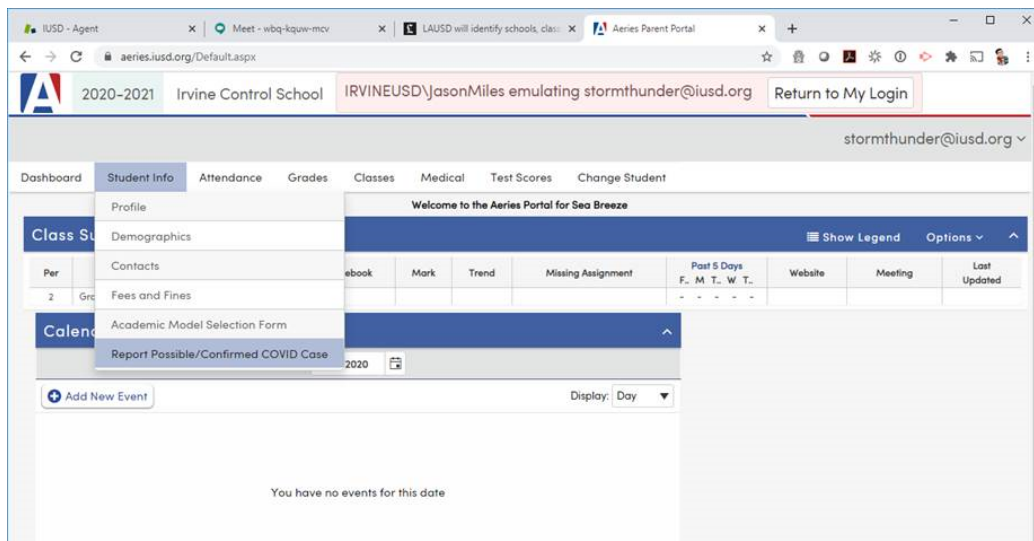
Parents/Guardians need to complete the daily screening process for each student attending school in-person. Here is the [daily home screening for students](https://my.iusd.org/LoginParent.aspx) link. If your student is not feeling well, please **do not** send him/her to school.

**If your student is suspected or confirmed to have COVID-19,
please follow IUSD reporting instructions below:**

STEP 1: Log in to Aeries Parent Portal <https://my.iusd.org/LoginParent.aspx>



STEP 2: Click on “Report Possible/Confirmed COVID-19 case” tab in the Student Information Area. See Screenshot below.



STEP 3: Click on “add” button and fill out a very brief form.

The screenshot shows the Aeries IUSD portal interface. At the top, there's a navigation bar with the school name 'Irvine Control School' and the user 'IRVINEUSD\JasonMiles emulating stormthunder@iusd.org'. Below this is a dashboard with various tabs like 'Student Info', 'Attendance', 'Grades', etc. The main content area is titled 'Report Possible/Confirmed COVID Case' for the student 'Sea (Jasmine) Breeze'. At the bottom right of this section, there is a blue button labeled 'Add'.

STEP 4: After completing the very short form, click “Save”.

This screenshot shows a modal window titled 'Add Report Possible/Confirmed COVID Case Record'. It contains two main fields: 'Date of Incident' with a calendar icon and a dropdown menu, and 'Type of Report' with a dropdown menu. The 'Date of Incident' is set to '09/17/2020'. The 'Type of Report' dropdown is open, showing two options: 'P Possible Case' (highlighted in green) and 'C Confirmed Case'. At the bottom of the modal, there are 'Save' and 'Cancel' buttons.

STEP 5: A confirmation screen will show that a report has been submitted.

The screenshot shows the confirmation screen after submitting the report. It displays the details of the submitted report: 'Date of Incident: 9/17/2020' and 'Type of Report: Possible Case'. At the bottom right, it says '© Last Updated: 9/17/2020 9:26 PM'. The 'Add' button is highlighted in the top right corner of the form.

IUSD staff will follow up on submitted reports to gather pertinent information to ensure accurate and timely reporting. Please make sure contact information in the Aeries Parent Portal is updated and accurate.