**Pre-Enrollment: 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.

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

**Overall Process**

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 logon to your existing enrollment account
   - Review terms of service
   - Provide student name and address information
   - Confirmation process

B) **Enter pre-enrollment information for the student**
   - Enter the student details and emergency contact information
   - Enter information about prior schools
   - 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
   - Print for your records (optional)
   - Logoff 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.
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.

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

3. Read Required Information for an overview of what you will need. Select Next.
4. If this is your first time enrolling a student with us, complete the **Create new account** information, then select **Create account**.

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

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

6. Complete the **Student’s Name** page. Select **Next**.
7. Enter the student’s place of residence. On this page you also have the option to provide a separate address for mail delivery if applicable. Select Next.

8. The system will now send a confirmation message to the parent email address given in step 4.

Go to your email account and follow the message instructions to confirm. Once confirmed, you will see this message. Select Next.
9. 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.

10. Enter general information about your student. Select Next.
11. Enter language information, and select Next.

12. Enter parent/guardian information. A student needs at least one. Scroll down to the bottom of the page and select Next.
13. Enter information for an Out of State emergency contact. This is requested for the (highly unlikely) event that a major disaster (earthquake, fire, etc.) disrupts local communications. Select Next.


15. Provide Local Physician information. This is a critical contact for the school in case of student injury or illness. Select Next.
16. Provide Emergency Contacts. You can give as many as you wish, but we request at least one local person who is not the parent/guardian. Scroll down to the bottom of the page and select Next.

17. Complete the student Health Survey. Select Next.
18. Complete the Other District Enrollments page about prior schools. Note that we need information about prior U.S. school attendance at the top.

Please complete at least the most recent school information so we can successfully track down records. Scroll to the bottom and select Next.
19. This is the Document Uploads page. The specific types of acceptable documents are listed.

Upload the student residency documents.

Upload Proof of Immunization. *If your student is coming from C.T. English, Fisher or Redwood Middle Schools then this is not needed.* Select **Next**.
20. Respond to the **Supplemental Questions**. Select **Next**.

21. Almost done! This is your last chance to review and change information you provided.

Review every item, **Edit** if needed. Scroll to the bottom, select **Finish and Submit**.
22. Last page. On this page you can **Print** the student information, **Enroll** another student, and **Logout**.

Scroll to the bottom. **Logout** when finished.

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

**END**

**What Happens Next?**

School personnel will 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.

If you have questions, please email or call the Saratoga High School registrar Robert Wise at rwise@lgsuhsd.org or 408-867-3411 x211.