



Taking Care of Business Days Information

Please note dates and times by GRADE and LAST name

Seniors: Monday, August 22, 8:30-11:00 a.m. (A-Z)
Juniors: Tuesday, August 23—7:30-9:00 a.m. (alpha L-Z); 9:00-10:30 a.m. (alpha A-K)
Sophomores: Tuesday, August 23—11:30-1:00 p.m. (alpha L-Z); 1:00-2:30 p.m. (alpha A-K)
Freshmen: Wednesday, August 24—8:00-9:30 a.m. (alpha L-Z); 9:30-11:00 a.m. (alpha A-K)

Follow these steps prior to your TCB day

Log on to AERIES portal (from parent account only)

1. Complete the on-line registration on the Aeries Parent Portal
2. **Print** the Emergency Form (MANDATORY)

From SDA Web site (under Registrar tab—Taking Care of Business)

1. Print Signature Verification form (MANDATORY)
2. Print SDA Foundation Annual Appeal and volunteer form
3. Print Finance Office payment form (if making in person payments)
4. Print Student Parking Application (if needed)

TCB Day process:

Station 1: Check in table (Theater lobby)

Turn in completed MANDATORY forms: Emergency Form and Signature Verification form

Station 2: Student Pictures. ALL students take pictures and receive student ID

(Seniors: ID pictures only. All other grades ID and Yearbook picture) *You will need this ID card to proceed through the process!*

Proofs will be emailed to parent email address as listed on the students Aeries account—PLEASE make sure your email address is current when completing the on-line registration in Aeries.

Station 3: Pick up your tentative schedule

Students must show current student ID

Station 4: SDA Foundation (PAC outdoor Amphitheater Stage)

Turn in the SDA Foundation Annual Appeal and volunteer form.

Station 5: Finance Office

Avoid the line! Pay on line at: sd.sduhsd.net and click on SDA Webstore under Quick Links.

Station 6: Student Parking Permit—Licensed drivers

Bring completed application, required documentation and car needing permit to front parking lot.

Plan on this process taking approximately 1 hour to complete!