



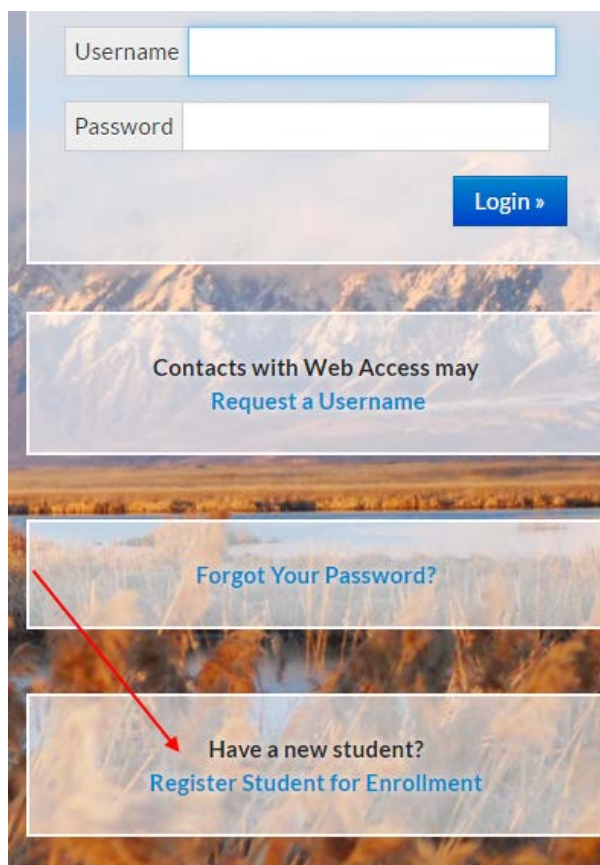
# **Aspire**



**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

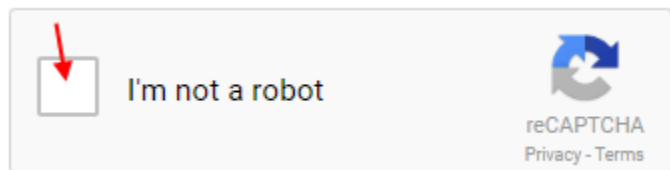
at Northwest School

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**

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

Legal First Name

Legal Middle Name

Legal Last Name

☒ Specify Preferred Names

Preferred First Name

Preferred Middle Name

Preferred Last Name

Birthdate

Gender

Female ▼

Age: 10

Birthplace

Utah

Immigrant

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.

Below choose what restriction you want.

 **Restricted Information**

 **Student information is protected by the Utah Student Data privacy act. However, student information, including directory information, address, phone number, student photos, etc. may be shared with institutions such as a yearbook company for purposes of appearing in a year book, the local newspaper to appear on the honor roll and in news stories, and on school/district web pages.**

No Restrictions - Student's data will not be restricted from being released publicly as stated above.


Restrict Directory Data Only - Student's address, phone number, etc. will not be included in releases of information.

Restrict Photo Only - Student's photo will not be released to the yearbook, higher education, or newspapers.

Restrict Directory Data & Photos - Student's directory data and photos will not be released to any institution.

« Choose » ▼

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?


Which language is used most by the student?

What is the language used most often at home?

What language do you prefer for school to home communication?

 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

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	Phone Unavailable	Student Email
<input type="text"/>	<input type="text" value="« Choose a type »"/>	<input type="checkbox"/>	<input type="text"/>

Fill in any information that would apply to the student.

## \* Special Programs

**i** 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**



 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 federally available . 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 student has never been enrolled in school before, you will not need to put anything here..

 **Previous School Attended**

School Name

School Address

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

Travis Meierst

Type your name exactly as shown above

Student Signature

Ethan Hawks

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

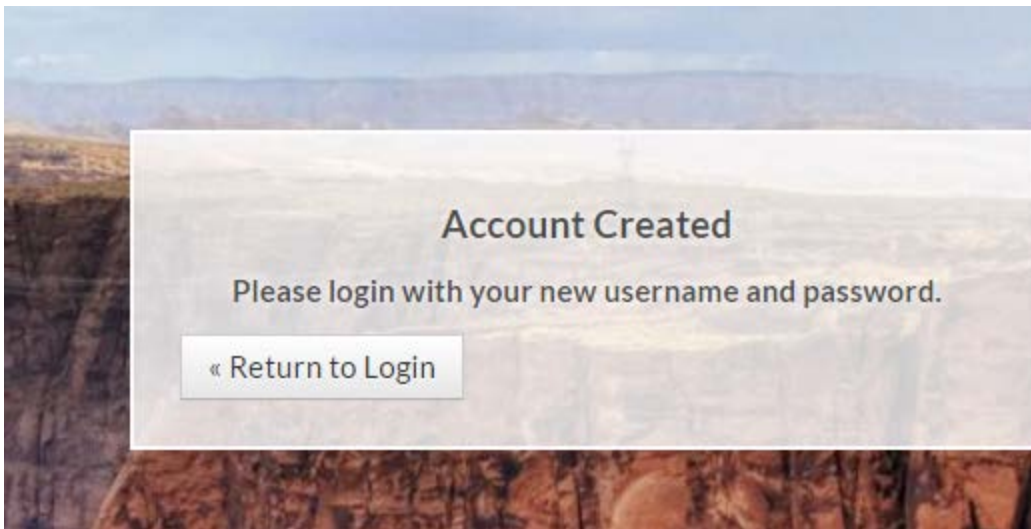
Confirm Password



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.

A login form with a light blue background featuring a plant silhouette. It includes a "Username" label and input field, a "Password" label and input field, and a blue "Login »" button. Above the fields, a semi-transparent box says "Welcomes You!".

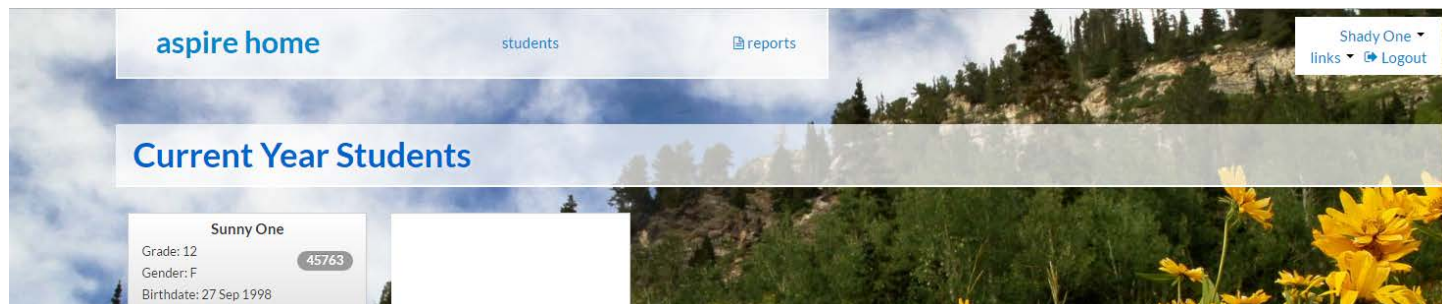
You will see the following when the school has not enrolled your student(s) yet.

The "aspire home" dashboard. The top navigation bar includes "aspire home", "students", "reports", and a user profile for "Burke Stocks" with a "Logout" link. A large red banner reads "No Current Year Students Found". Below it, a blue banner reads "Registered Students Pending Enrollment". Two student cards are shown: "Randall Stocks" (Grade 1, Anna Smith Elementary School, Birthdate: 21 Sep 2010) and "Kaydee Stocks" (Grade 9, Tooele High School, Birthdate: 17 Aug 2000). A green button labeled "Register another student" is also present.



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.




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 <a href="#">Add</a>
<b>Windy One</b> <a href="#">Edit</a> <a href="#">Wone@gmail.com</a> Residential Addr. 250 East 500 South Main Phone: (801) 555-9999 Cellular (801) 809-5555	<b>Cloudy One</b> <a href="#">Edit</a> <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](#)

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

Free/Reduced Meal Application

Contacts	Custodial	Non-Custodial	Emergency
<p><a href="#">Email Student Contacts</a></p> <p>Shady One</p> <p>Father</p> <p>Release →</p> <p>Main Phone</p> <p><a href="tel:(801)555-6878">(801) 555-6878</a></p> <p>Cellular</p> <p><a href="tel:(801)809-4447">(801) 809-4447</a></p> <p>Email Address</p> <p><a href="mailto:sone1@gmail.com">sone1@gmail.com</a></p>			