

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@lgsuhd.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

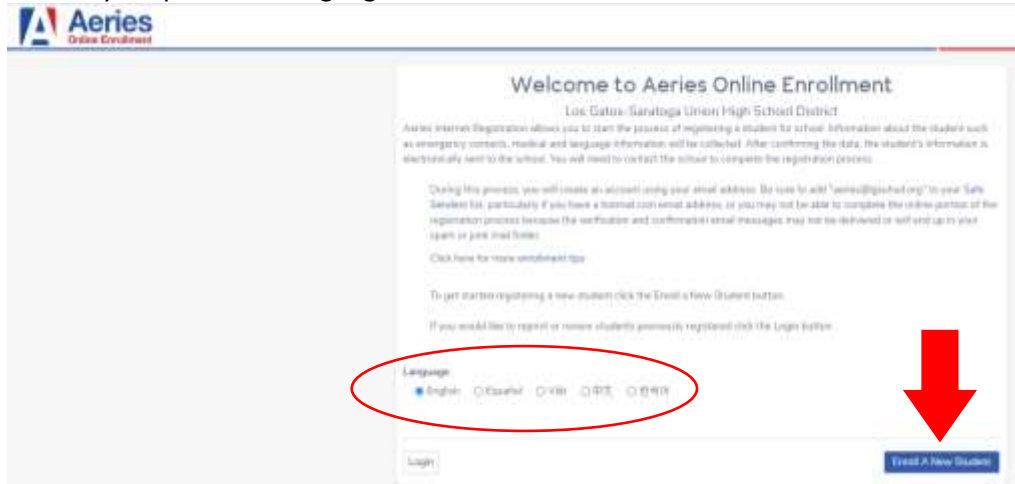
- Enter the student details and emergency contact information
- Enter information about prior schools
- Upload documents
 - Residency
 - Immunization records (**not required** for students coming directly from CT English, Fisher or Redwood Middle Schools)
- Respond to supplemental questions
- Review & 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://lgsuhd.asp.aeries.net/enrollment/>

Choose your preferred language and select **Enroll a New Student**.



Welcome to Aeries Online Enrollment
Los Gatos-Saratoga Union High School District

Aeries online Registration allows you to start the process of registering a student for school. Information about the student such as emergency contacts, medical and language information will be collected. After confirming the data, the student's information is electronically sent to the school. You will need to contact the school to complete the registration process.

During this process, you will create an account using your email address. Be sure to add "aeries@lgsuhd.org" to your Safe Senders list, particularly if you have a domain.com email address, or you may not be able to complete the online portion of the registration process because the verification and confirmation email messages may not be delivered or will end up in your spam or junk mail folder.

Click here for more enrollment tips.

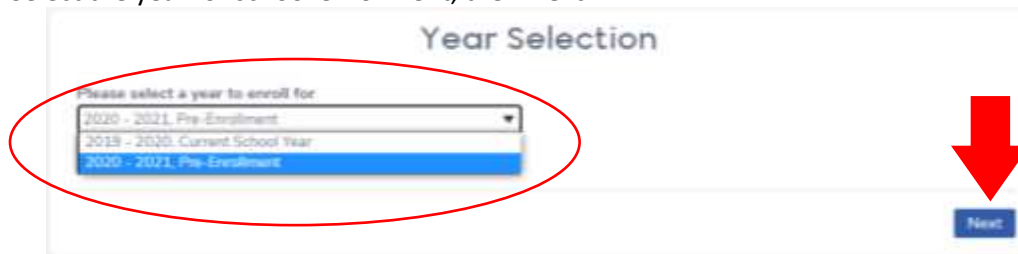
To get started registering a new student click the Enroll a New Student button.

If you would like to report or remove students previously registered click the Login button.

Language
 English Español Việt 中文 한국어

Login Enroll a New Student

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



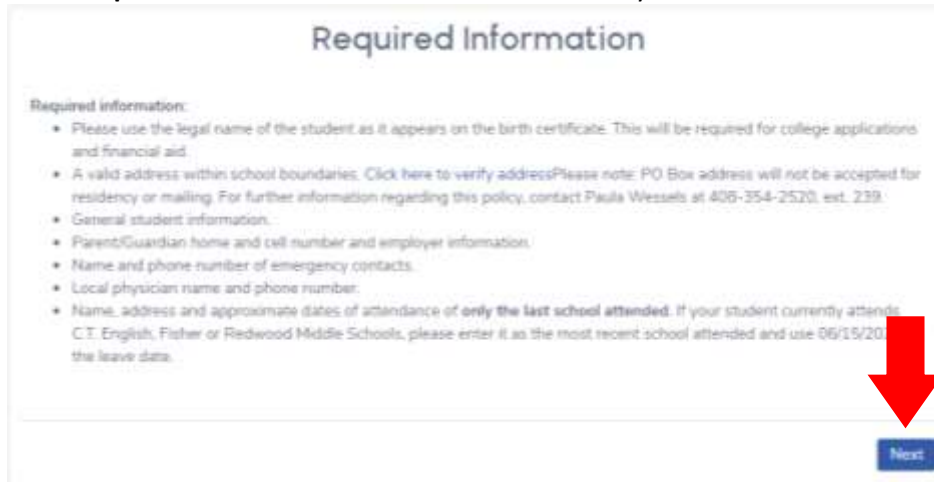
Year Selection

Please select a year to enroll for:

2020 - 2021, Pre-Enrollment
2019 - 2020, Current School Year
2020 - 2021, Pre-Enrollment

Next

3. Read **Required Information** for an overview of what you will need. Select **Next**.



Required Information

Required information:

- Please use the legal name of the student as it appears on the birth certificate. This will be required for college applications and financial aid.
- A valid address within school boundaries. Click here to verify address. Please note: PO Box address will not be accepted for residency or mailing. For further information regarding this policy, contact Paula Wessells at 408-354-2520, ext. 239.
- General student information.
- Parent/Guardian home and cell number and employer information.
- Name and phone number of emergency contacts.
- Local physician name and phone number.
- Name, address and approximate dates of attendance of **only the last school attended**. If your student currently attends C.T. English, Fisher or Redwood Middle Schools, please enter it as the most recent school attended and use 06/15/20 the leave date.


Next

- If this is your first time enrolling a student with us, complete the **Create new account** information, then select **Create account**.

Login

If you have previously used this website to enroll a student for this district, you may login as an existing user. If this is your first time here, please provide your email address and a password to create a new account.

Existing user	Create new account
Email address <input type="text"/>	Your Name <input type="text"/>
Password <input type="password"/>	Email address <input type="text"/>
<input type="button" value="Login"/>	Password <input type="password"/>
Forgot Password	Re-type Password <input type="password"/>
	<input type="button" value="Create account"/>



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

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

Terms of Service


Please review the Terms of Use and click "I agree" to continue.

Must be secure at all times. We protect your information when it is received by and sent from our database by encrypting the data. In addition to the system architecture and network design features in place, we also control physical access to your information. A significant component of the security measures in place to protect your information is the use of passwords. Password protection is a crucial responsibility of each subscriber and user. Never give anyone your password. Select a password that is a combination of numbers, letters, and symbols, and do not use names, birth dates, addresses and other similar items that can be easily guessed. Be cautious if you grant others access to your account. Your data security can only be as good as your use and care of your password and your access rights to the LISD/HSD online registration system.

LISD/HSD monitors its network and systems for signs of unauthorized access. We have taken care to provide a high degree of security, but there is no perfect system either online or offline. If you suspect any violation of security on this system, please immediately notify us at Supr_Office@lgsd.net. All matters referred to us will be promptly investigated.

If the event or the event makes changes to this privacy policy, this will be posted here before they go into effect. Questions regarding this Privacy Policy can be directed to Supr_Office@lgsd.net.

I agree



- Complete the **Student's Name** page. Select **Next**.

Student's Name

Student's legal first name <input type="text"/> <small>Please enter the student's first name</small>	Student's nick name (optional) <input type="text"/>
Student's legal middle name <input type="text"/>	Student's legal last name <input type="text"/> <small>Please enter the student's last name</small>
Student's suffix <input type="text"/>	
Student's Birthdate Month <input type="text"/> Day <input type="text"/> Year <input type="text"/> Age: 14	Please select a grade level or program to enroll this student in: <input type="text"/> <small>Please select a grade or program</small>



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**.

Student Address

Resident Address

Street Address
Enter address

Unit or Apartment Number

City

Student's Home ZIP Code

State Student lives in
California

Use residence address above as mailing address?
 Yes
 No, use a different address for mail

Previous Next

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

Account Created

Your account has been created but needs to be verified. Please check your email and follow the instructions to finish enrollment.
If you do not receive the email, please check your spam or junk mail folder.

Next

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

Student Address

Congratulations! Based on the information you provided you are eligible to enroll for school using this website. Based on grade and address information you are assigned to the following school.

Assigned school
Saragosa High School (Seventh Grade - Twelfth Grade)

Previous 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**.

The screenshot shows the 'My Account' page. At the top, there is a yellow banner with a star icon and the text: 'Please complete the enrollment process for each individual student before adding any additional students.' Below this is a blue header for 'Pending Enrollments'. Underneath, there is a table with columns 'Student' and 'Status'. One row is visible with 'Captain America' and '07/24/2020'. To the right of this row are two buttons: 'Options' and 'Resume'. A red arrow points to the 'Resume' button. Below the 'Pending Enrollments' section is a green header for 'Completed Enrollments' with the text 'You have no completed enrollments.' At the bottom of the page, there are buttons for 'Change Email' and 'Change Password', a 'Language' section with radio buttons for 'English', 'Arabic', 'Viet', 'Port', and 'Esp', and a blue button labeled 'Create A New Student'.

10. Enter general information about your student. Select **Next**.

The screenshot shows the 'General Student Information' form. It includes fields for 'Student's gender' (a dropdown menu with 'Choose a Gender' selected), 'Student's home phone number', and 'Student's mobile phone number'. Below these is a field for 'Student's email address' with a note: 'Please provide a student's email only, parent emails will be collected in another step.' A yellow banner states: 'The following two questions are required by federal law'. The first question is 'Is this student Hispanic or Latino?' with radio button options: 'Declined to State', 'No, not Hispanic or Latino', and 'Yes, Hispanic or Latino'. The second question is 'What is the race of this student? You may select up to five.' with a grid of checkboxes for various ethnicities: American Indian or Alaskan Native, Japanese, Vietnamese, Laotian, Hmong, Hawaiian, Samoan, Other Pacific Islander, Black or African American, Declined to State, Chinese, Korean, Asian Indian, Cambodian, Other Asian, Guamanian, Tahitian, Filipino, and White. At the bottom, there is a field for 'What is the highest parent education level?' with a 'Select Education Level' dropdown. A red arrow points to a blue 'Next' button at the bottom right of the form.

11. Enter language information, and select **Next**.

Language Information


The California Education Code requires schools to determine the language or languages spoken at home by each student. Please answer the following questions by selecting the appropriate language.

Which language did your child learn when he/she first began to talk?
Select Language

Which language does your child most frequently speak at home?
Select Language

Which language do you (the parents or guardians) most frequently use when speaking with your child?
Select Language

Which language is most often spoken by adults in the home? (parents, guardians, grandparents, or any other adults)
Select Language

Previous  Next

12. Enter parent/guardian information. A student needs at least one. Scroll down to the bottom of the page and select **Next**.

Parent Information


Please provide information about parent/guardians who live with the student. Information about parent/guardians who do not live with the student will be collected in the next step.

Parent/Guardian #1

First Name	Last Name
Relationship to student Select Relationship	Allow Access to Portal Choose an option
Email address	Does this parent/guardian live with the student? Choose an option
Mailing Name	
Address	
City	State Select State
ZIP Code	Primary phone number
Cell phone number	Work phone number
Extension	Alternate phone number

Cell phone number	Work phone number
Extension	Alternate phone number
Employer Name	Employer Address

Mailing Name

Previous  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**.

Out of State Contact Info

Please provide information for an out-of-state contact. This information is optional and used for emergency purposes only.

First Name Jordan	Last Name Anderson
Relationship to student Grandfather	Address 1000
City Lamesa	State Alaska
ZIP Code 99601	Primary phone number <i>Please provide a phone number.</i>
Cell phone number (408) 867-2411	Work phone number
Extension	Alternate phone number

Previous **Next**



14. Complete the **Restrained Individual** page. Select **Next**.


Restrained Individual

Please provide as much information about the restrained person as possible.

Is there an individual who is restrained from contact with this student by court decree?

No, there is not an individual restrained by court decree.
 Yes, an individual is restrained by court decree.

Previous **Next**




15. Provide **Local Physician** information. This is a critical contact for the school in case of student injury or illness. Select **Next**.

Local Physician Information

Please provide as much information about the student's local physician as possible. If you are new to the area and do not have a physician for the student you may want to ask a next-door neighbor for the name of a physician, or enter a nearby hospital or clinic.

First Name	Last Name
Name of medical facility	Medical facility address
Primary phone	Cell phone
Work phone	Extension
Alternate phone	

Previous **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**.

Emergency Contacts

Please provide up to 4 additional Emergency Contacts. DO NOT enter parents as Emergency Contacts if they were already entered on the previous pages.

Emergency Contact #1

First Name

Last Name

Relationship to student

Mailing Name

Address

City

State

ZIP Code

Primary phone number

Cell phone number

Work phone number

Extension

Alternate phone number

17. Complete the student **Health Survey**. Select **Next**.

Health Survey

Please provide a list of any medical conditions this student has by selecting a medical condition from the drop down selection and click add. You may provide additional information about the condition in the comment area.

Add A Medical Condition

Medical Condition

Comments

18. Complete the Other District Enrollments page about prior schools. Note that we need information about prior U.S. school attendance at the top.

Other District Enrollments

Has this student previously attended a TK-12 (Transitional Kindergarten to Grade 12) school in the United States?

Yes. This student has not previously attended a TK-12 (Transitional Kindergarten to Grade 12) school in the United States.

No. This student has previously attended a TK-12 (Transitional Kindergarten to Grade 12) school in the United States.


Previous School #3

Enter Date Month ▼ Day ▼ Year ▼	Leave Date Month ▼ Day ▼ Year ▼
Enter Grade Select Grade Level ▼	Leave Grade Select Grade Level ▼
District Contact Name	Was this student expelled? ▼
Phone Number	Was this student in special education? ▼
Fax Number	Was this student on a 504 plan? ▼
District Name	School Name
Street Address	City
State	ZIP Code
Comment	

Please complete at least the most recent school information so we can successfully track down records. Scroll to the bottom and select **Next**.

Previous School #4

Enter Date Month ▼ Day ▼ Year ▼	Leave Date Month ▼ Day ▼ Year ▼
Enter Grade Select Grade Level ▼	Leave Grade Select Grade Level ▼
District Contact Name	Was this student expelled? ▼
Phone Number	Was this student in special education? ▼
Fax Number	Was this student on a 504 plan? ▼
District Name	School Name
Street Address	City
State	ZIP Code
Comment	



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19. This is the Document Uploads page. The specific types of acceptable documents are listed.

Document Uploads

All students are required to provide proof of District residency. Proof of immunization is required if their previous school is **not** C.T. English, Fisher Middle or Redwood Middle.

Proof of Residency

California Education Code (Section 46202) and District Board Policy 5111 require that a student be enrolled in and attend the school that is within the district in which the student's parent(s) or legal guardian(s) resides. In accord with State Compliance Requirements, I have attached the required documentation as proof of residence for enrollment. I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Evidence that false information was provided will result in immediate withdrawal of the student from District schools.

Proof of Residency #1
ONE of the following forms of parent/guardian's photo ID:

1. Current California State Driver's License
2. California ID card
3. Valid Passport or Consulate Issued Picture ID

Proof of Residency #2
ONE of the following documents with parent/guardian's name and LGSJMSD residence address:

1. Current valid vehicle registration card

Upload the student residency documents.

Proof of Residency #1
Upload one item from the #1 list above

Files

Proof of Residency #2
Upload one item from the #2 list above

Files

Proof of Residency #3
Upload one item from the #3 list above

Files

Additional Residency Documents
Upload additional residency documents if needed

Files

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**.*

Proof of Immunization

Upload a copy of your student's immunization record. Not needed if the student is coming from C.T. English, Fisher or Redwood Middle Schools

Files



20. Respond to the **Supplemental Questions**. Select **Next**.

Supplemental Questions

Does your student have a Special Education (EP)?
Choose an option

Home Type
Choose an option

School your student most recently attended
Choose an option

Previous **Next**



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

Confirm

i Below is a summary of information collected for this student enrollment. Click the edit button on any section that needs a correction. If everything appears correct, click the Finish and Submit below to finalize this enrollment. A printer-friendly page will be provided for your records.

Assigned School
Saratoga High School
14200 RCT 3411
20300 Herriman Ave
Saratoga 95070

Enrollment ID: 208638
Captain Awesome

Enrollment Information (changes can only be made at the school)

Enrollment completed by Dad Awesome robert.wise.13970@gmail.com	Enrollment Year 2020
Student's First Name Captain	Student's Nick Name
Student's Last Name Awesome	Student's Middle Name
Grade Ninth Grade	Student's Suffix
Unit or Apartment Number	Student's Birthday 11/1/2000
Zipcode 95070	Street 20300 HERRIMAN AV
Assigned school Saratoga High School (420) RCT 3411 20300 Herriman Ave	City Saratoga
	State California

Review every item, **Edit** if needed. Scroll to the bottom, select **Finish and Submit**.

Document Uploads

2019-12-05-ALBERT CHRISTEN everything-is-a-gifted.jpg
View Document

Albert Christen_email.jpg
View Document

Albert Christen_email.jpg
View Document

Edit

Supplemental Questions

Does your student have a Special Education (EP)?
No

Home Type
Permanent Housing

School your student most recently attended
Saratoga County School

Edit

***** If the information above is correct, click Finish and Submit. After clicking this no further changes can be made unless

Finish and Submit



22. Last page. On this page you can **Print** the student information, **Enroll** another student, and **Logout**.

Confirm

[Print](#) [Enroll A New Student](#)

Assigned School
Saratoga High School
4086 867-3411
20000 Hammer Ave
Saratoga 95070

District (4086 867-3411)

Enrollment ID 249015

Enrollment Year 2020

Enrollment completed by
Dad Awesome robert.wise.1083@gmail.com

Student's First Name
Captain

Student's Last Name
Awesome

Grade
None - Grade

Zipcode
95070

Assigned school
Saratoga High School (408) 867-3411 20000 Hammer Ave
Saratoga 95070

Student's Nick Name

Student's Middle Name

Student's Suffix

Student's Birthday
1/1/2000

Street
20100 HERRIMAN AVE

City
Saratoga

State
California

General Student Information

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

Permanent Housing

School your student most recently attended

Out of Country School

Parent/Guardian Signature

Date

[Logout](#) [Enroll Another Student](#)

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@lgsuhd.org or 408-867-3411 x211.