Pre-Enrollment: Entering New Student Information - Saratoga High School

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

The online enrollment process typically takes 20-30 minutes if you collect these items ahead of time:

• Residency and immunization documents
• Physician and emergency contact names and phone numbers

If you have questions during the online enrollment process, please contact the school registrar, Robert Wise at rwise@lgsuhsd.org or 408-867-3411 x211.

Overall Process

A) Create a parent account on the district’s enrollment system
   • Add parent/guardian contact information
   • Add student contact information
   • Confirm your address and assigned school

B) Request pre-enrollment for the student
   • Complete two forms:
     1. Student Enrollment form
        o Enter student and emergency information in the AERIES enrollment system. This application will open as a new tab in your web browser. You will create an account then add information.
        o Student’s last school
        o Upload documents
           ▪ Immunization records (not required for students coming directly from CT English, Fisher or Redwood Middle Schools)
           ▪ Residency documents
        o Student birthplace
     2. Supplemental Information form
        • Create a PDF file for your records (optional)

C) Review and confirmation
   • School personnel will review your student’s pre-enrollment information. You will receive a confirmation message when it is reviewed and accepted.
1. Using a personal computer web browser, go to https://lgsuhsd.schoolmint.net/signup

Enter and confirm a username (a parent email) and password, then select “Let’s Do This”. You will re-use this password if you pause and re-start your student’s enrollment at any time.

2. Add the parent/guardian and address information. When complete, select ‘Next’.
3. Add the student information. To add multiple students, select ‘Add Another Student’. When complete, select ‘Submit’.

4. The ‘Family Profile’ tab will open. You can add additional information here if you wish.
5. Navigate to the ‘Home’ tab to begin an application to the school. When ready, select ‘Start an Application’.

6. The application screen will open. Select the appropriate year (2020-2021), select your student’s name, and enter your student’s current school grade level and the grade your student will be in the next school year (2020-2021). Select ‘Next’ to continue.

7. The school district map will open. Based on your residence address, the system will select the assigned school. Reasons your address may generate an error:
   
a) Your address is within the district boundaries, may not have made it into our system yet.
b) Your address is not within the district boundaries
If you get an address error, you will need to contact the school registrar to resolve the issue. rwise@lgsuhsd.org or 408-867-3411, x211.

Select ‘Next’ when ready.

8. The ‘Confirm Details’ box will open. If you see an error, select ‘Cancel’ and you will be able to go back and fix it. When ready select ‘Confirm Details and Continue’.

9. The application screen will open. There are two forms to complete, ‘New Student Enrollment’ and ‘Supplemental Information’. Start by clicking on the form ‘New Student Enrollment’.
10. The ‘New Student Enrollment’ form opens. There are 5 steps required to complete the form.

   **Step 1** Aeries Enrollment System will take you to a new web browser tab where you will create an Aeries Enrollment account and enter student details. When you are done there, you will navigate back to this page. Select ‘Click Here for the Aeries Enrollment System’.

11. A new web browser tab will open for the Aeries Online Enrollment. When ready, select ‘Enroll a New Student’
12. Select ‘2020-2021, Pre-Enrollment’ from the year selection menu, then select ‘Next’.

13. Review the Required Information screen. When ready, select ‘Next’.
14. Complete the ‘Create new account’ section on the login screen. This account is only for the Aeries enrollment system and does not know about existing accounts you may already have in the district Aeries system.

Be sure to add noreply@aeries.net to your email’s Safe Senders List.

When complete, select ‘Create account’. The system will send an email to the address you just provided. You will need to check the email before continuing. If you do not receive the system message within a few minutes, check your spam folder and safe sender list.

15. Review and agree to the Terms of Service by selecting ‘I agree’. When complete, select ‘Next’.
16. Complete the **Student’s Name** information. Select ‘**Next**’ when ready.

17. Complete the **Student Address** information. Enter the primary residence address where the student lives. If there is a separate address for postal mail, select ‘**No, use a different address for mail**’ and complete that section. When ready, select ‘**Next**’.
18. The software will look up the address. If the address is found in the district, this screen will come up confirming the assigned school within the district. Select ‘Next’ when ready.

If the system cannot confirm your address, you will need to contact the school registrar Robert Wise at rwise@lgsuhsd.org or 408-867-3411 x211.

19. The New Enrollment Added confirmation message appears. After this point, you will be entering detailed information for your student. Click ‘Next’ when ready.

From this point forward, the system will save your work and you may stop at any time and resume later using the logon information you established in step 14. *Only if logging off and back into the enrollment system*, complete the ‘Existing User’ portion at step 14.
20. Complete **General Student Information**. When complete, select ‘**Next**’.

21. Complete the **Language Information** screen. Select ‘**Next**’ when ready.
22. Complete the Parent Information for each parent/guardian. List all parents/guardians or caregiver for the student, even if a parent/guardian lives at a different address than the student.

Use legal names that would be on a driver’s license or other legal document. When a Parent/Legal Guardian picks up a student from school, legal identification will be required, and the names will need to match. However, you may enter a nickname or preferred name in the ‘Mailing Name’ field for communication.

When finished, scroll down to the bottom and select ‘Next’.
23. The district recommends that you provide an out-of-state contact in the unlikely event of a major emergency hindering local communications. You may skip this page if you prefer. Select ‘Next’ when ready.

25. Complete the Local Physician Information page. Select ‘Next’ to continue.

26. Enter Emergency Contacts information. Emergency contacts must be at least 18 years old. Parents/guardians are automatically emergency contacts; do not enter parent information here. These adults should be family friends, neighbors, and other family members.

Enter the legal first name and legal last name of this person. In an emergency, students can only be released to someone proving their identity with a legal document, such as a driver’s license. When ready, select ‘Next’.

For most contacts, the only information needed is the First and Last Name, Relationship to Student, and a daytime telephone number.
27. Complete the Health Survey page. After each medical condition, select ‘Add’. When finished adding conditions, select ‘Next’.

Add individual conditions

28. Complete Other District Enrollments for the most recent school.

Has this student previously attended a school in the United States?
- No, this student has not attended a school in the United States.
- Yes, this student has attended a school in the United States.

Previous
Next
If the student has previously attended a school in the United States, select ‘Yes, this student has attended a school in the United States.’ You will get a new screen. Fill in the information as completely as possible, scroll to the bottom of the screen and select ‘Next’ when ready.
29. Complete the **Supplemental Questions**. Select ‘**Next**’ when finished.

30. The **Confirm** screen will show you the information you have provided.

   Be sure to scroll down to the bottom of the page. If you need to correct a mistake, select ‘**Edit**’. When finished reviewing, select ‘**Finish and Submit**’.
31. Review the Confirm screen, then select ‘Print’ to make a copy for your records.

Scroll down to the bottom of the last page. If enrolling one student, select ‘Logout’. To add an additional student, select ‘Enroll Another Student’.
32. Return to the Schoolmint enrollment tab in your web browser. Select ‘Yes’ to the question ‘Aeries Online Enrollment Completed?’

33. Move to Step 2 Last School Attended. Select your student’s most recent school attended, then select ‘Yes’ to the question ‘Last School Attended Selected?’.

Move to Step 3 Proof of Immunization. If the student’s prior school is CT English, Fisher or Redwood Middle Schools select ‘Not Needed for CT English, Fisher or Redwood Middle School Students’.
For all prior schools except CT English, Fisher or Redwood Middle, select ‘Upload’. A file directory will open. Navigate to the digital copy of your immunization document, select your file and then select ‘Open’.

When ready, select ‘Yes’ to the question ‘Proof of Immunization Uploaded?’.
34. Move to **Step 4** Proof of Residency. Upload a type 1, type 2, and type 3 document as indicated. If you are leasing your home, be sure to include a copy of the lease as well as proof of a recent payment.

When ready, select ‘Yes’ to the question ‘Proof of Residency uploaded?’.

35. Move to **Step 5** Student Birthplace. Complete the information requested, and when ready, select ‘Yes’ to the question ‘Student Birthplace completed?’.
36. Close the ‘New Student Enrollment’ form and open the ‘Supplemental Information’ form.

Complete the information on the ‘Supplemental Information’ form.

When finished with the ‘Supplemental Information’ form, select ‘Submit Forms’.

The system will run a check to see if all the required items have been finished. You will be taken to any areas needing attention.
37. When you successfully submit and finalize, the Student Dashboard appears. We recommend you select ‘View PDF’ to create a copy of the information for your records.

It requires a minute to make the PDF for your information. When it is ready, save or print the file for your records.

38. All finished! Log off the enrollment system using the pull-down option in the upper right corner.

End

School personnel will review your student’s pre-enrollment information. You will receive a confirmation message when it is reviewed and accepted.

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