



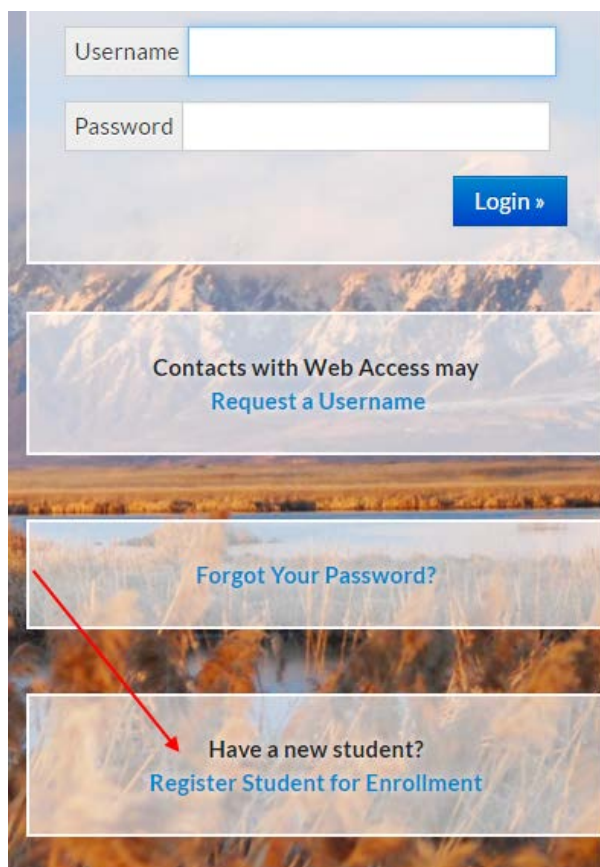
Aspire



**Online Registration for New
Student without an Aspire
Account**

Before you start this process you will need to have Birth Certificate/Passport and phone numbers for emergency contacts.

From the Aspire login page or the District/Charter website you will see a link for Online Registration.



The screenshot shows the Aspire login interface. At the top, there are input fields for 'Username' and 'Password', followed by a blue 'Login »' button. Below these are three links: 'Contacts with Web Access may Request a Username', 'Forgot Your Password?', and 'Have a new student? Register Student for Enrollment'. A red arrow points from the 'Forgot Your Password?' link down to the 'Register Student for Enrollment' link.

For **New Student Registration** – I do not have an Aspire account will take you to the following screen first.

Register Your Student(s)

New Student Registration	Current and Former Student Registration
<p>Student has never attended a school at QA Syracuse</p> <p>I already have an Aspire account.</p> <p>Login and register student</p> <p>I do not have an Aspire account.</p> <p>Register new student(s)</p>	<p>Student is currently attending or has previously attended a school at QA Syracuse</p> <p>Login and register student</p>

Register New Student

❗ Only children who are 5 before or on September 1 can be enrolled in a Utah school, unless a student's parent is on active duty within a branch of the U.S. armed forces.

❗ Before registering a new student for enrollment, use a certified copy or another legal document such as a passport for entering the student's legal name.

❗ Student names must be entered on the registration form exactly as they are on the birth certificate.

❗ Before a student is accepted for enrollment, the following enrollment verification documents are required to be brought to the school before enrollment will be completed.

1. Original Birth certificates (or affidavits of lost certificates), or another legal document such as a passport.
2. Certified and complete immunization records or official certificate of immunization exemption.
3. Proof of legal Utah residency will need to be brought to the school for verification. Where the child is living with a legal guardian appointed by the courts (U.C.A. 53A-2-201), please call the school to find out what the required documents are.

❗ For health information and medication disbursement, a form will need to be filled out at the school. This is for the safety of your student.

NOTE: Please be very careful with your selections so you are not registering for the wrong year, school or grade level. If you select the wrong one hit the reset button at the bottom and start over.

If the LEA/Charter has not opened a window for registration for a specific school year, school or grade level you will not see it on the screen.

Select School Year

School Year 2016 - 2017

School Year 2017 - 2018

Select School

Northwest School

Southwest School

Select Grade

K - Kindergarten

1 - First

2 - Second

3 - Third

4 - Fourth

5 - Fifth

6 - Sixth

for school year 2017 - 2018

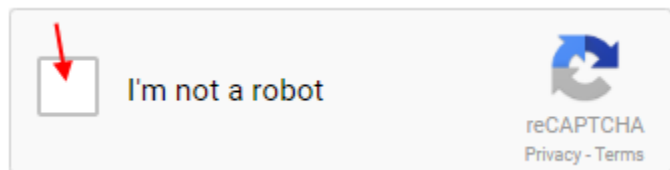
at Northwest School

for grade K - Kindergarten

Reset

Continue

If the school has set this up you will want to click in the box next to **I'm not a robot** and select the images that apply then Continue.



You will want to fill in all of the information about the Parent/Guardian on the next screen. When you are finished click on the Save and Continue button.

Parent/Guardian Information

You must be the parent or guardian of the student you are registering.

Enter your information below.

First Name

Last Name

Relationship to Student

Email Address

Main Phone Number

Home Address

Address

Address Line 2

City

State

Zip Code

Mailing Address (optional)

Address

Address Line 2

City

State


Zip Code

Additional Phone Numbers

[+ Add](#)

Save and Continue

You will now enter the **Student information**

 **Student Information**

i Student's Legal Name must match what is on their birth certificate or passport.

Legal First Name	Legal Middle Name	Legal Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input checked="" type="checkbox"/> Specify Preferred Names		
Preferred First Name	Preferred Middle Name	Preferred Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Birthdate

Gender

« Choose » ▼

Restricted Info

« Choose » ▼

Age: 5

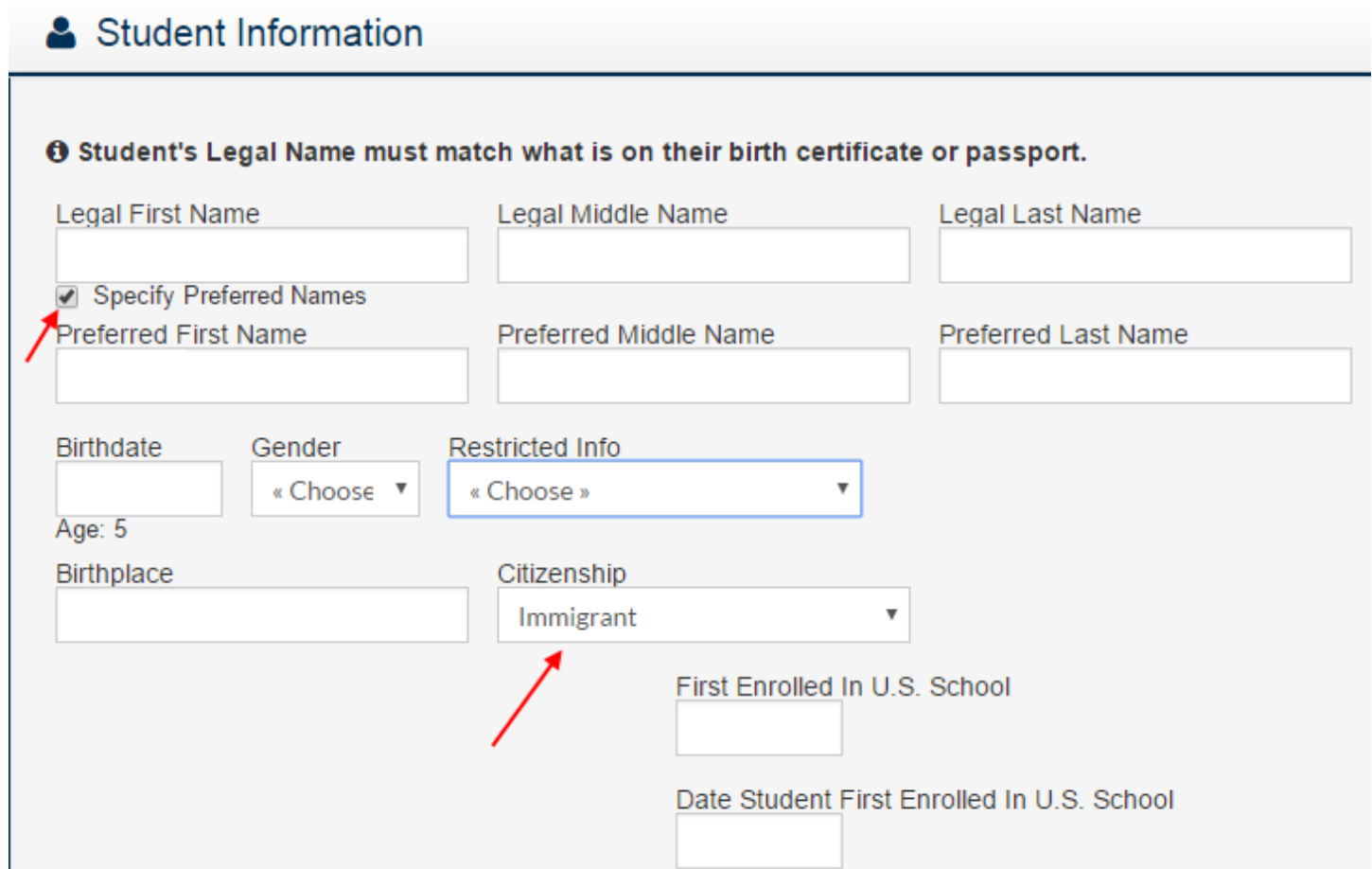
Birthplace

Citizenship

Immigrant ▼

First Enrolled In U.S. School


Date Student First Enrolled In U.S. School



If you put a check in the box by Specify Preferred Names, you will be able to put the names that the student would like to be referred as but, legal information will display the legal name.

If you have Immigrant in the Citizenship field, you will need to put the dates in the two fields that come up after you selecting Immigrant.

Answer the questions in the fields below to help the school determine if the student needs to be tested for English Language services.

 **Language**

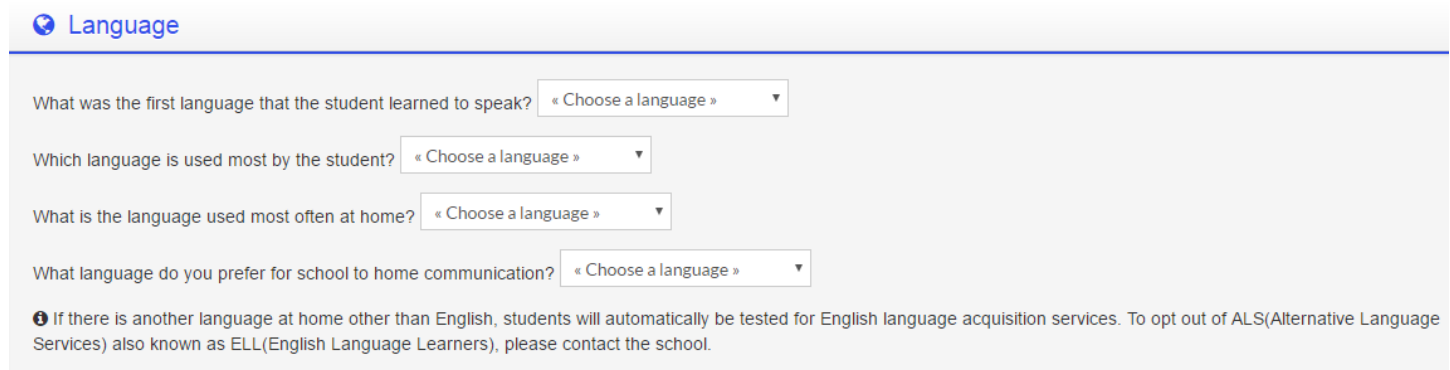
What was the first language that the student learned to speak? « Choose a language » ▼

Which language is used most by the student? « Choose a language » ▼


What is the language used most often at home? « Choose a language » ▼

What language do you prefer for school to home communication? « Choose a language » ▼

i If there is another language at home other than English, students will automatically be tested for English language acquisition services. To opt out of ALS(Alternative Language Services) also known as ELL(English Language Learners), please contact the school.



If the mailing address is different than the home address, put a check in the box next to Mailing and then you will be able to enter the mailing information.

 **Address Information**

Home
Street

Street 2


City

State
« Choose » ▼

Zip Code

☐ **Mailing** (if different from Home)

If the student does not have an email address, do not put parent email address here. Student e-mail should be assigned by the school.

 **Communication**

Phone Number

Type
« Choose a type » ▼

Phone Unavailable
☐

Student Email

Fill in any information that would apply to the student.

Special Programs

 This information helps our school determine if the student is eligible for additional services and funding.

☐ Student seeks enrollment without accompanying parent

☒ *Student is Not Homeless*

Student is currently living:

- ☐ *With Other Family*
- ☐ *In a Motel or Hotel*
- ☐ *In a Shelter*
- ☐ *In a car, park, campground*
- ☐ *Somewhere w/o adequate facility*

Please check any of the following that may apply. If any of the items are selected, please come into the school to fill out official paperwork.



IEP

Individualized Education Program - Special Education Services for special needs students.



Economically Disadvantaged

Determined by proven income



Section 504

Section 504 of the Rehabilitation Act of 1973 is designed to eliminate discrimination on the basis of handicap in any program or activity receiving federal financial assistance.
A student who has a physical or mental impairment



ED 506

Indian Education Program - An official form is required for each Indian Child as defined by the indian tribe or band.

You have to mark either yes or no in this section, or when you save you will get an error stating you need to mark something.

Health

Does this student have any health concerns? (If yes, it is **mandatory and your responsibility** to come into the school and fill out the proper paperwork.)

☐ Yes

☒ No

If your student is a Military Child mark yes in the box below.

Military Child

Is this student a Military Child?

Military Child is used for Underage Enrollment in kindergarten and a waiver of high school graduation requirements.

A military child is defined in Utah Code 53A-1-1001 as the child of an active duty member of the uniformed services OR member or veteran of the uniformed services who are severely injured and medically discharged/retired for a period of one year after medical discharge/retirement OR member of the uniformed services who died on active duty.

☐ Yes, student is a Military Child

If your student has any legal bindings mark yes in the box below.

Legal Bindings


Does this student have any legal bindings (court document - legal contract binding conditions regarding student)?



(If yes, a form will need to be filled out at the school as soon as possible.)


☐ Yes, student has legal bindings

The contact information will be pulled in from the previous information entered on the Parent/Guardian information page. Also you will not see the globe until web access is given to the Contacts/ Guardians.

To add another contact click on the add contact button under the first one listed. If you need to edit the information click on the pencil and if you want to delete the contact click on the trash can.

 **Contacts** 1 Contact


Father Time

Father

Phone Number: (555) 489-5581

Email Address: dand@gmail.com

250 East 500 South Salt Lake City, UT 84111

 **Add Contact**


To add an Emergency Contact click on the add emergency contact button.

 **Emergency Contacts**

 **Add Emergency Contact**

 Starred emergency contacts will be called before those not starred.

You need to have both Ethnicity and Race marked. This is Federally mandated information and the following are the only Races available. This required information follows federal guidelines. Please select the one that fits your situation the best.

 **Race/Ethnicity**

Ethnicity
Is the student Hispanic or Latino? ☐ Yes ☐ No

Race
Select all that apply. You must select at least one race below.
☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

If your child has never been enrolled in any school before, you will not need to put anything here.

Previous School Attended

School Name



School Address

Add any additional information you would like the school to know or if you have questions put it in this area.

Notes

Optional notes, comments, or questions to the school registrar regarding this student

When everything is filled out click on Save. If something is wrong or all data are not entered, you will get an error at the top of the screen telling you what you need to finish adding.

-  Legal First Name is required.
 - Legal Last Name is required.
 - Birth Date is required.
 - Gender is required.
 - Restricted Info is required.
 - A Home Language is required.
 - First Entered U.S. requires a date for Immigrant students.
 - First Enrolled in U.S. School requires a date for Immigrant students.
 - Home street address is required.
 - Home city is required.
 - Home state is required.
-
-  Hispanic or Latino is required.
 - At least one race is required.

If you had any missing information, once you add all required information, click on Save and you will see the following screen.


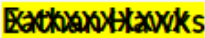
✓ Registration saved successfully.

Register Student

If the school has set up agreements for you to read they will show here, read all agreements and then if there is a signature line for Parent and student, both would have to type their names which means you have read and agreed to the terms and conditions.

Agreements

I have read and agreed to the terms and conditions.

Parent/Guardian Signature	Student Signature
	
Type your name exactly as shown above	Type your name exactly as shown above

The following screen will appear and from here you are able to register another student or create an Aspire account if you do not have one. If you do not wish to create an account, skip account creation.

Register Scott Test for grade 10 at Tooele High School

#1 - Your Information as a Parent/Guardian Complete

#2 - Enrollment Information Complete

#3 - Acceptable Use Policy Complete

This student's registration is complete, has been sent to the school, and is pending enrollment.

If you have any other students to register, do so now.

[Register another student](#) ←

You can now create an Aspire login.
By creating a login, you will be able to access your student's grades, attendance, schedule, and other information.

[Create Aspire Login](#) ←

Skip login creation process.
If you do not want to create a login, please click the button below.

→ [End Session and Exit](#)

If you have another student to register, when you select **Register another student**, you will be taken back to the screen where you will start the process over beginning with selecting the school year or if you are finished registering students and want to create an Aspire account, follow the instruction below.

Create Aspire Account for Cisco Test

Enter Email Address and Choose Password

Your password protects your account

Avoid selecting an easily guessed password and take steps to keep your password safe. You must use at least 8 characters and include both letters and numbers or special characters.

Email Address Ctest@gmail.com

Password

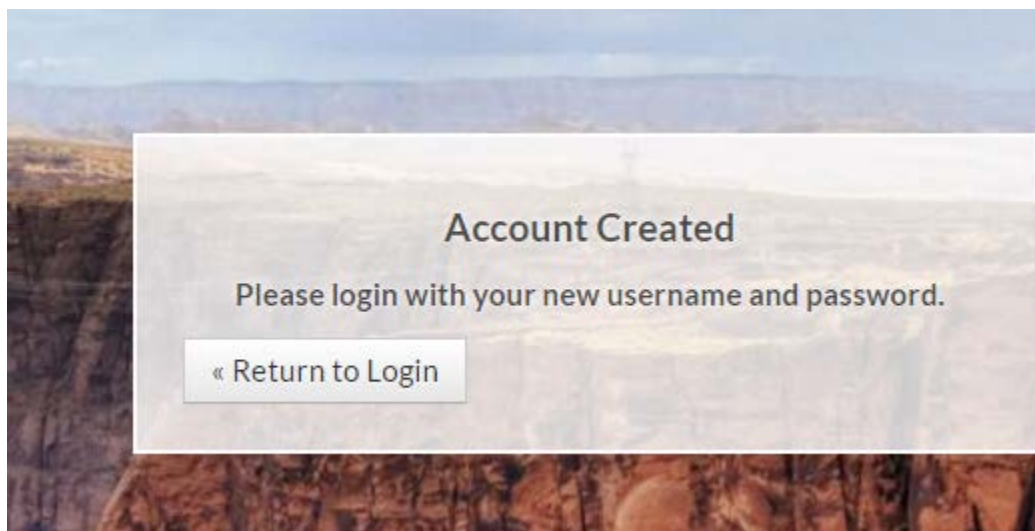
Confirm Password



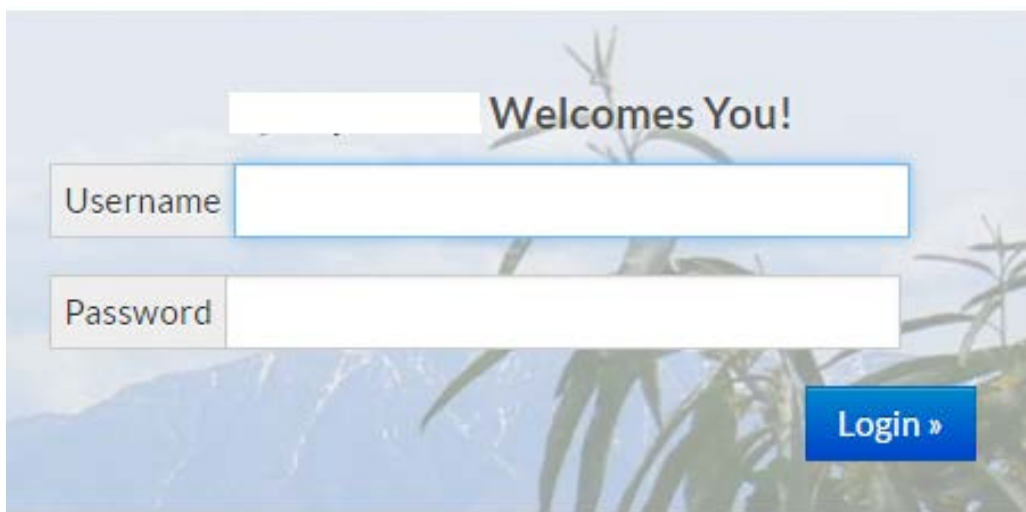
I certify that I am authorized to access these student's school records.

« Cancel

Create Account »



This is now where you will come when you want to login to Aspire with the user name and password you created.



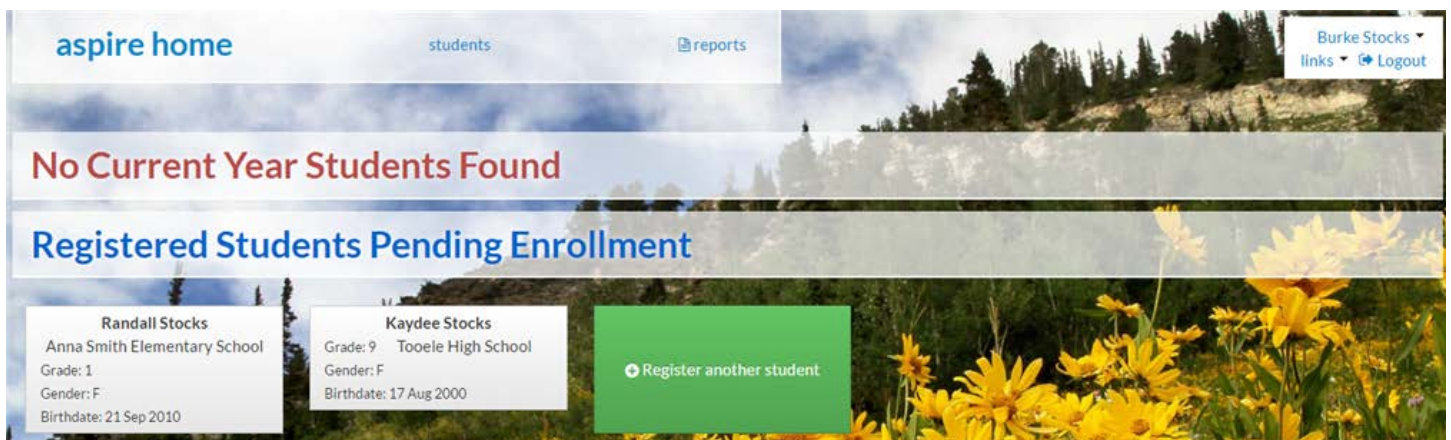
_____ Welcomes You!

Username

Password

[Login »](#)

You will see the following when the school has not enrolled your student(s) yet.



aspire home students reports

Burke Stocks
links Logout

No Current Year Students Found

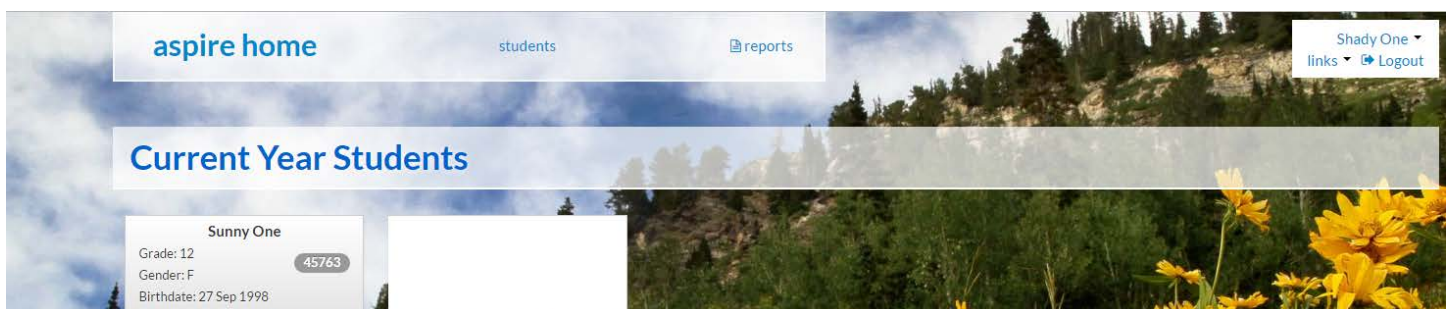
Registered Students Pending Enrollment

Student Name	School	Grade	Gender	Birthdate
Randall Stocks	Anna Smith Elementary School	Grade: 1	Gender: F	Birthdate: 21 Sep 2010
Kaydee Stocks	Tooele High School	Grade: 9	Gender: F	Birthdate: 17 Aug 2000

[Register another student](#)

Once the school(s) have enrolled the student(s) you will see the following:

When you click on the student card you will be able to see the Student Lens and all information for the student, depending on what permissions the school(s) have set up for you to see. All access is permission based.



aspire home students reports

Shady One
links Logout

Current Year Students

Student Name	School	Grade	Gender	Birthdate
Sunny One		Grade: 12	Gender: F	Birthdate: 27 Sep 1998

45763

If the school is requiring you to verify existing information, you would see the following:

Verify the information or edit if you need to. Once you click on Verify, it will take you to the student Lens and you will be able to see all information for the student, depending on what the school(s) have set up for you to see.


Please verify that the following information is correct:

Contacts	Students	Emergency Contacts Add
Windy One Edit Wone@gmail.com Residential Addr. 250 East 500 South Main Phone: (801) 555-9999 Cellular (801) 809-5555	Cloudy One Edit <i>Missing E-mail address.</i> Residential Addr. 250 East 500 South Salt Lake City, UT 84111 Phone (801) 555-9999 Ethnicity Non-Hispanic Race White <i>No health alerts.</i>	There are no emergency contacts.

☐ I have reviewed the above information and it is correct. [Verify »](#) | [Remind me later](#)

Sunny One 45763

[Profile](#)

Student	Info	Enrollment
	Legal Name: Sunny One SSID: Born: 9/27/1998 (age: 18) Gender: Female Restricted Info: No restrictions Hispanic or Latino: Non-Hispanic Race(s): White	Address 250 East 500 South Salt Lake City UT 84111 Phone Number (801) 555-6878
Grade: 12 Advisor: Westley Compost		

[Free/Reduced Meal Application](#)

Contacts	Custodial	Non-Custodial	Emergency
Email Student Contacts			
Shady One Father Release → Main Phone (801) 555-6878 Cellular (801) 809-4447 Email Address sone1@gmail.com			