Aspire - New Student Registration with Aspire Account

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Contacts / Guardians - Before starting this process, you will need to have a Birth Certificate/Passport /or Legal Court Document and phone numbers for emergency contacts for registering a NEW STUDENT.

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

Have a New Student?  Register Student for Enrollment

A New student - is a student who has NEVER attended this school or any school at the district anytime during the student's 12-year education.

If your student is a returning student to this Charter or District - your student isn't a new student to the charter or district.

If you can't remember your Password or Username - Select - Need Help Logging In?

Password Assistance - Provide Username and Email Address - Submit

You will receive a generic password in the email you provided.
Forgot Your Username? - Provide Email Address - Submit

You will receive your Username in the email you provided.
If you use the link from the Login 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.

**Current and Former Student Registration**

If you login with your username and password, it will take you to the following screen.
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 school/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. Contact the school.
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 / Contacts / Guardians with an Aspire account** will see the following on the Parent/Guardian Information screen in the upper right hand corner of the page.
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 name that the student would like to be referred to but, **legal name is how students will be tracked and will display on many screens**.

If the **student was born outside the U.S.** - Please add- **What date was the student First enrolled in a U.S. School?** and **What date did the student first enter the U.S.?** These dates will not be the same.

Below - choose what restriction you want. Please read the definitions to select the correct option.

**Restricted Information**

Student information is protected by the Utah Student Data privacy act. However, student information, including directory information, address, phone number, student photos, etc. may be shared with institutions such as a yearbook company for purposes of appearing in a year book, the local newspaper to appear on the honor roll and in news stories, and on school/district web pages.

No Restrictions - Student’s data will not be restricted from being released publicly as stated above.

Restrict Directory Data Only - Student's address, phone number, etc. will not be included in releases of information.

Restrict Photo Only - Student’s photo will not be released to the yearbook, higher education, or newspapers.

Restrict Directory Data & Photos - Student's directory data and photos will not be released to any institution.

Answer the questions in the fields below to help the school determine if the student needs to be tested for ELL - English Language Services. This is a service to help your student in their education.
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.

Communication -
Fill in any information that would apply to the student.

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.
If your student is a **Military Child** - mark yes in the box below.

![Military Child](image)

If your student has any legal bindings mark yes in the box below. Legal bindings need court documents to back them up.

![Legal Bindings](image)

The contact information will be populated from the previous information entered in the system if there is any previous information existing. 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](image)

To add an Emergency Contact click on the plus sign to add emergency contacts.
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.
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 - display - **Registration saved successfully.**

[Image: Registration saved successfully.
Register Student]

**Read all agreements**, if there is a signature line for Parent and/or student, these signature names need typed exactly as they are displayed. **Signing your name(s) means you have read and agreed to the terms and conditions in the document. These documents are considered legal documents.**

Type the name(s) exactly the same as they display on the screen. If you get an error make sure there are no extra spaces in the names.

**These online signatures are considered legal electronic signatures.**
After - Save and Continue - it will return you back to the following screen where you can either return to Aspire and register another student or Logout of the system.

Enrollment Information and Documents will now show Complete.

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) has 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 requires you to verify any existing information you would see the following screen:

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.
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