



**Saddleback Valley Unified School District  
25631 Peter A. Hartman Way  
Mission Viejo, CA 92691  
949-586-1234**

Dear,

RE: Teacher Name:

As we close another school year, we wanted you to be aware of the new procedure for finding out who your child's teacher will be for next year. As you may recall from this past August, we can no longer post class lists by student name due to changes in privacy laws. Class lists will not be posted by name or by Student ID number this year. You will be able to obtain the name of your child's teacher through the Parent Portal starting Thursday, August 24, 2017 after 5:00 pm. This letter gives you the information you need to log in to the Family Portal. If you set up an account last year, you will access the Family Portal with the same username and password. This valuable resource enables you to track your child's educational progress.

The SVUSD Family Portal is a secure and private online resource that provides access to your child's emergency contact list, grades (from participating teachers), report cards, and test scores. Your account will display current grades and assignments of participating teachers. If your child's teacher is keeping grades online, in the new electronic grade book, you will be able to view a simplified version of the teacher's grade book.

**NEW "FAMILY PORTAL" USERS** - you must have a valid email address to use this web site.

To create a new account please go to <https://familyportal.svusd.org/parentportal/> or visit [www.svusd.k12.ca.us](http://www.svusd.k12.ca.us) and click on the Family Portal icon, click on "Create New Account" and follow these steps:

1. Account type - choose Parent/Guardian account
2. Account information – enter and verify email address and create and verify a password
3. You must then confirm your account by checking your email
4. You will need below printed information to complete your account creation
5. Emergency Contact Verification - once your student has been added to your account, choose the record that represents you and your email account will be updated
6. Thank you for registering for Aeries Brower Interface, your new Family Portal

**ADDING STUDENTS TO YOUR ACCOUNT**

Once you have created your new account or to update an existing account, use the drop down menu at the top right of the screen (below your current student's name). Select "Add Additional Student Not Currently Listed." You will then be prompted to provide the information listed below.

- ***Permanent ID number:***
- ***Home (Primary) Phone #:***
- ***Verification Pass Code (VPC):***

If you need assistance, please contact your child's school by June 22<sup>nd</sup>, or in August when elementary offices reopen on August 14<sup>th</sup>. If you do not have access to a computer or a device to utilize the Parent Portal, the school office can assist you.