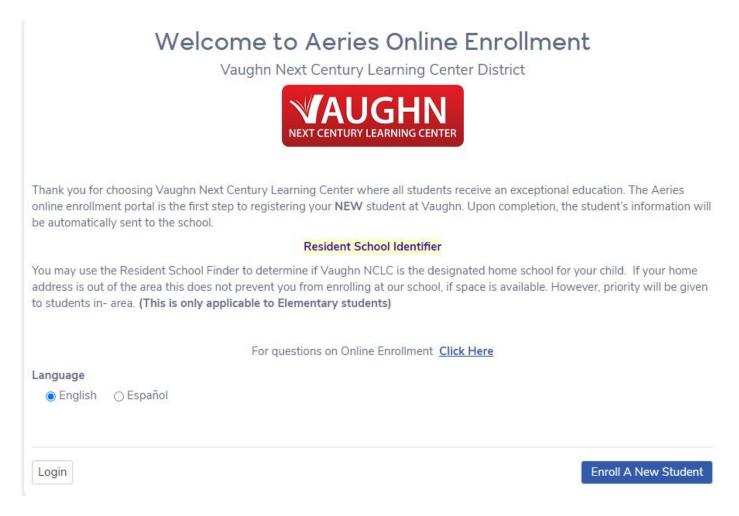
Aeries Online Enrollment allows a parent to quickly start the process of enrolling a new student for school. Information about the student such as demographic, emergency contacts, medical and language information will be collected. Upon completion, the student's information will automatically be sent to the school.

Below are step by step instructions to guide parents through the Online Enrollment process.

### Account Creation



To begin the process, select a language to view Aeries Online Enrollment in and then click the mouse on the **Enroll a New Student** button.



The Year Selection screen will display. Select the school year to enroll for and then click on Next.

	Year Selection	
Please select a year to enroll for		
2020 - 2021, Pre-Enrollment	▼	
		Next

After making a year selection, the **Required Information** screen will display. The parent can print out this screen for **Required Information** details. After reviewing the information, click the mouse on **Next**.

Required Information
To enroll a new student, you will be required to provide various information. Please make sure you have this information available before continuing.
Birth Certificate
Immunization Records
Physical and Dental exams OR proof of appointment (TK & Kinder)
Utility bill (water and power, gas, internet) (ELEMENTARY ONLY)
• Homeowners utility bill plus one bill in parents name such as cell phone, Medi-Cal, bank statement, or car registration. (ELEMENTARY ONLY)
Next

The next screen will allow the parent to create a new account and will require a name, an email address and password. After the **Create Account** button is selected a **Terms of Service** screen will display.

)	Login
	Il a student for this district, you may login as an existir r email address and a password to create a new acco
Existing user	Create new account
Email address	Your Name
Password	Email address
Login	Password
Forgot Password	Re-type Password

- After clicking on Next the Account Created screen will display and will send an email to the parent's email address.
- The email will contain a link that the parent will need to click on for Account Authorization.
- After the email link is clicked on, the following screen will display. Click Next to continue with the enrollment process.
- The parent can then sign back at a later time with their email address and password by using the Login button

Once parent logs in they must agree to the terms of service, the "I agree" box must be selected in order for the enrollment process to continue.

Terms of Service
Please review the Terms of Use and click "I agree" to continue.
Thank you for participating in the Vaughn Next Century Learning Center online enrollment process. Vaughn is committed to protecting the privacy and security of the information gathered by the online registration system. Protecting the identity and privacy of children is an important undertaking and a high priority for Vaughn NCLC. Only authorized Vaughn employees and agents may access the information you have provided to conduct official school business.
By clicking the "I Agree" checkbox and continuing to use this system, you will be deemed to have accepted the Terms of Service agreement and our Privacy Policy.
🖉 l agree
Next

On the Student's Name page, the Student's First Name, Last Name, Birthdate and Grade will be required.

Student's legal first name	Student's nick name (optional)
Alan	
Student's legal middle name	Student's legal last name
	Abbott
- Student's Birthdate 1 ▼ 2 ▼ 2001 ▼ Age: 17	Here is some custom text. Please select a grade level or program to enroll this student in
	Eleventh Grade



After the student birthdate is entered, the program will display a calculation of the student's current age based on the birthdate.

Stude	ent's Bir	thdat	е			
1	•	2	•	2001	•	Age: 17

On the Student Address page, the Street Address, City and Zip Code information will be required.

Student Address
Resident Address
Street Address
1 Main Street
Unit or Apartment Number
City
Anaheim
Student's Home ZIP Code 92806 -
California
Use residence address above as mailing address?
Previous

The following page displays the school student is enrolling to based on grade.



School selection is based on grade level.





#### General Student Information

The **General Student Information** page will require information such as the student gender, contact numbers, and race/ethnicity information. This information will import into the Student Demographic and Language pages in Aeries.

	General Student Informatio	n
Student's gender	Student's home phone number	Student's mobile phone number
Male	▼ (626) 484-2338	(888) 487-7555
Student's email address		
itudent@example.com		
lease provide STUDENT email only. Par	ent emails will be collected in another step.	
f known, Student's California Sto		
Is this student Hispanic or Latin No, not Hispanic or Latino	10 f	
Yes, Hispanic or Latino		
<ul> <li>Declined to state/Unknown</li> </ul>		
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/Unknown		
	ation level?	
What is the highest parent educe College Graduate		

Language Information (HLS)

The **Language Information** page will collect information on what languages the student uses. This information will import into the Language page in Aeries.

Next

	Language Information	`
	requires schools to determine the language or languages spoken owing questions by selecting the appropriate language.	at home by each
Which language did your child learn w	hen he/she first began to talk?	
English		
Which language does your child most t	frequently speak at home?	
English		
Which language do you (the parents o	r guardians) most frequently use when speaking with your child?	
English		
Which language is most often spoken b	by adults in the home? (parents, guardians, grandparents, or any	other adults)
English		•

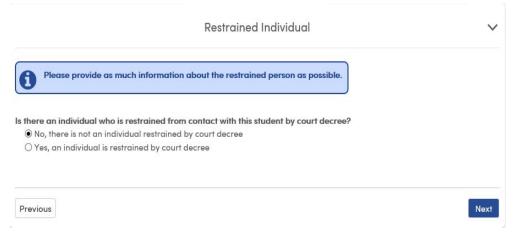
#### **Resident Parent Information**

The **Resident Parent Information** page has the option to add information for 2 Parent/Guardians. This page requires that information is filled in for at least one parent/guardian before the parent can proceed with the enrollment process.

Please provide information about parents/guardian parents/guardians who do not live with the student	
arent/Guardian #1	
First Name	Last Name
Adam	Abbott
Relationship to student	Do you want this contact to have portal access? 0
Father 🔻	No
Email address	Does this parent/guardian live with the student?
	Yes
Mail will be sent to the student's home address, i address.	nowever a second copy of mail can be sent to an additional
address.	nowever a second copy of mail can be sent to an additional
address.	
address.  Should a second copy of mail be sent to this contact?  No	
address.  Should a second copy of mail be sent to this contact?  No	Address
address. Should a second copy of mail be sent to this contact? No City	Address
address. Should a second copy of mail be sent to this contact? No City	Address Stote Select Stote
address. Should a second copy of mail be sent to this contact? No V	Address State State Select State Primary phone number
address.  Should a second copy of mail be sent to this contact?	Address Stote Select State Primary phone number (556) 555-5565

#### **Restrained Individual**

If a restrained Individual needs to be noted for an enrollment record, the parent should select the **Yes**, an individual is restrained by **court decree** option. If this option is selected, additional fields will display on the page to add information about the restrained individual. Legal documentation must be submitted to the office.



### Local Physician Information

The Local Physician Information page is an optional page for parents during the enrollment process.

	student's local physician as possible. If you are new to the area and do not h next door neighbor for the name of a physician, or enter a nearby hospital o
First Name	Last Name
Name of medical facility	Medical facility address
Primary phone	Cell phone
Work phone	Extension
Alternate phone	

### **Emergency Contacts**

The **Emergency Contacts** page has the option to add emergency contacts. This page requires that information is filled in for at least one emergency contact before the parent can proceed with the enrollment process.

	y contacts other th	an the parent/guardian entered on the previous screens
nergency Contact #1		
First Name		Last Name
Jane		Abbott
Relationship to student		Do you want this contact to have portal access? 👔
Restrained Contact	•	No
Should a second copy of mail be sent to	this contact?	
No	init conden	
Address		State
		Select State
ZIP Code		Primary phone number
ZIP Code		Primary phone number (555) 555-5555
ZIP Code Cell phone number		
		(555) 555-5555



#### Health Survey

The Health Survey page can be used to list any medical conditions. Comments can also be added.

Health Survey	~			
Please provide a list of any medical conditions this student has by selecting a medical condition from the drop down selection and click add. You may provide additional information about the condition in the comment area.				
Add A Medical Condition				
Medical Condition				
Select medical condition	•			
Comments				
Enter any comments or notes regarding this condition here.				
Add				
Previous	Next			
	HUAT			

#### Document Uploads

The **Document Uploads** page allows parents to upload the following documents; address verification, birth certificate, and immunization records. These documents are then imported into the **Student Documents** table when the Student is imported into the School.

Document Uploads	
ase Upload all Required documents	
Address Verification	Require
Please upload a copy of your utility bill, Cable Service Bill, Lease or other document with your home address	
Files	
Select documents	
Birth Certificate Please upload a copy of the Birth Certificate Files	
Select documents	
InterDistrict Transfer	
lf you are on an Interdistrict Transfer, please upload a copy	
Files Select documents	



The final step is to review all information entered during the enrollment process. Parents will have the ability to edit any information during this final step prior to submission.

		Confirm	~
	Assigned School: Vaughn Elementary (818) 896-7461 13330 Vaughn St San Fernando 91340		
		Test Test	
Enrollment ID	241409		
Enrollment Information	n (changes can only be made at	the school)	
Enrollment completed Test1 eliavina@ymail.co		Enrollment Year 2020	
Student's First Name		Student's Nick Name	
Test		Student's Middle Name	
Student's Last Name		Student's Suffix	
Test		Student's Birthday 2/5/2010	
Grade Fifth Grade		Street 25252 BEAVER ST	
Unit or Apartment Nu	mber	City Pacoima	
Zipcode 91331		State California	
Assigned school	18) 896-7461 13330 Vaughn St		
General Student Info	ormation		
Gender Female		Home phone (818) 303-0303	
Mobile phone		Birth Country United States Of America	
Birth State		Birth City	

At this point, parents can finalize the enrollment by Clicking on Finish and Submit. Office will then be notified Regarding the enrollment submission.

If the inform	ation above is correct, click F	nish and Submit.	After clicking this	no further change	s can be made online.
					Finish and Subr