

## Capistrano Unified School District

Excellence in Education

## Vista del Mar K-8 School

1130 Avenida Talega • San Clemente • California • 92673 K-5<sup>th</sup> - (949) 234-5950 • 6<sup>th</sup>-8<sup>th</sup> - (949) 234-5955 • FAX (949) 940-0262

February 8, 2024

To the Parent/Guardian of VdM Students in Grades 6-7

On Friday, March 8 the Aeries Parent Portal will open for parents and students to input electives for next year.

The Aeries Parent Portal window will be open from Friday, March 8- Friday, March 22. Students who do not select classes during the open enrollment period, will be automatically enrolled in an elective class by the Guidance Department.

Please refer to the attached instruction sheet for more information on how to access your Aeries Parent Portal and how to select an elective.

Please reach out to jmmargiotta@capousd.org in the Vista del Mar Guidance Department with any questions.

Regards,

Paul Foucart

Principal

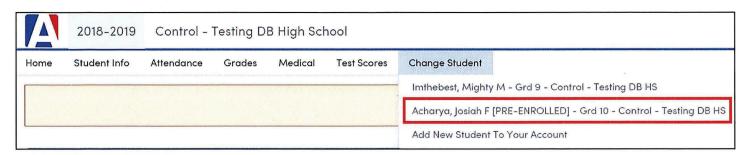
## Entering Course Requests through the Aeries Parent Portal Grades 5-7

## Access the portal at: portal.capousd.org

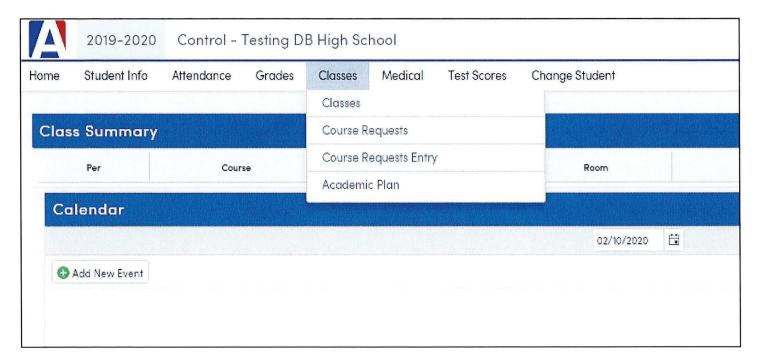
Elective requests for students in Grades 5-7 are entered through the parent portal account.

If you will be attending another school in the fall i.e. Middle school student to High School or Elementary student to Middle School, please make sure you select the correct record for next year from the Change Student menu after you login. It will indicate "pre-enrolled" with the school name and next grade level.

Some users have the new interface view on the initial login, the navigation menu will be on the left of the page. Users can toggle between the old & new interface by clicking on their profile.



From the Home screen, select Classes, Course Requests Entry.

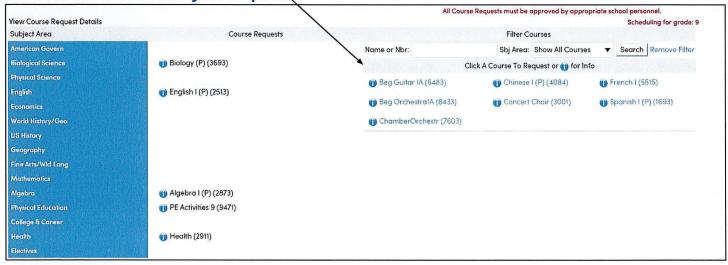


Any current course requests will be listed on the left. You can enter a course number, or search for courses from the right. A search can be done for all courses, or by subject area. Each school determines the courses per grade level that a student has to choose from.

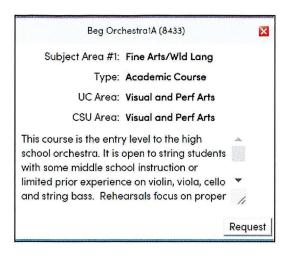


Courses to choose from will display on the right.

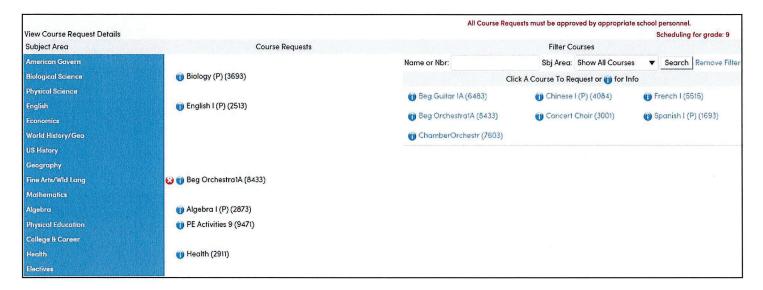
Click on a course to add your request,



Select the "i", to get more information on the course.



The course will be added to your requests.



Repeat the process for each course you need to request. If you need to delete a course select the RED and WHITE "X" to remove the course request.

\*\*\* (If there isn't an X, then you are unable to delete the course).

Please contact your school's guidance office for any questions regarding courses and the date range in which you are allowed to add/change your course requests.