Pre-Enrollment (online enrollment) for LGSUHSD: Entering New Student Information

These instructions are intended for an adult parent or guardian who is providing online registration information to enroll a new student in the Los Gatos-Saratoga Union High School District.

The online enrollment typically takes 15-20 minutes if you collect these items ahead of time:
- Residency and immunization documents
- Physician and emergency contact names and phone numbers You have the option to stop at any time and return.

During the online enrollment process, if you have any questions, please email or call the school registrar.

Los Gatos High School: Terri Dewing at tdewing@lgsuhsd.org or 408-354-2730 x231

Saratoga High School: Robert Wise at rwise@lgsuhsd.org or 408-867-3411 x214

Process Overview

A) **Create an account on the district's online enrollment system**
- Select a school enrollment year
- Create a new enrollment account (if you have never done so previously) **OR** log onto your existing enrollment account
- Review terms of service
- Provide student name and address information
- Confirmation process- system validates address matched with school boundaries

B) **Enter pre-enrollment information for the student**
- Enter the student details and emergency contact information
- Enter information about prior schools
- Review School District Policies and Documents
- Grant Authorizations and Permissions
- Upload documents
    - Residency
    - Immunization records (**not required** for students coming directly from CT English, Fisher or Redwood Middle Schools)
- Respond to supplemental questions
- Review – Edit - Confirm
- Print for your records (optional)
- **Submit** the enrollment information
- Logout **OR** enroll another student

C) **School review and confirmation.** School personnel will review your student's information and let you know if there are any issues that must be addressed. When all is complete you will receive a confirmation email message from school personnel that enrollment is accepted, usually within 10 business days for current year, or incoming, year-round enrollments. Please note, if you are pre-enrolling your student (during this November-December, 2023-timeframe) for the 2024-2025 Academic Year and you do not receive a response by mid-January, 2024, please follow up and contact the School Registrar.

BEGIN

1. Using a personal computer web browser, go to https://lgsuhsd.asp.aeries.net/enrollment Choose your preferred language and select **Enroll a New Student**.

Welcome to Aeries Online Enrollment

Los Gatos-Saratoga Union High School District

Aeries Internet Registration allows you to start the process of registering a student for school. Information about the student such as emergency contacts, medical and language information will be collected. In order to complete this process, you will create an account using your email address. After completing the data input requirements, the student's information is electronically sent to the school.

Be sure to add "DoNotReply@Aeries.net" to your Safe Senders list, particularly if you have a hotmail.com email address, or you may not be able to complete the online portion of the registration process because the verification and confirmation email messages may not be delivered or will end up in your spam or junk mail folder.

For enrollment tips, please click HERE.

To get started registering a new student click the Enroll a New Student button. If you would like to reprint or review students previously registered click the Login button below.

Language
◉ English ○ Español ○ Việt ○ 中文 ○ 한국어

Login   Enroll A New Student

2. Select the year for school enrollment, then **Next**.

Year Selection

Please select a year to enroll for

2023 - 2024, Current School Year ▼

2023 - 2024, Current School Year
2024 - 2025, Pre-Enrollment

Next

3. Read **Required Information** for an overview of what you will need. Select **Next**.

Required Information

Required information:
- Please use the legal name of the student as it appears on the birth certificate. This will be required for college applications and financial aid.
- A valid address within school boundaries. Click here to verify address. Please note: PO Box address will not be accepted for residency or mailing. For further information regarding this policy, contact Tammie Marshall at 408-354-2520, ext. 239.
- General student information.
- Parent/Guardian home and cell number and employer information.
- Name and phone number of emergency contacts.
- Local physician name and phone number.
- Name, address and approximate dates of attendance of only the last school attended. If your student currently attends C.T. English, Fisher or Redwood Middle Schools, please enter it as the most recent school attended and use 06/15/2024 as the leave date.

Next

4. If this is your first time enrolling a student with us, complete the **Create new account** information, then select **Create account**.

Login

> ℹ️ If you have previously used this website to enroll a student for this district, you may login as an existing user.
> If this is your first time here, Please provide your email address and a password to create a new account.

Existing user

Email address

Password

Login

Forgot Password

Create new account

Your Name

Email address

Password

Re-type Password

Create account

*If you have previously enrolled a student with us, please enter your existing user information and select **Login** (Skip step 5).*

5. New Accounts: the system will now send a confirmation message to the <u>parent's email address provided in step 4</u>.   Please follow the prompts to complete log in.

Account Created

> ✳️ Your account has been created but needs to be verified. Please check your email and follow the instructions to finish enrollment.
> If you do not receive the email, please check your spam or junk mail folder.

Next

Using the information retrieved from your email, please follow the prompts to complete log in.
- Use the "CLICK Here" in email to go back to the login page, or copy the unique URL (shown circled, in example screenshot below) and paste it to your browser.

Los Gatos-Saratoga Union High School District - Aeries Online Enrollment

Enrollment <aeriesreports@aeries.net>
To:

Wed, Nov

Thank you for using the Aeries Online Enrollment system. Once your account is activated, you will be able to continue editing your student's information. To activate your account Click Here -- If this link does not work, copy and then paste this url int https://lgsuhsd.asp.aeries.net/air/VerifyEmail

…complete the login as prompted

Login

Email address

Password

Login

Forgot Password   New User

6. Read the Terms of Service and scroll to the bottom. Select **I Agree**, then **Next**.

Terms of Service

Please review the Terms of Use and click "I agree" to continue.

Privacy and Security Policy

Please read this document and make sure you understand it. It explains our commitment to protecting the privacy and security of the information gathered by the LGSUHSD online registration system, how the information is used, and with whom the information is shared. By continuing to use this system you will be deemed to have accepted our Privacy Policy.

Maintaining the privacy of your family's personal information is at the core of our business. We are committed to taking appropriate measures to maintain the privacy of information you submit to us. We will not sell or rent your information to anyone, or let anyone use it except if you have authorized its use. We are especially sensitive to the need to protect information concerning children. Protecting the identity and privacy of children is an important undertaking and a high priority for the Los Gatos – Saratoga Union High School District. Only those LGSUHSD employees and consultants who need the information you have provided to the database to perform their job responsibilities are authorized to have access to your stored information.

☑ I agree

Next

7. Complete the **Student's Name** page. Select **Next**. *Note when you click NEXT, but remain on same page, with red text highlighting the **required fields** that still need to be filled in before you can move on in the form.*

Student's Name

Student's legal first name

Please enter the student's first name

Student's nick name (optional)

Student's legal middle name

Student's legal last name

Please enter the student's last name

Student's suffix

-

Student's Birthdate

Month   Day   Year   Age: 14

Please select a grade level or program to enroll this student in

Select Grade Level or Program

Please select a grade or program

Next

8. Enter the **student's place of residence**. On this page, please provide mail delivery address if different than the resident address provided. Select **Next**.

Student Address

Resident Address

Street Address

Enter address

Unit or Apartment Number

City

Student's Home ZIP Code

State Student lives in

California

Use residence address above as mailing address?
● Yes
○ No, use a different address for mail

Previous   Next

9. When the address entered agrees with the school boundary tables, you will get these two messages. Select **Next**.

Student Address

✓ Congratulations! Based on the information you provided you are eligible to enroll for school using this website. Based on grade and address information you are assigned to the following school

Assigned school
Saratoga High School (Seventh Grade - Twelfth Grade)

Previous   Next

New Enrollment Added

A new enrollment for Donald Duck has been added to your account.

ℹ The remainder of the process will require approximately 15-30 minutes. If you are unable to complete this process in one sitting, you may save your progress and resume the process at a later time by logging into your account using your email address and password.

Click next to continue entering information for this student.

Next

Informational Tips: you may skip to go to Step 10

• *DO NOT USE back arrow; USE the PREVIOUS button instead at the bottom of each section or screen where available. You will have an opportunity to review your responses to make any changes necessary towards the end of this process---before you select SUBMIT.*

DO NOT USE BACK ARROW on browser bar

← → C 🔒 lgsuhsd.asp.aeries.net/enrollment/register-confirm.aspx
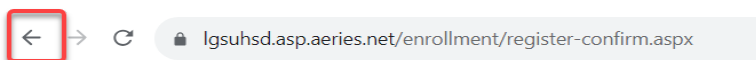
• *You can exit at any time and the system will remember the information entered previously. If you decide to exit, you will see this page when you return. Select **Resume**.*

My Account

✱ Please complete the enrollment process for each individual student before adding any additional students.

Pending Enrollments

Student	Started	Options
Captain Awesome	07/24/2020	Resume

Completed Enrollments

You have no completed enrollments

Change Email   Change Password

Language
● English   ○ Español   ○ Việt   ○ 中文   ○ 한국어

Enroll A New Student

10. Enter **General Information** about your student. Select **Next**

General Student Information ⌄

Student's gender
[Choose a Gender ▼]
Please select a gender

Student's home phone number
[   ]

Student's mobile phone number
[   ]

Student's email address
[   ]
Please provide STUDENT email only. Parent emails will be collected in another step.

> **The following two questions are required by federal law** ℹ
>
> **Is this student Hispanic or Latino?**
> ○ Declined to State
> ○ No, not Hispanic or Latino
> ○ Yes, Hispanic or Latino
>
> **What is the race of this student? You may select up to five.**
> ☐ American Indian or Alaskan Native   ☐ Chinese
> ☐ Japanese   ☐ Korean
> ☐ Vietnamese   ☐ Asian Indian
> ☐ Laotian   ☐ Cambodian
> ☐ Hmong   ☐ Other Asian
> ☐ Hawaiian   ☐ Guamanian
> ☐ Samoan   ☐ Tahitian
> ☐ Other Pacific Islander   ☐ Filipino
> ☐ Black or African American   ☐ White
> ☐ Declined to State

What is the highest parent education level?
[Select Education Level ▼]

[Next]

11. **Enter Language Information**, and select **Next**. **Please note, this is about the student's language experience, not the adult or parent filling out this form.*

Language Information ⌄

> ℹ The California Education Code requires schools to determine the language or languages spoken at home by each student. Please answer the following questions by selecting the appropriate language.

Which language did your child learn when he/she first began to talk?
[Select Language ▼]

Which language does your child most frequently speak at home?
[Select Language ▼]

Which language do you (the parents or guardians) most frequently use when speaking with your child?
[Select Language ▼]

Which language is most often spoken by adults in the home? (parents, guardians, grandparents, or any other adults)
[Select Language ▼]

[Previous]   [Next]

12. **Enter parent/guardian information**. Please enter at least one parent or guardian who has the right to make custodial decisions regarding student. Scroll down to the bottom of the page and select **Next** when finished.

Parent Information

> Please provide information about parents/guardians who live with the student. Information about parents/guardians who do not live with the student will be collected in the next step.

Parent/Guardian #1

First Name

Last Name

Relationship to student
Select Relationship

Allow Access to Portal
Choose an option

Email address

Does this parent/guardian live with the student?
Choose an option

Mailing Name

Address

City

State
Select State

ZIP Code

Primary phone number

Cell phone number

Work phone number

Extension

Alternate phone number

13. Complete the **Restrained Individual** page. Select **Next**.

Restrained Individual

> Please provide as much information about the restrained person as possible.

Is there an individual who is restrained from contact with this student by court decree?
- ● No, there is not an individual restrained by court decree
- ○ Yes, an individual is restrained by court decree

Previous   Next

14. Provide **Local Physician** information. This is a critical contact for the school in case of student injury or illness. Select **Next**.

Local Physician Information

Please provide as much information about the student's local physician as possible. If you are new to the area and do not have a physician for the student you may want to ask a next door neighbor for the name of a physician, or enter a nearby hospital or clinic.

First Name

Last Name

Name of medical facility

Medical facility address

Primary phone

Cell phone

Work phone

Extension

Alternate phone

Previous   Next

15. Provide **Emergency Contacts**. Please provide <u>at least one</u> <u>local person</u> who is <u>not</u> the parent/guardian. Scroll down to the bottom of the page and select **Next** when finished with all the contact entries.

16. Complete the student **Health Survey**. Select **Next**. *You must select **ADD** <u>after each entry</u> to SAVE record; when finished entering each medical or health concern, then select Next to move onward.*

17. Complete the **Other District Enrollments** page about prior schools. At the TOP, please enter information about the 1st U.S. school attendance (TK-12th; please exclude any preschools).

Other District Enrollments

Has this student previously attended a TK-12 (Transitional Kindergarten to Grade 12) school in the United States?
- ○ No, this student has not previously attended a TK-12 (Transitional Kindergarten to Grade 12) school in the United States.
- ● Yes, this student has previously attended a TK-12 (Transitional Kindergarten to Grade 12) school in the United States.

What date did the student first enroll into any TK-12 (Transitional Kindergarten to Grade 12) school in the United States?
Month ▼ Day ▼ Year ▼

Has this student previously attended a school in California?
- ○ No, this student has not attended a school in California.
- ● Yes, this student has attended a school in California.

What date did the student first enroll into any California school?
Month ▼ Day ▼ Year ▼

Has this student previously attended a school in this school district?
- ○ No, this student has not attended this district before.
- ○ Yes, this student has attended this district before.

Previous School #1

Enter Date	Leave Date
Month ▼ Day ▼ Year ▼	Month ▼ Day ▼ Year ▼

Enter Grade — Select Grade Level ▼   Leave Grade — Select Grade Level ▼

District Contact Name   Was this student expelled? ▼

Phone Number   Was this student in special education? ▼

Fax Number   Was this student on a 504 plan? ▼

District Name   School Name

Street Address   City

State   ZIP Code

Comment

*Continued…*Please complete <u>*at least*</u> the most recent school information so we can successfully track down records. Scroll to the bottom and select **Next**.

Previous School #4

Enter Date	Leave Date
Month ▼ Day ▼ Year ▼	Month ▼ Day ▼ Year ▼

Enter Grade — Select Grade Level ▼   Leave Grade — Select Grade Level ▼

District Contact Name   Was this student expelled? ▼

Phone Number   Was this student in special education? ▼

Fax Number   Was this student on a 504 plan? ▼

District Name   School Name

Street Address   City

State   ZIP Code

Comment

Previous   Next

18. Please review the **School District Policies and Documents**. <u>CLICK on each box to view</u>. Each section will turn GREEN after review and box is checked. After acknowledgement to each is completed, select **Next.**

19. NEXT, please select and complete the **Annual Permissions and Authorizations to School District Policies and Agreements**.
*For families pre-enrolling student(s) for next year, you will be notified before school starts and have the opportunity during the **Annual Parent Data Confirmation** to review and re-confirm your selections.*

20. This is the **Document Uploads** page. The specific types of acceptable documents are listed. Please scroll down the page to upload documents requested in order to complete this pre-enrollment process.

…Upload the student residency documents. Scroll back-and-up to review types of accepted documents if needed.

21. **Upload Proof of Immunization**. *If your student is coming from C.T. English, Fisher or Redwood Middle Schools then this is not needed (skip and continue to next step).* Select **Next**

22. Please respond to the **Supplemental Questions**. Select **Next**.

23. Respond to the **Residence Survey**. Please align your selection with the **Home Type** selected in previous Supplemental Questions section *(i.e., If **Permanent Housing** was selected in the previous selection, then select **Permanent Single-Home** on this page*

Continue scrolling down the page to complete the **Unaccompanied Youth** and **Additional Children Information.** Select **Next**.

Your child or children may have the right to:

- Immediate enrollment in the school they last attended (school of origin) or the local school where you are currently staying, even if you do not have all the documents normally required at the time of enrollment.
- Continue to attend their school of origin, if requested by you and it is in the best interest.
- Receive transportation to and from their school of origin, the same special programs and services, if needed, as provided to all other children, including free meals and Title I.
- Receive the full protections and services provided under all federal and state laws, as it relates to homeless children, youth, and their families.

If you have any questions about these rights please contact your district's Homeless Liaison:

Unaccompanied Youth

I am a student under the age of 18 and living apart from parent(s) or guardian(s).

- ☐ Yes
- ☑ No

Additional Children Information

Do you have additional children living with you in your household?

- ☐ Yes
- ☑ No

Previous   Next

24. Respond to the **Family Military Survey**. Select **Next**.

Family Military Survey ⌄

Please select whether or not at least one parent/guardian of this student is active in the United States Armed Forces:

- ☐ Yes, at least one parent/guardian of this student is active in the United States Armed Forces.
- ☐ No, this student does not have a parent/guardian who is active in the United States Armed Forces.

Previous   Next

25. Respond to the **Foster Survey**. Select **Next**.

Foster Survey ⌄

Please select one of the following options to complete the foster survey:

- ☐ This student is in foster care
- ☐ This student is not in foster care

Previous   Next

26. **Almost done!** This is your chance to review and change information you provided. <u>Review every item</u> and click on **Edit** if needed. Scroll to the bottom, select **Finish and Submit**. You will have the opportunity to print a copy for your records.

Confirm

ⓘ Below is a summary of information collected for this student enrollment. Click the Edit button on any section that needs a correction. If everything appears correct, click the Finish and Submit below to finalize this enrollment. A printer friendly page will be provided for your records.

Assigned School:
Los Gatos High School
(408) 354-2730
20 High School Court
Los Gatos 95030

Student Name Here

Enrollment ID

Enrollment Information (changes can only be made at the school)

Enrollment completed by	**Enrollment Year**
	2024
Student's First Name	**Student's Nick Name**
	Student's Middle Name
Student's Last Name	**Student's Suffix**
	Student's Birthday
Grade	**Street**
T	
Unit or Apartment Number	**City**
Zipcode	**State**
95030	

Assigned school
Los Gatos High School (408) 354-2730 20 High School Court
Los Gatos 95030

General Student Information

| **Gender** | **Home phone** |
| Female | |

Mobile ph

Housing Questionnaire Responses

| **Housing Status** | **Unaccompanied Youth Status** |
| Permanent Single-Home - Living in a single-home residence that is permanent. | No |

Additional Children in Household
No additional children live in my household.

(Edit)

Foster Survey Response

Foster Status
This student is not in foster care

(Edit)

Family Military Survey Response

Military Status
No, this student does not have a parent/guardian who is active in the United States Armed Forces.

(Edit)

✳ If the information above is correct, click Finish and Submit. After clicking this no further changes can be made online.

Finish and Submit

Confirm Page. Optional, select Print and make a copy for your records. Choose to **Enroll Another Student** or **Logout** when finished enrolling student(s).

Confirm

Print   Enroll Another Student

Assigned School:
Los Gatos High School
(408) 354-2730
20 High School Court
Los Gatos 95030

Enrollment ID

Enrollment Information (changes can only be made at the school)

Enrollment completed by	Enrollment Year
Student's First Name	**Student's Nick Name**
	Student's Middle Name
Student's Last Name	**Student's Suffix**
	Student's Birthday
Grade	**Street**
Unit or Apartment Number	**City**
	Los Gatos
Zipcode	**State**
95030	California

Assigned school
Los Gatos High School (408) 354-2730 20 High School Court
Los Gatos 95030

Continued from above…scroll to the bottom of the page, select either **Enroll Another Student** or **Logout.**

Family Military Survey Response

Military Status
No, this student does not have a parent/guardian who is active
in the United States Armed Forces.

Account Name:	Date Completed:
Parent-email@gmail.com	11/15/2023

Logout   Enroll Another Student   ⬅

The system will generate an automatic notice that you have provided information.

END

What Happens Next?

School personnel will be alerted to review your student's pre-enrollment information in detail. If there are any issues you will be notified. You will receive a personal confirmation email message when all has been reviewed and accepted.

Please note:

- If you are pre-enrolling your student for the 2024-2025 Academic Year, you will receive a response between now and no later than mid-January, 2024. If not, please follow up with the Registrar of each respective school.
- For year-round enrollments for incoming student and families, please follow up with the School Registrar if you do not receive a response within 10 business days.

Los Gatos High School: Terri Dewing at tdewing@lgsuhsd.org or 408-354-2730 x231
Saratoga High School: Robert Wise at rwise@lgsuhsd.org or 408-867-3411 x214.

Thank you for taking the time and care in completing this important online pre-enrollment information.