



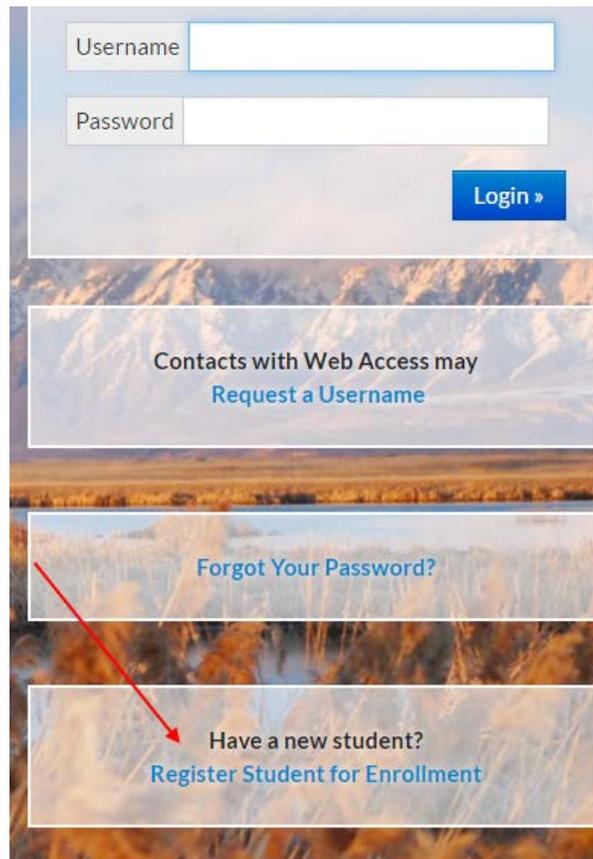
# **Aspire**



**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.

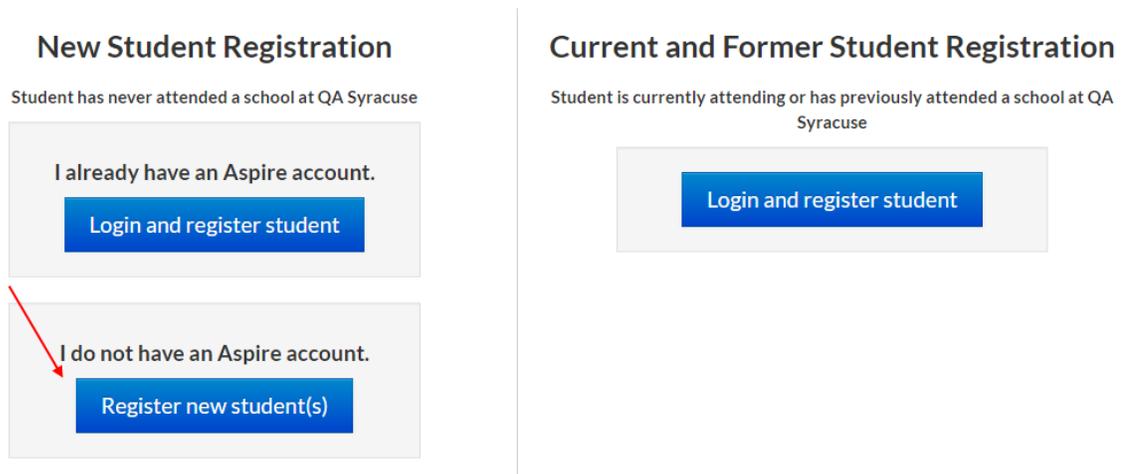
From the Aspire login page or the District/Charter website you will see a link for Online Registration.



The screenshot shows the Aspire login interface. At the top, there are two input fields: 'Username' and 'Password', followed by a blue 'Login »' button. Below the login fields, there are four links stacked vertically, each on a separate background image: 'Contacts with Web Access may Request a Username', 'Forgot Your Password?', 'Have a new student? Register Student for Enrollment', and '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)



The screenshot shows the 'Register Your Student(s)' page, divided into two columns. The left column is titled 'New Student Registration' and includes the text 'Student has never attended a school at QA Syracuse'. It contains two options: 'I already have an Aspire account.' with a 'Login and register student' button, and 'I do not have an Aspire account.' with a 'Register new student(s)' button. A red arrow points from the 'I do not have an Aspire account.' option to the 'Register new student(s)' button. The right column is titled 'Current and Former Student Registration' and includes the text 'Student is currently attending or has previously attended a school at QA Syracuse'. It contains a single option: 'Login and register student' with a corresponding button.

# 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

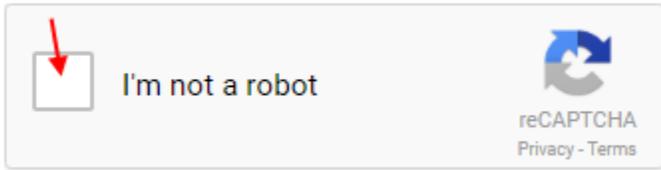
for school year 2017 - 2018

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.

# 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

**i 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

Age: 5

Birthplace  Citizenship

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.

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?

**i** 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**

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**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**

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Phone Number  Type  Phone Unavailable  Student Email

Fill in any information that would apply to the student.

### **Special Programs**

 **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.

The screenshot shows a 'Contacts' section with a header containing two person icons, the title 'Contacts', and a count '1 Contact'. Below the header is a contact card for 'Father Time'. The card includes a pencil icon for editing and a trash can icon for deleting. The contact details are: 'Father' (with a blue globe icon), 'Phone Number: (555) 489-5581', 'Email Address: dand@gmail.com', and '250 East 500 South Salt Lake City, UT 84111'. At the bottom left of the contact card area is a green '+ Add Contact' button.

To add an Emergency Contact click on the add emergency contact button.

The screenshot shows an 'Emergency Contacts' section with a header containing an exclamation mark icon, two person icons, and the title 'Emergency Contacts'. Below the header is a green '+ Add Emergency Contact' button. Underneath the button is a yellow star icon followed by the text: '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 available. This required information follows federal guidelines. Please select the one that fits your situation the best.

The screenshot shows a 'Race/Ethnicity' section with a checkmark icon and the title 'Race/Ethnicity'. Under the title is the 'Ethnicity' section with the question 'Is the student Hispanic or Latino?' and two radio button options: 'Yes' and 'No'. Below that is the 'Race' section with the instruction 'Select all that apply. You must select at least one race below.' and five radio button options: 'American Indian or Alaska Native', 'Asian', 'Black or African American', 'Native Hawaiian or Other Pacific Islander', and 'White'.

If your child has never been enrolled in any school before, you will not need to put anything here.

## ← Previous School Attended

School Name

School Address

Add 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

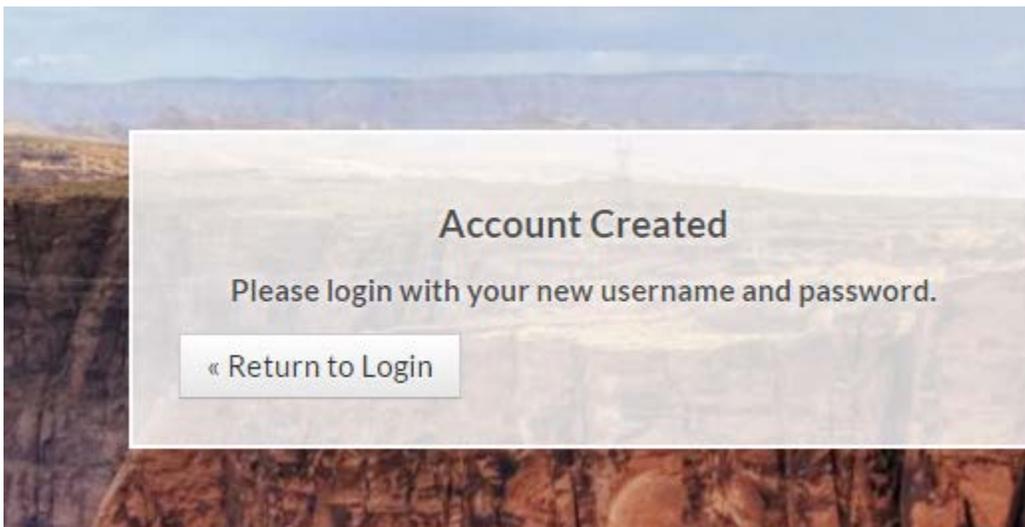
Password

Confirm Password

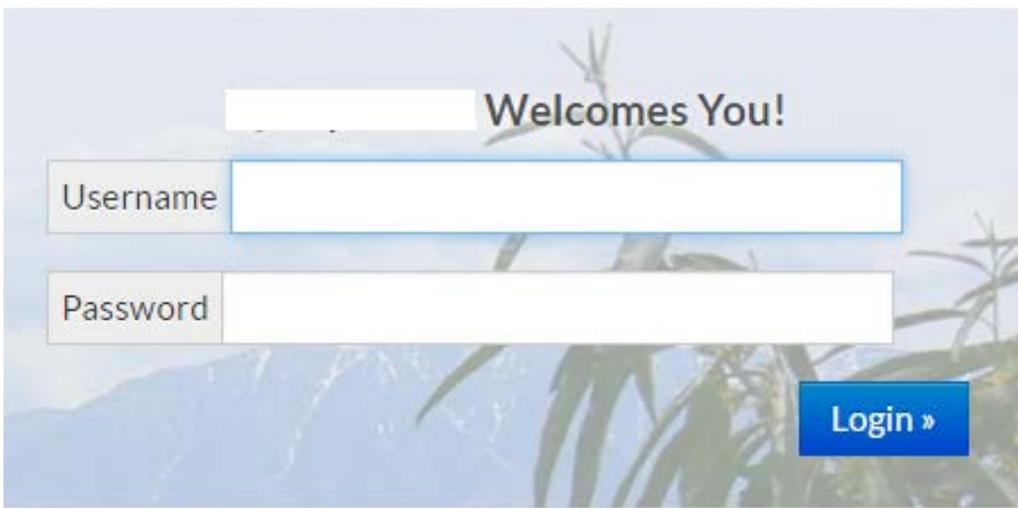
I certify that I am authorized to access these student's school records.

« Cancel

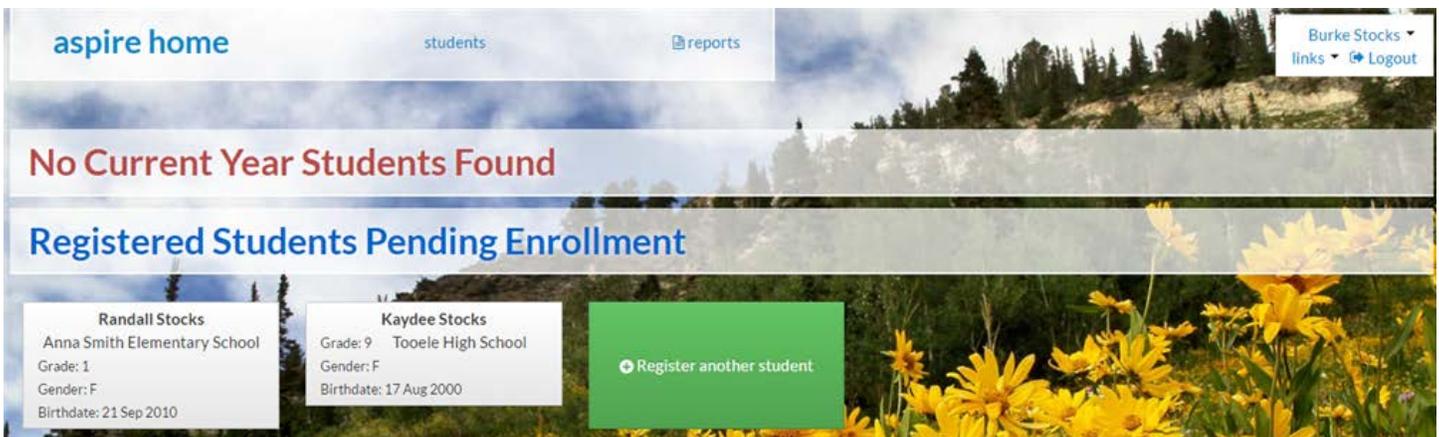
Create Account »



This is now where you will come when you want to login to Aspire with the user name and password you created.

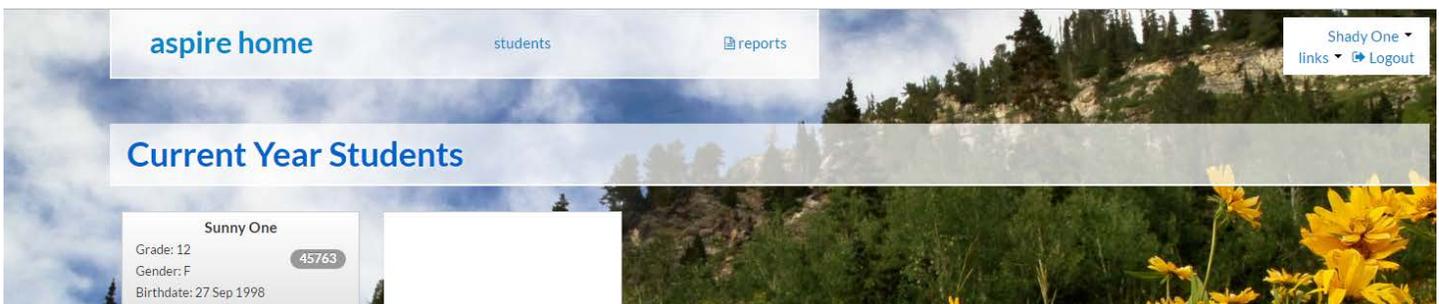


You will see the following when the school has not enrolled your student(s) yet.



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 <span style="float: right;"><a href="#" style="color: white;">Add</a></span>
<div style="background-color: #e8f5e9; padding: 5px;"> <b>Windy One</b> <a href="#" style="float: right; font-size: small;">Edit</a>  <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                 </div>	<div style="background-color: #e8f5e9; padding: 5px;"> <b>Cloudy One</b> <a href="#" style="float: right; font-size: small;">Edit</a>  <span style="color: red; font-weight: bold;">Missing E-mail address.</span>                      Residential                      Addr. 250 East 500 South                      Salt Lake City, UT 84111                      Phone (801) 555-9999                      Ethnicity Non-Hispanic                      Race White  <span style="color: red; font-weight: bold;">No health alerts.</span> </div>	There are no emergency contacts.

I have reviewed the above information and it is correct. [Verify »](#) | [Remind me later](#)

## Sunny One 45763

[Profile](#)

Student	Info	Enrollment
	Legal Name: <b>Sunny One</b> SSID: Born: 9/27/1998 (age: 18) Gender: <b>Female</b> Restricted Info: <b>No restrictions</b> Hispanic or Latino: <b>Non-Hispanic</b> Race(s): <b>White</b>	Address 250 East 500 South Salt Lake City UT 84111 Phone Number <a href="tel:(801)555-6878" style="color: #0070c0;">(801) 555-6878</a>
Grade: 12 Advisor: Westley Compost		

Free/Reduced Meal Application

Contacts	Custodial	Non-Custodial	Emergency
<a href="#" style="color: #0070c0; font-weight: bold;">Email Student Contacts</a>			
<b>Shady One</b> Father Release → Main Phone <a href="tel:(801)555-6878" style="color: #0070c0;">(801) 555-6878</a> Cellular <a href="tel:(801)809-4447" style="color: #0070c0;">(801) 809-4447</a> Email Address <a href="mailto:sone1@gmail.com" style="color: #0070c0;">sone1@gmail.com</a>			