

## Family Guide to New Student Online Enrollment

## NOTE: This online enrollment process will take about 20-30 minutes. Please be prepared to have all required information listed below to finish this online enrollment process.

WEBSITE Go to Sylvan District student online enrollment website	Enroll A New Student https://sylvan.asp.aeries.net/enrollment/
SELECT SCHOOL YEAR 2021 - 2022 Pre-Enrollment	Please select a year to enroll for 2021 - 2022, Pre-Enrollment
REQUIRED INFORMATION Required to complete the registration process.	<ul> <li>Required information:</li> <li>Student's Legal Name (as shown on birth certificate)</li> <li>Language, race and ethnicity information</li> <li>A valid address within school district boundaries</li> <li>Parent/Guardian's home/work phone and address.</li> <li>Name and phone number of emergency contacts.</li> <li>Name, address and district of previous school, if applicable.</li> <li>Documents listed below</li> </ul>
DOCUMENTS NEEDED FOR ENROLLMENT Bring these documents to your residence school to complete the enrollment process. Bring in all documents that are uploaded for verification	<ul> <li>Documents Needed for Enrollment:</li> <li>Original Certified Birth Certificate - BRING IN</li> <li>Immunization record including: - BRING IN</li> <li>Hepatitis B Vaccine</li> <li>Varicella Vaccine (chickenpox) or health-care provider documentation of immunity - 2 Varicella doses required</li> <li>Proof of physical exam or appointment scheduled for an exam (for enrolling kindergarten students, exams dated after <u>3/1/21</u> also meet the 1st grade physical exam requirement)</li> <li>Proof of residency (2) <i>Must be a valid address within the Sylvan District boundaries.</i></li> <li>Current Utility Bill(s) with Parent/Guardian name (required)</li> <li>2nd Verification may include, but are not limited to: property tax bill or rental property contract/lease.</li> <li>Proof of Oral Health Exam or appointment scheduled</li> </ul>
CREATE ACCOUNT	Create new account Please provide your email address and a password to create a new account.

Create account <ul> <li>Parent name</li> <li>Parent email</li> <li>Password</li> </ul>	Your Name: Email address: Password: Re-type Password:
STUDENT NAME	Student's legal first name:
Put in student information: Legal First Name Legal Last Name Birthdate (which will automatically populate the grade level)	Student's nick name (optional):
	Student's legal middle name (optional):
	Student's suffix: - + Student's Birthdate: Month + Day + Year +
	The grade level will be confirmed by the school office staff.
	Please select a grade level or program to enroll this student in: Select Grade Level or Program \$
STUDENT ADDRESS Put in Address - Must be a valid address within Sylvan District boundaries.	Resident Address Street Address (example, "123 Main Street"): 123 Main Street Unit or Apartment Number: City: Modesto Student's Home ZIP Code: 95350 - State Student lives in: California Use residence address above as mailing address? • Yes
	Use residence address above as mailing address?

SELECT SCHOOL	Your selected school will be verified by Sylvan District school site staff.		
	Below are two ways for you to determine if your home resides within Sylvan District and what		
	school your child should attend. You MUST select your school of residence as identified on either of the sources below.		
	You can access our school site's boundary maps - <u>here</u> .		
	You can look up your residence schools by address <u>here</u> .		
	Select School:		
ACCOUNT CREATED	Your account has been created and 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.		
ACTIVATE ACCOUNT	Email Subject: Sylvan Union School District - Aeries Online Enrollment		
Activating email for new account:	<b>Message</b> : Thank you for using Aeries Online Enrollment. 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.		
Check e-mail account to "Activate Account"	copy and paste this url into your browser: (you will receive a unique link for your account)		
E-mail comes from Aeries	Within e-mail:		
Online Enrollment:	To activate your account <u>Click Here</u>		
Enrollment			
<aeriesreports@aeries.net></aeriesreports@aeries.net>			
	Your browser will open to sylvan.asp.aeries.net and the following will display:		
Click on "Next"	Aeries Online Enrollment		
	New account		
	omgil		
	enidii		
	verification		
	Thank you for verifying your email address. Click "Next" to begin the enrollment process.		

MY ACCOUNT		MY ACCOUNT
Under Pending Enrollments click on RESUME next to the child you are enrolling.	Please complete the enrollment process for each individual student before adding any additional students.	
	Pending Enrollments	
You can also change your email or password on this screen.	Student Sample Student	Started Options 01/08/2021 Resume
If you have a new student to enroll, click on "Enroll a New Student"		
ACCOUNT SETTINGS & COMPLETING PROCESS	In the top right hand corner you My Account	u can choose the following:
New online student	Change Email	
require an estimated 15-30 minutes.	Change Password	
	Logout	
You will be able to click on "Previous" if you need to go back to a previous page and make changes.	Select Language	
	English	
	Español	
UNABLE TO COMPLETE PROCESS AND NEED TO FINISH LATER?	At the top of the screen click on the process will display. A green "check" will display for the pages that are complete. If the circle does not have a check then that page still needs information. If you are unable to complete this process at one sitting, you may choose to FINISH LATER, and resume the process at a later time by logging into your account using your email address and password. At the bottom of the pages displayed click on: Finish Later	
GENERAL STUDENT INFORMATION	<i>If you choose "Yes, Hispan Hispanic or Latino?" please</i> <i>is the race of this student?</i>	ic or Latino" under "Is this student choose "Decline To State" under "What " if no other options apply.
RACE & ETHNICITY	The enrollment process will choice under "Race." Thank	l not let you continue without making a k you.

	Is this student Hispanic or Latino?  Decline 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 Asian Indian Black or African American Chinese Filipino Guamanian Hawaiian Hawaiian Hmong Japanese Korean Laotian Other Pacific Islander Samoan Tahitian Vietnamese White
PARENT INFORMATION COMMUNICATION IMPORTANT: All communication from your child's teacher, school and district will be done through the Aeries Portal using Aeries Communications.	Complete for parent/guardian associated with the child. This is a very important feature that all parents/guardians need to have access to for updating important student information, communication from teachers, schools and the District. In addition, at the beginning of the school year this is how families are provided teacher assignments for their child. Choose "Yes" for access to Aeries Communications Allow Access to Aeries Portal for school communication, grades and attendance.
EMERGENCY CONTACTS Please provide up to 4 emergency contacts other than the parent/guardian	Yes  If your child's school is not able to get hold of a parent/guardian in an emergency, it is best if you can provide at least one additional emergency contact.
HEALTH SURVEY Please provide a list of any medical conditions	Complete only if your child has a medical condition. If your child wears glasses or uses hearing aids, please indicate here.
your child 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	There is a drop down menu of choices.

area.		
DOCUMENT UPLOADS To expedite the process, you will have the option to upload documents to complete this enrollment process. You can access the following documents on our <u>district website</u> to upload: #2 Home Language Survey #3 Report of Health Exam #4 Oral Health Assessment	<ul> <li>Documents Needed for Enrollment:</li> <li>Original Certified Birth Certificate</li> <li>Immunization record including: <ul> <li>Hepatitis B Vaccine</li> <li>Varicella Vaccine (chickenpox) or health-care provider documentation of immunity - 2 Varicella doses required</li> </ul> </li> <li>Proof of physical exam or appointment scheduled for an exam (for enrolling kindergarten students, exams dated after <u>3/1/21</u> also meet the 1st grade physical exam requirement)</li> <li>Proof of residency (2) <i>Must be a valid address within the Sylvan District boundaries.</i></li> <li>Current Utility Bill(s) with Parent/Guardian name (required)</li> <li>2nd Verification may include, but are not limited to: property tax bill or rental property contract/lease.</li> <li>Proof of Oral Health Exam or appointment scheduled</li> </ul>	
<b>CONFIRM</b> Review the information you provided and EDIT if necessary.	<b>CONFIRM</b> A summary of information collected for your child's enrollment will display. Review the information to ensure it is correct. If needed, please click the edit button on any section that needs a correction. If you edit a screen you will be asked to <b>Save and Return</b> .	
Once you submit, the school office staff will review the enrollment information and contact you to complete the	If the information above is correct, click Finish and Submit. After clicking this no further changes can be made online. Finish and Submit You may choose to Print or Enroll Another Student or Logout. Print Enroll Another Student	
process.	Scroll to the bottom of the screen and click on either:           Logout         Enroll Another Student	
<b>REQUIRED FORMS</b> You also have the option to complete required forms and bring them to the school office	Visit <u>https://sylvan-ca.schoolloop.com/enrollmentdocuments</u> to access these forms. 2. Home Language Survey 3. Report of Health Exam for School Entry (doctor fills out) 4. Oral Health Assessment Form	