



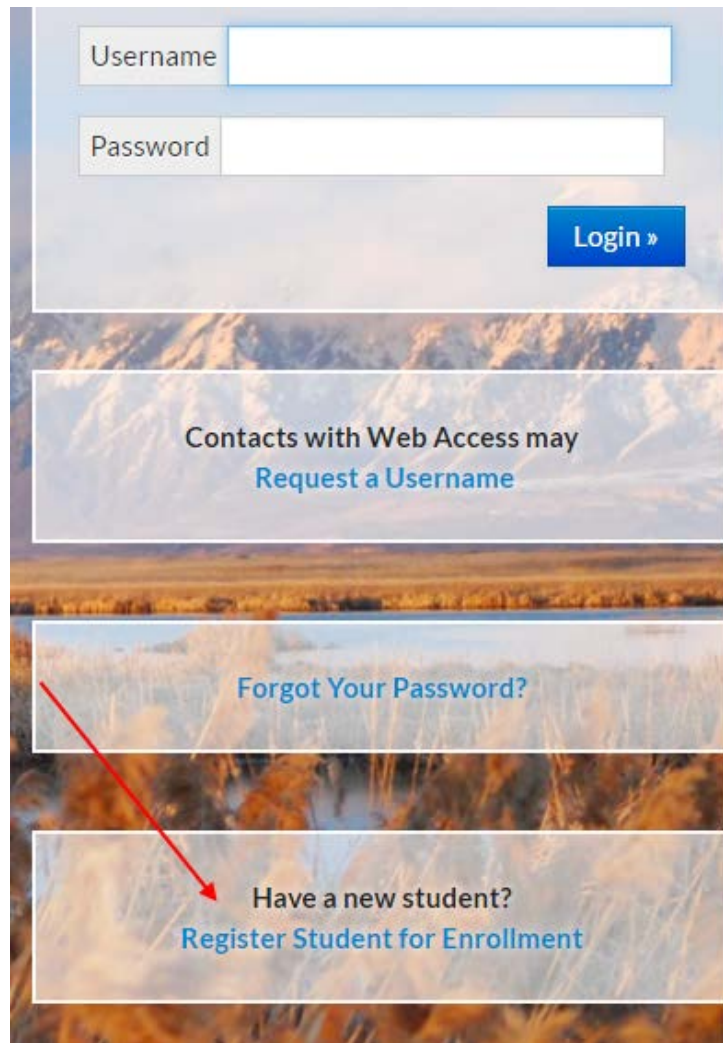
# **Aspire**



**Online Registration for New  
Student with 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 image shows a screenshot of a web page with a login form and several links. The form has two input fields: "Username" and "Password", followed by a blue "Login »" button. Below the form 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.

If you use the link from the sign in page, it will take you to the following screen first. Then it will take you back to the previous page to login with your username and password.

## Register Your Student(s)

### New Student Registration

Student has never attended a school at QA Syracuse

I already have an Aspire account.

Login and register student

I do not have an Aspire account.

Register new student(s)

### Current and Former Student Registration

Student is currently attending or has previously attended a school at QA Syracuse

Login and register student

If you login with your username and password, it will take you to the following screen.

## Select Student to Register

going into grade 6  
at   
for school year 2017/2018  
[Register](#)

going into grade 1  
at   
for school year 2017/2018  
[Register](#)

going into grade 4  
at   
for school year 2017/2018  
[Register](#)

**Register a new student**  
Student must not have previously  
attended a school at   
[Register New Student](#)

# 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

## Select School

## Select Grade

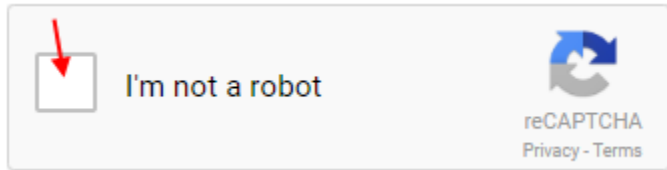
for school year 2017 - 2018

at Northwest School

for grade K - Kindergarten



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.

Parents with an Aspire account will see the following on the Parent/Guardian Information screen in the upper right hand corner of the page.

## Parent/Guardian Information

[Return to Aspire](#)  
[Logout](#)

# 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

## Register Student

 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
<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	Restricted Info
<input type="text"/>	« Choose » ▾	« Choose » ▾
Birthplace		
<input type="text"/>		
Home Language	LEP Student Language	Citizenship
« Choose a languag » ▾	« Choose a languag » ▾	Immigrant ▾
Date Student First Entered U.S.		
<input type="text"/>		
Date Student First Enrolled In U.S. School		
<input type="text"/>		

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, all legal documents will display the student' legal name.

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

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 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. The student e-mail should be assigned by the school using a school e-mail address.

### 📞 Communication

Phone Number  Type  Phone Unavailable  Student Email

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.

This will help the school determine if they need to get additional information from you. If you have health concerns, you need to directly call the school.

## Health

**Does this student have any health concerns?**

- 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

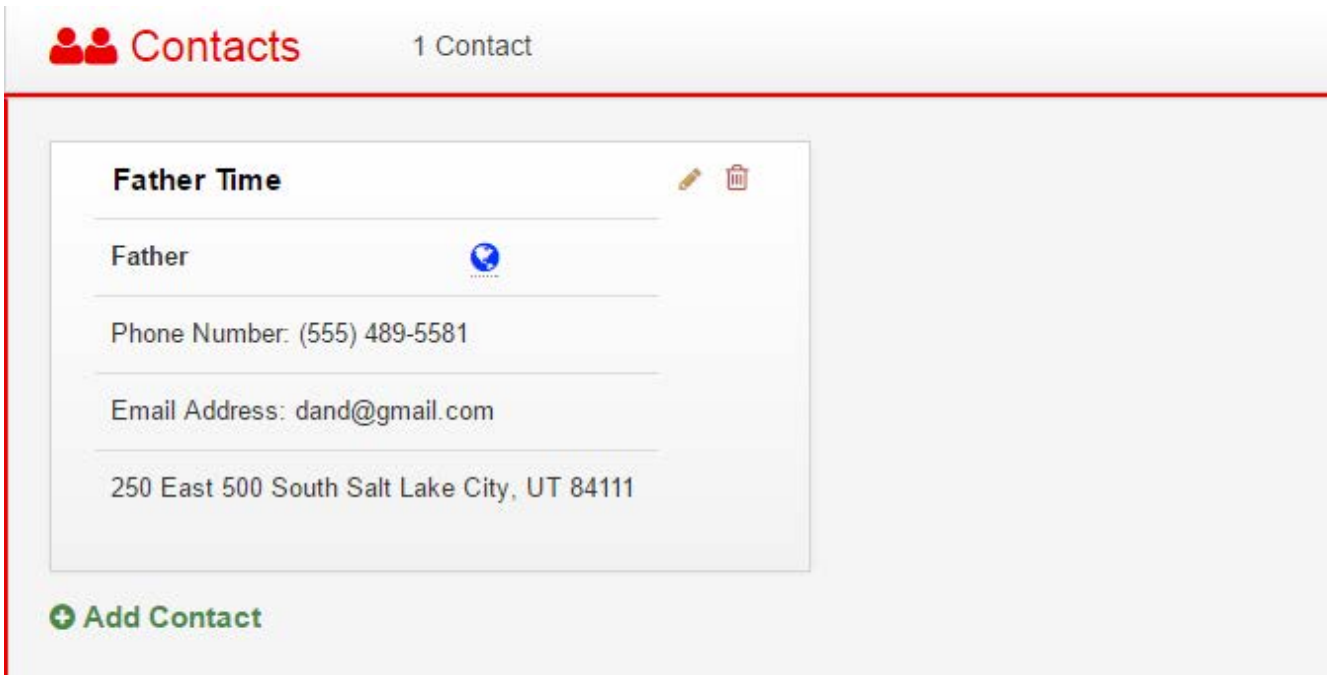
If your student has any legal bindings mark yes in the box below.

## 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 in the system. 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.

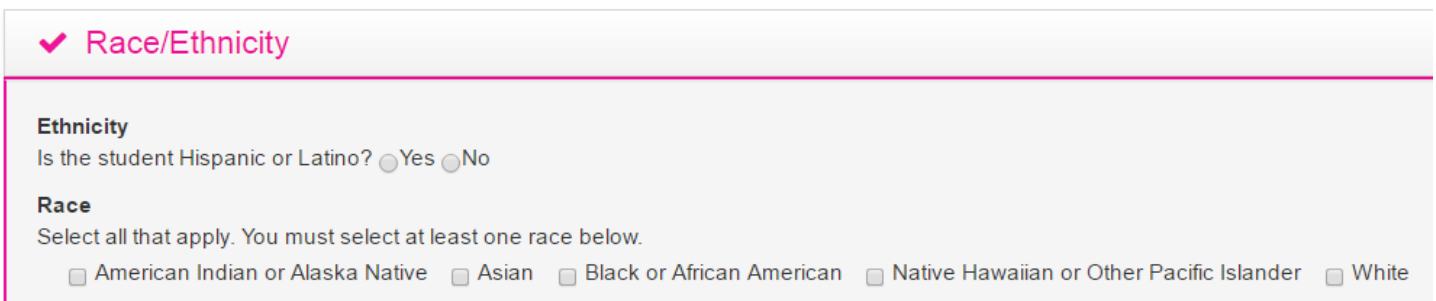


**Emergency Contacts**

[+ 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 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 not entered, you will get a message at the top of the screen telling you what data is missing and you need to add more data in the fields listed.

- ❗ 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 data fields that needed to be fixed, once you fix them click on Save, you will see the following screen. Click on Next.

✔ Registration saved successfully.

# Register Student

Next

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 Signature

Cisco Test

Student Signature

Johnny Test

Sign and Continue

The following screen will appear and from here you are able to register another student.

## 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



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 again beginning with selecting the school year.

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

<b>Randall Stocks</b> Anna Smith Elementary School Grade: 1 Gender: F Birthdate: 21 Sep 2010	<b>Kaydee Stocks</b> Grade: 9 Tooele High School Gender: F Birthdate: 17 Aug 2000	<a href="#">Register another student</a>
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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.

aspire home | students | reports | Shady One | links | Logout

## Current Year Students

<b>Sunny One</b> Grade: 12 Gender: F Birthdate: 27 Sep 1998 <span>45763</span>
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If the school needs you to verify the 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 <span>Add</span>
<b>Windy One</b> <span>Edit</span> <a href="mailto:Wone@gmail.com">Wone@gmail.com</a> Residential Addr. 250 East 500 South Main Phone: (801) 555-9999 Cellular (801) 809-5555	<b>Cloudy One</b> <span>Edit</span> <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



**Legal Name:**  
**Sunny One**

**Address**  
250 East 500 South  
Salt Lake City UT 84111

**SSID:**  
**Phone Number**  
[\(801\) 555-6878](tel:(801)555-6878)

**Born:** 9/27/1998 (age: 18)  
**Gender:** Female  
**Restricted Info:** No restrictions  
**Hispanic or Latino:** Non-Hispanic  
**Race(s):** White

**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](tel:(801)555-6878)

**Cellular**  
[\(801\) 809-4447](tel:(801)809-4447)

**Email Address**  
[sone1@gmail.com](mailto:sone1@gmail.com)