Aspire - New Student Registration without Aspire Account

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Parents / Contacts / Guardians - Before you start this process you will need to have student Birth Certificate/Passport / or legal document and phone numbers for emergency contacts.

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

Begin - Aspire login Screen - select - Contact with Web Access may Request a Username.

OR- select - Have a new student? Register Student for Enrollment

Select the option that applies - Request a Username.
To create an Aspire username and password- you need your student's school ID number and birthdate.

If you don't know your student's school ID number, you can look on an old report card, transcript (student number should be on a report) or contact the school.

Enter Student ID number and Birth Date and select - Lookup Student.

Continue - enter a Username - preferably your email address - this makes it easier to remember.

Follow Password requirements.
New Student Registration

After creating your username and password - login

If you don't remember what you entered - 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

Username Assistance

Please provide your email address. We will send a link that will allow you to recover your username.

Email Address |

« Cancel Submit »

You will receive your Username in the email you provided.
Aspire Username Assistance

A request was just made to recover the username for an Aspire account associated with this email address. The username is: Eva2228

Feel free to contact the school if you need further assistance.

Thank you,
Develop LEA Aspire Username Assistance

https://localhost/

Begin Registration -

Register New Student

1. Children enrolling in K-12 grade levels must be 5 years old on or before September 1 to be enrolled in a Utah school, unless a student’s parent is on active duty within a branch of the U.S. Armed Forces.

2. Before registering a new student for enrollment, use a certified copy of the birth certificate or another legal document such as a passport for entering the student’s legal name.

3. Student names must be entered on the registration form exactly as they are on the birth certificate.

4. Before a student is accepted for enrollment and the enrollment process is completed, the following enrollment verification documents are required to be brought to the school:

   1. Original birth certificate (or affidavit 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, such as a utility bill or apartment lease. In cases of divorce decrees or other legal guardianship, this verification of address pertains to the legal guardian who has physical custody appointed by the courts (U.C.A. 53A-2-201). If this is the case, please contact the school to find out if other documents are required.

5. 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.

Select School Year

- School Year 2019 - 2020
- School Year 2020 - 2021

NOTE: Please be very careful with your selections so you are not registering for the wrong school year, school or grade level. If you select the wrong one hit the reset button at the bottom and start over.

If the school 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.

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
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.
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 data 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 enter the mailing information.

**Communication**
Fill in any information that would apply to the student. This information is used to make sure the student has the best education possible.

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.

If your student is a Military Child mark yes in the box below.
If your student has any legal bindings, mark yes in the box below. Legal documents will need to be provided for a legal binding to be enforced at the school.

All contact information for all Parent/Guardian contacts for the student. 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.

To add an Emergency Contact, click on plus sign - to Add Emergency Contacts.
You need to have both **Race and Ethnicity** 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.

This information is collected for contacting the previous school for student records.
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 all data are not entered, you will get an error at the top of the screen telling you what you need to finish adding.

1. 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.

1. 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 Registration saved successfully.

If the school has set up agreements for you and / or student to read and / or sign, they will show here.

**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.**
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.

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.
After creating 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.
Give the school time to get your student(s) enrolled before contacting them.

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. All access is permission based.

If the school is requiring you to verify existing information, you may 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. If you need to update any data changes, this is where you will update addresses, e-mail, phone numbers, etc.
<table>
<thead>
<tr>
<th><strong>Legal Name:</strong></th>
<th>Sunny One</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>SSN:</strong></td>
<td>250 East 500 South</td>
</tr>
<tr>
<td><strong>Gender:</strong></td>
<td>Female</td>
</tr>
<tr>
<td><strong>Address:</strong></td>
<td>Salt Lake City UT 84111</td>
</tr>
<tr>
<td><strong>Race(s):</strong></td>
<td>White</td>
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<tr>
<td><strong>Grade:</strong></td>
<td>12</td>
</tr>
<tr>
<td><strong>Advisor:</strong></td>
<td>Westley Compost</td>
</tr>
</tbody>
</table>

**Contacts**

| **Email Address:** | sunnyone123@email.com |
| **Main Phone:** | (801) 555-6878 |
| **Cellular:** | (801) 809-4447 |
| **Fax:** | |

**Free/Reduced Meal Application**

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Freshworks Switcher

Freshworks Switcher