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.

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

### Select Student to Register

- **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](#)

For each grade level and school year:

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

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

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

- **Register a new student**
  - Student must not have previously attended a school at
  - [Register New 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.

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

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

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.

Below choose what restriction you want.
Answer the questions in the fields below to help the school determine if the student needs to be tested for English Language services.

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.

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.
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.

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

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.

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

Any additional information you would like the school to know or if you have questions put it in this area.
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.

![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**

![Signature fields for Parent/Guardian and Student]

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

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.

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:

<table>
<thead>
<tr>
<th>Contacts</th>
<th>Students</th>
<th>Emergency Contacts</th>
</tr>
</thead>
<tbody>
<tr>
<td>Windy One</td>
<td>Cloudy One</td>
<td>Add</td>
</tr>
<tr>
<td></td>
<td></td>
<td>There are no emergency contacts.</td>
</tr>
</tbody>
</table>

☐ I have reviewed the above information and it is correct. [Verify] | [Remind me later]

Sunny One 45763

Legal Name: Sunny One
Gender: Female
Restricted Info: No restrictions
Hispanic or Latino: Non-Hispanic
Race(s): White

Address
250 East 500 South
Salt Lake City UT 84111
Phone Number
(801) 555-6878

Contacts
Shady One
Father
Release →
Main Phone
(801) 555-6878
Cellular
(801) 809-4447
Email Address
sone1@gmail.com