

Online Enrollment Guide for Parents

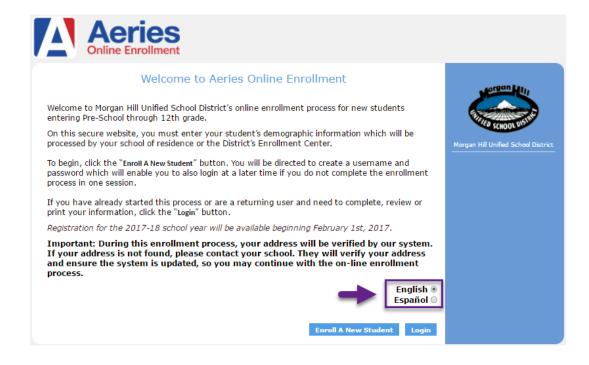
MHUSD is now using Aeries Online Enrollment for new students. The system allows parents to quickly start the process of enrolling a student for school. Information about the student such as emergency contacts, medical and language information will be collected. Upon completion, the student's information is electronically sent to the school. The parent can then complete the enrollment process by bringing the online confirmation page, along with required documents to the school office.

To begin, click on the MHUSD Online link found on school and district websites and select Online Enrollment.

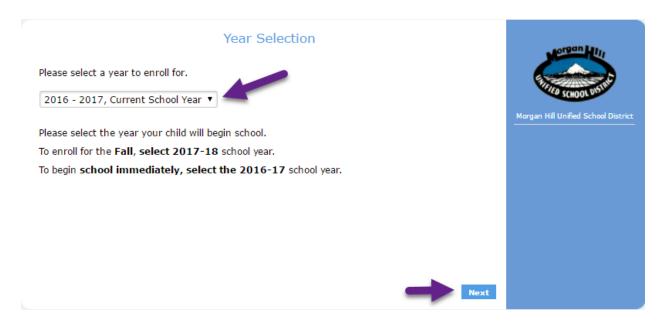


Creating an Online Enrollment Account

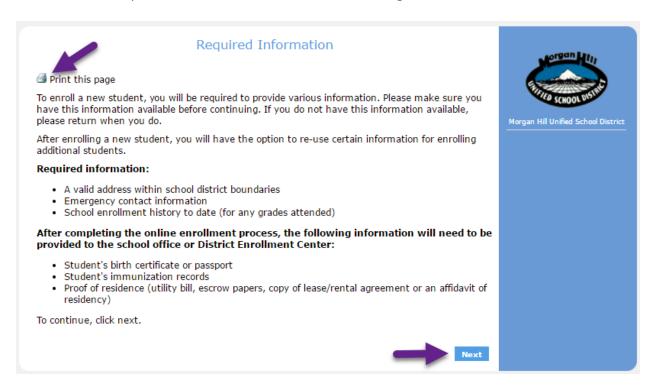
Online enrollment consists of three parts: 1) creation of an online enrollment account; 2) enrolling the student; and 3) submission of required documents to the assigned school. On the **Online Enrollment Welcome** page, select a language to view Aeries Enrollment in and then click the mouse on the "**Enroll a New Student**" button.



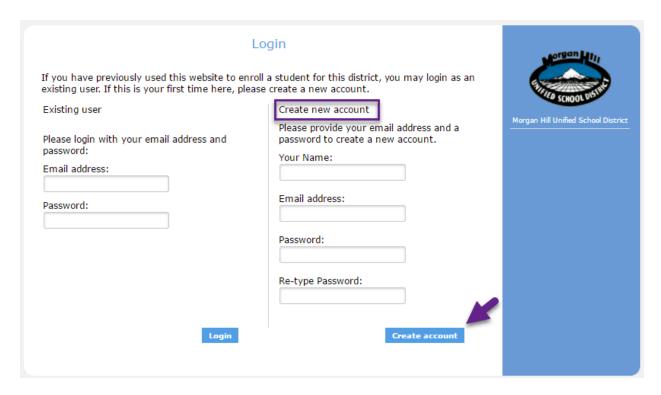
The Year Selection screen will display. Select the year to enroll for and then click **Next**.



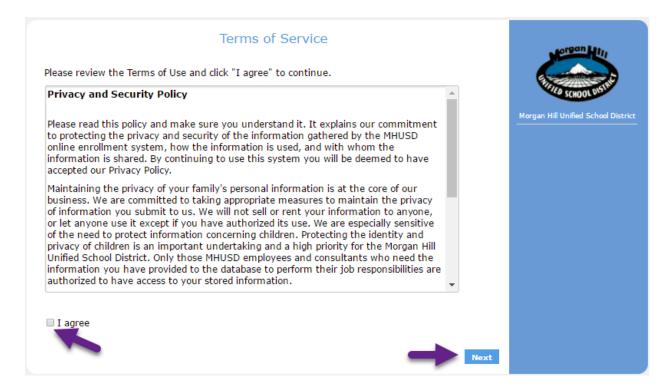
After making a year selection, the **Required Information** screen will display. You can print out this screen for required information details. After reviewing the information, click **Next**.



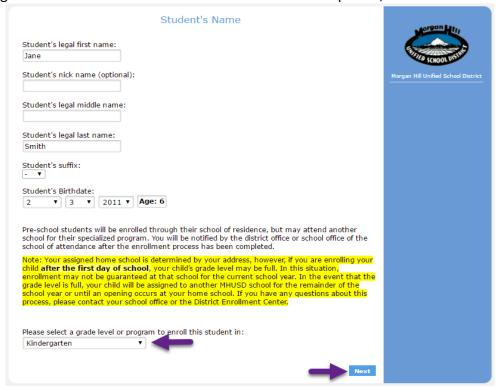
This will take you to the **Login** screen. Here, you can create a new account. After your account has been created, you can return to this page to login to an existing account to complete an existing enrollment record or to add additional students.



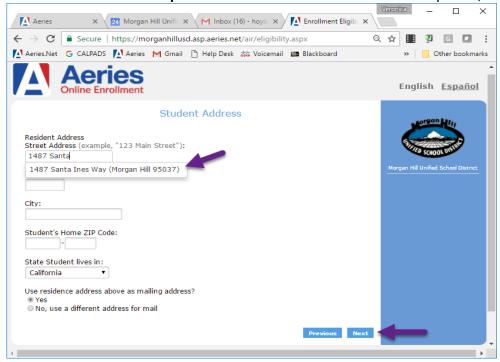
After the **Create Account** button is selected a **Terms of Service** screen will display. After you read the terms, the "I agree" box must be selected in order to continue. Click **Next**.



On the **Student's Name** page, the Student's Name, Birthdate and Grade will be required. The grade field will auto-populate based on the birthdate entered, but can be overridden if the incorrect grade is shown. After the information has been completed, click **Next**.

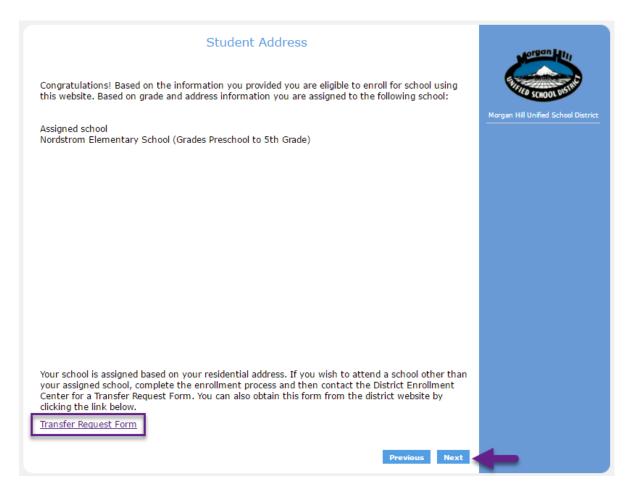


On the **Student Address** page, the resident and mailing address information will be required. Our system will display a drop down menu of possible "validated" addresses as you type. If your address is shown, select it. **Note: If your address is not found, you can contact your assigned school who will ensure your address is verified and added to our system, and you will be able to return to the online enrollment process. After information has been completed, click Next**.

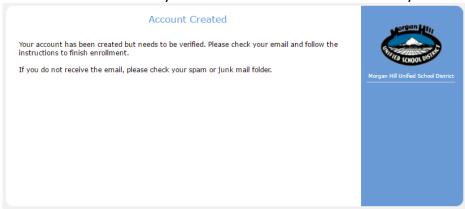


If you address is currently in our system, you will receive confirmation of your assigned school. This is known as your school of residence. Placement in the school of residence is not guaranteed. A student may be placed at another school as a result of limited space or special program participation.

If you wish to attend a school other than your school of residence, you will need to complete a Transfer Request Form. This form is available on the district website or by clicking the link provided on the **Student Address** page. To continue, click **Next**.

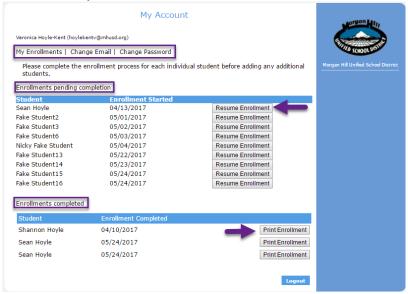


After clicking **Next** the **Account Created** screen will display and will send an email to your email address. The email will contain a link you will need to click on to authorize your account.



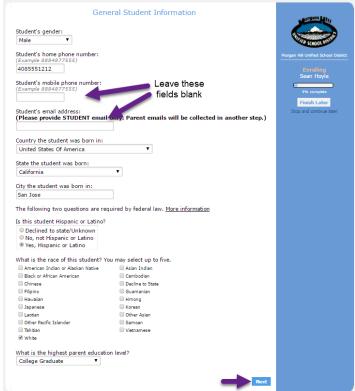
After clicking on the link, you will receive a message screen thanking you for verifying your email address. You have now created an Online Enrollment account. Click **Next** to begin the enrollment process or you can return at any time using your email address and password.

After logging in, you will be able to choose to resume an enrollment or view completed enrollments. You can also print the Enrollment Confirmation sheet you will need to provide to the school in order to finalize your student's enrollment.



Enrolling a Student

The **General Student Information** page will require information such as gender, place of birth and race/ethnicity. We do not collect student mobile phone numbers and a district email address is generated for the student after enrollment. You can leave these two fields blank.



The **Language Information** page will collect information on which languages the student uses.

Language Information The California Education Code requires schools to determine the language answer the following questithe appropriate language.		Anno School usin
Which language did this student learn when he/she first began to speak? Spanish What language do you use most frequently to speak to this student? English What language does this student most frequently use at home? English ▼	Progress bar shows you how much of the online application you've completed	Enrolling Sean Hoyle 18% complete Finish Later Stop and continue later
Which language is most often spoken by adults in the home? English ▼	Previous Next	_

After clicking **Next**, the **Resident Parent Information** page will display. This page collects information for up to two parents/guardians. Please indicate if the parent/guardian should have access to the Parent Portal. A portal account will be automatically generated upon completion of enrollment. The portal allows parents and guardians to view grades, assignments, attendance and other student information. An email address MUST be provided to create a parent portal account. Complete the information and click **Next**.

	lent Parent Information	organ Hij
Vhat is the full parent/guardian nam tudent?	e that should be used on mail addressed to the home of this	
Veronica Hoyle-Kent		SCHOOL DIS.
	ents/guardians who live with the student. Information about th the student will be collected in the next step.	Morgan Hill Unified School Dis Enrolling Sean Hoyle
First Name:	Last Name:	
Veronica	Hoyle-Kent Will allow parent to view	27% complete
Relationship to student:	grades, assignments, Allow Access to Portal? grades, assignments, attendance and more	Finish Later
Mother ▼	Yes • • • • • • • • • • • • • • • • • • •	Stop and continue later
Email address:	Does this parent/quardian live with the student?	
hoyle@test.com	Yes ▼	
Mail will be sent to the student's ho	me address, however a second copy of mail can be sent to	
Mail will be sent to the student's ho an additional address. Should a second copy of mail be ser	me address, however a second copy of mail can be sent to	
Mail will be sent to the student's ho an additional address. Should a second copy of mail be ser No	me address, however a second copy of mail can be sent to	
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Mail will be sent to the student's hor an additional address. Should a second copy of mail be ser No Mailing Name: Address: 155 Main Street	me address, however a second copy of mail can be sent to nt to this contact?: T	
Mail will be sent to the student's hor an additional address. Should a second copy of mail be ser No Mailing Name: Address: 155 Main Street City:	me address, however a second copy of mail can be sent to nt to this contact?:	
Mail will be sent to the student's hor an additional address. Should a second copy of mail be ser No Mailing Name: Address: 155 Main Street City: Morgan Hill Primary phone number:	me address, however a second copy of mail can be sent to nt to this contact?: State: California Cell phone number:	

The **Restrained Individual** page allows a parent to indicate if there is an individual who is restrained from seeing the student by court decree. If "Yes" is selected, provide as much information as possible. In addition, a copy of the court decree should be brought to the school with the required documents to complete the enrollment process.

No, there is not an individu Yes, an individual is restrai	ed by court decree Morgan Hill Unified School District
First Name: Relationship to student: Select Relationship Mailing Address:	Last Name: Last Name: Sean Hoyle Finish Later Stop and continue later
City: Primary phone number: (Example 8884877555)	State: ZIP Code Select State Cell phone number: (Example 8884877555)
Work phone number: (Example 8884877555) Alternate phone number: (Example 8884877555)	Extension:
Employer: Employer Address:	Previous Next

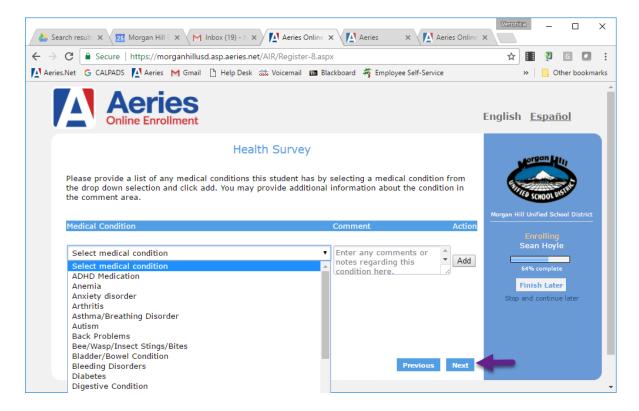
The **Local Physician Information** page must be completed to continue with enrollment. If you do not have a family physician, use NA for the First Name, Last Name, and Name of Medical Facility. Use your phone number for the primary telephone number. Click **Next** to continue.

First Name: John	Last Name: Smith	Morgan Hill Unified School Dis
Name of medical facility:		Enrolling
Kaiser		Sean Hoyle
Medical facility address:		45% complete
555 Main St, Morgan Hill, C	A 95037	Finish Later
Primary phone number: (Example 8884877555) 4085555555	Cell phone number: (Example 8884877555)	Stop and continue later
Nork phone number: (Example 8884877555)	Extension:	
Alternate phone number:		

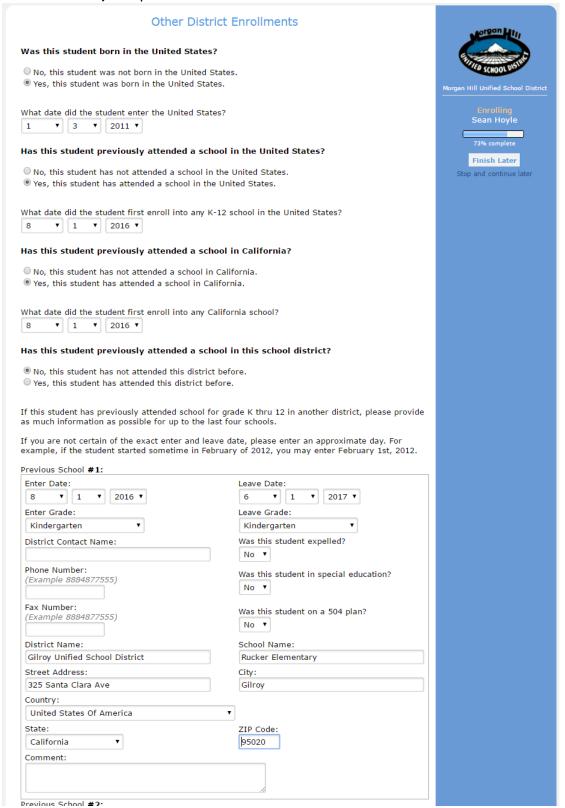
The **Emergency Contacts** page has the option to add up to four emergency contacts. This page requires that information is filled in for at least one emergency contact before proceeding. Complete the information and click **Next** to continue.

mergency contact #1:		Morgan Hill Unified School Dist
First Name:	Last Name:	Morgan Hill Unified School Dist
Jim	Neighbor	Enrolling
Relationship to student:	Allow Access to Portal? 🕡	Sean Hoyle
Friend •	No ▼	55% complete
Should a second copy of mail	be sent to this contact?:	the state of the s
No	•	Finish Later Stop and continue later
Mailing Name: Address:		
City:	State: ZIP Code	
	Select State ▼	
Primary phone number: (Example 8884877555)	Cell phone number: (Example 8884877555)	
4085551212		
Work phone number: (Example 8884877555)	Extension:	
Alternate phone number: (Example 8884877555)	Email address:	

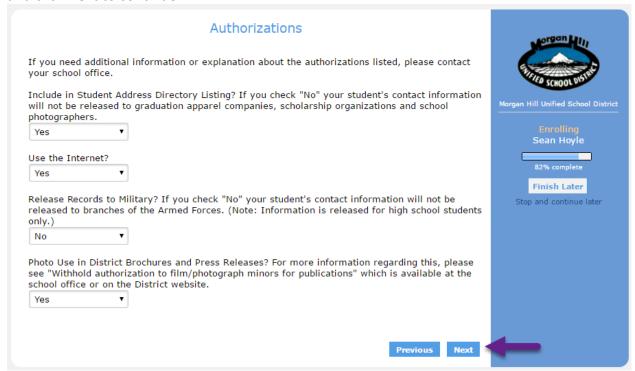
The **Health Survey** page can be used to list any medical conditions. If you student is required to take medication at school, the **Medical Instructions from Physician** form should be downloaded in the documents section of the enrollment process. The form must be completed by your physician and brought to the school with the other required documents.



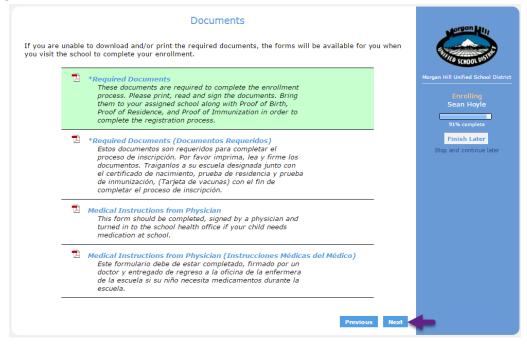
The Other District Enrollment page allows you to add any information regarding your student's previous school enrollments. It is important that you list all previous schools. Note: You can use approximate start and end dates. (Example: If you know your student attended a school in the 2016-2017 school year. You can use 08/01/2016 for the enter date and 06/01/2017 for the leave date.) Complete the information and click Next to continue.



The **Authorizations** page requires you to answer Yes or No questions. Note: Release of Records to the Military only applies to high schools, regardless of your response. Answer all questions and click **Next** to continue.



The **Documents** page will allow you to view and print documents that are required to complete the enrollment process. You must bring the completed documents, along with Proof of Birth, Proof of Residency, and Proof of Immunizations to your assigned school in order to finalize your student's enrollment. If you are unable to print the documents, you can pick up copies of the forms from the school office. After reviewing and printing your documents, click **Next** to continue.



The **Supplemental Questions** page contains questions regarding your student's participation in special programs as well as their health insurance status. If you have questions about this page, please contact the school office. After answering all questions, click **Next** to continue.

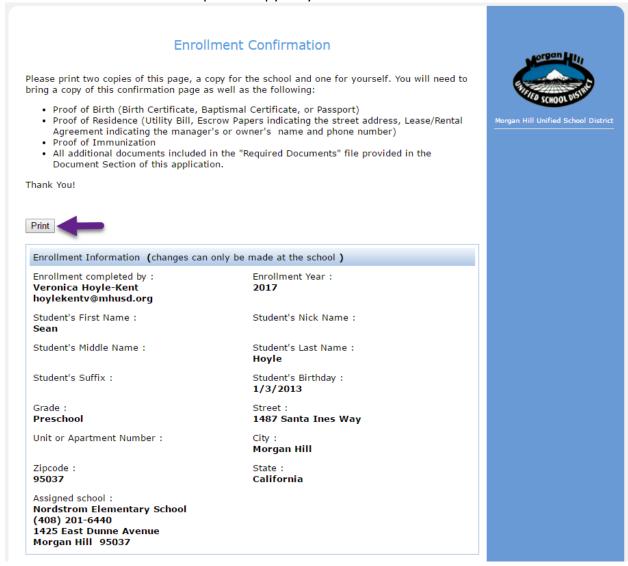
Supplemental Questions	ergan Hij
Is this student a foster child? No V	ENTINE SCHOOL DISHED
Does this student have health insurance? Yes Yes	Morgan Hill Unified School District
Has this student ever been retained (held back)? No \mathbf{v}	Enrolling Sean Hoyle
Has this student been identified as GATE? No $\ensuremath{\mathbf{v}}$	Finish Later Stop and continue later
Is this student an English language learner?	
Has this student qualified for migrant services in the past?	
Do you have another student currently enrolled in an MHUSD school? Yes T	
Previous Nex	

The **Enrollment Confirmation** page displays all of the information you have provided for a final review. Any information that displays an **Edit** button can be edited before scrolling to the bottom of the screen and clicking on the **Finish and Submit** button. You will <u>not</u> be able to make any additional changes online once you click **Finish and Submit**.



After clicking the **Finish and Submit** button, an email will be sent to the school notifying staff that your enrollment is ready to be reviewed. The **Print** button allows you to print out a copy of the enrollment information. You should print two copies of the page, a copy for the school and one for yourself. If you have changes to make, note them on the school copy so office staff can update the enrollment record during the final review process.

If you are unable to print the **Enrollment Confirmation**, bring your required documents to the school and the office staff can print a copy for you.



For additional assistance, you can review the **Online Enrollment** instructional video found on the **MHUSD Online** page. Thank you for using the MHUSD Online Enrollment process!