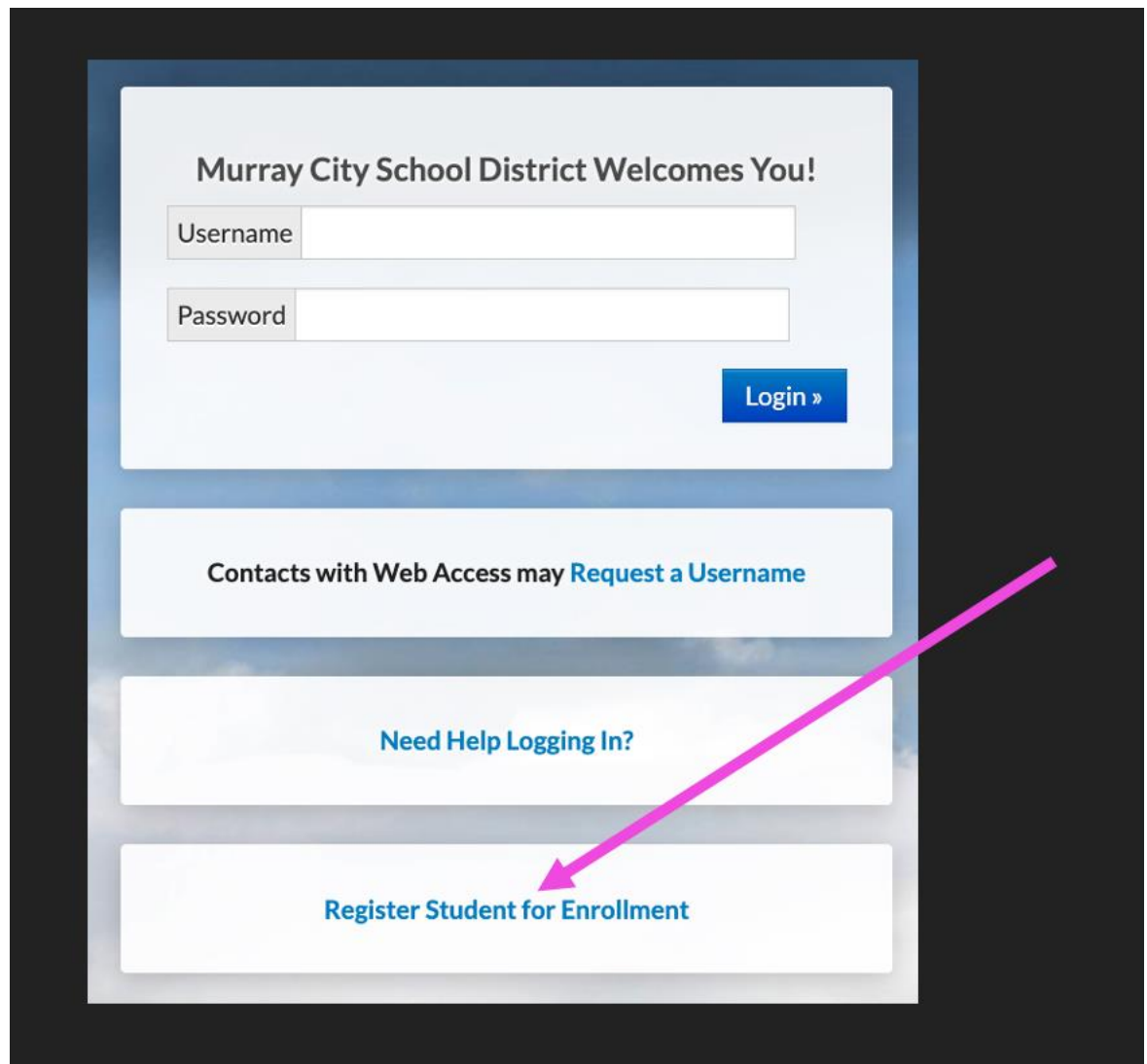


## Aspire - New Student Registration without Aspire Account

**Parents/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 website you will see **Registration Page**.

**Select - Register Student for Enrollment**



Murray City School District Welcomes You!

Username

Password

Login »

Contacts with Web Access may [Request a Username](#)

[Need Help Logging In?](#)

[Register Student for Enrollment](#)

A pink arrow points from the right side of the page to the 'Register Student for Enrollment' link.

## Register Your Student(s)

### New Student Registration

Student has NEVER attended a school at Murray City School District

Please, DO NOT select this option if your student has EVER attended this school or another school at this district. Duplicate records will be created.

I already have an Aspire account.

Login and register student

I do not have an Aspire account.

Register new student(s)

### Current Student Registration

Student is CURRENTLY ATTENDING or has PREVIOUSLY ATTENDED a school at Murray City School District

I already have an Aspire account.

Login and register student

I do not have an Aspire account.

Request a Username

## Begin Registration

## Register New Student

❗ 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.

❗ 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.

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

❗ 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.

❗ 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 2022 - 2023

School Year 2023 - 2024

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 as an option on the screen.

## Select School Year

School Year 2022 - 2023

School Year 2023 - 2024

for school year 2022 - 2023

### Select School

Grant Elementary School

Hillcrest Jr. High School

Murray High School

Riverview Junior High School

Horizon Elementary School

Liberty Elementary School

McMillan Elementary School

Longview Elementary School

Parkside Elementary School

Viewmont Elementary School

Murray ECEC

for school year 2022 - 2023

at Grant Elementary School

### Select Grade

K - Kindergarten

1 - First

2 - Second

3 - Third

4 - Fourth

5 - Fifth

6 - Sixth

for school year 2022 - 2023

at Grant Elementary School

for grade 1 - First

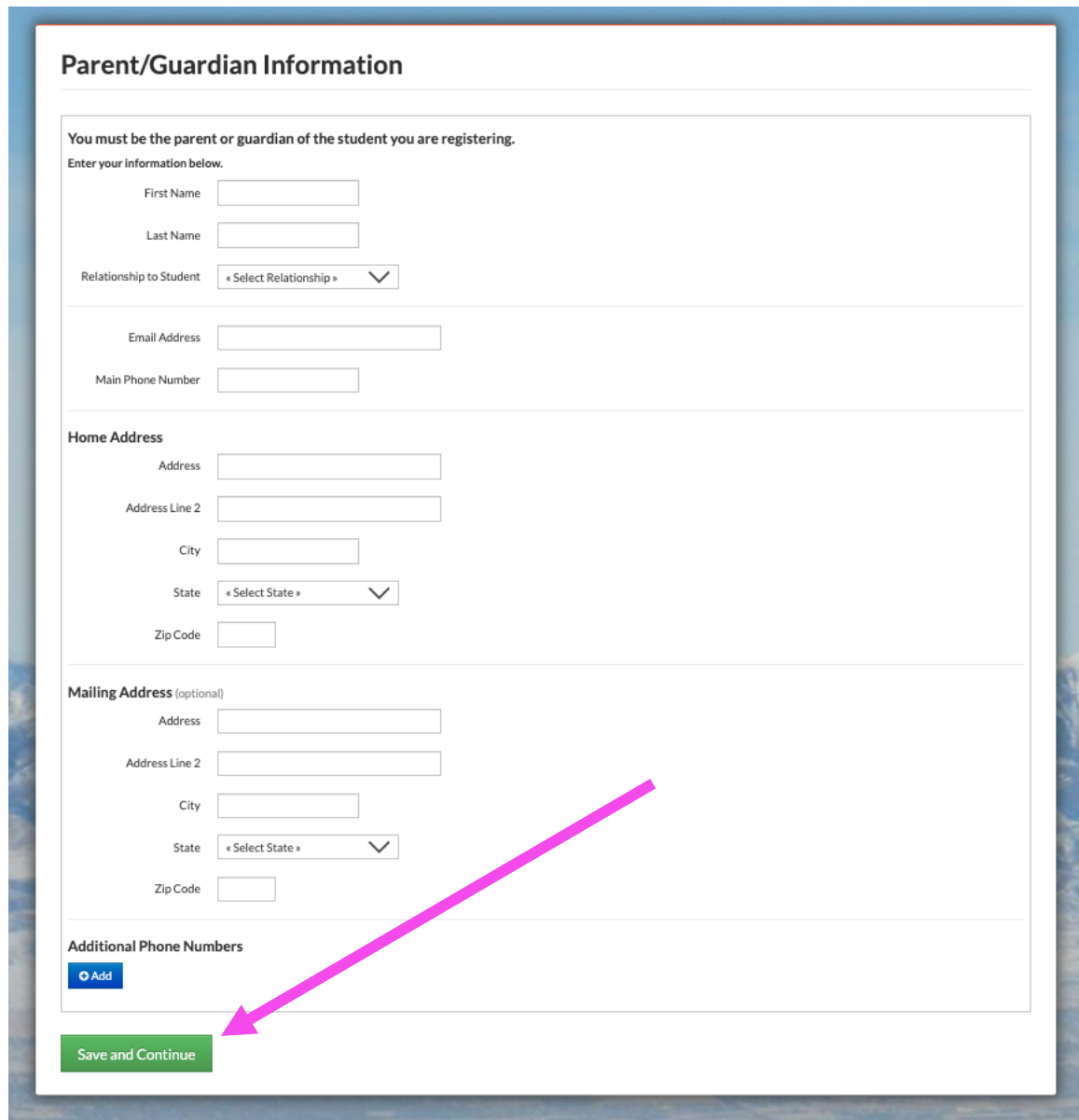
Reset

Continue

Next complete all the information about the Parent/Guardian.

This field does not accept the punctuation mark period – (example - Jr.) please do not include that mark.

Click on the Save and Continue



**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**

A pink arrow points from the bottom right of the form area to the "Save and Continue" button.

Enter the student's information - this must match the information on their birth certificate or legal documents.

 **Student Information**

**ⓘ Student's Legal Name must match what is on their birth certificate or passport.**

Legal First Name

Legal Middle Name

Legal Last Name

☐ Specify Preferred Names

Birthdate

Sex

« Choose » ▼


Birthplace

☐ Student was born outside the U.S.

If you check the box by Specify Preferred Names, you will be able to enter 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.?

Below choose what data restriction you want. Please read the definitions to select the correct option. If you select photo restriction your student's picture will not be included in the yearbook.

 **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.

« Choose »

No restrictions

Restrict directory data only

Restrict Photos only

Restrict directory data & photos

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.

## Home Language Survey

**1 Purpose**

Identifies a student whose home language is not English; and,  
Identifies a student who will be tested on the skills of listening, speaking, reading and writing in English because another language is spoken at home.

**1 Parents/Guardians/Family Members**

The English proficiency test determines if your student needs a language support services program along with the regular education program.  
Your child is entitled to these language support services as a Civil Right.

**1 School Responsibilities**

At registration, Utah uses a standard form of the Home Language Survey (HLS) that identifies a student with a language other than English, or who comes from an environment where a non-English language is dominant.  
Students must be tested for services within 30 days of registration or within two weeks of entry into school, if during the year.

**1 This information cannot be used for immigration matters or reported to immigration authorities.**

Which language(s) does your child currently understand or speak?

« Choose Language(s) »

Which language did your child first understand or speak? « Choose a language » ▾

Which language does your child most frequently speak at home? « Choose a language » ▾

Which language do adults in your home most frequently use when speaking with your child? « Choose a language » ▾

What language do you prefer for school-to-home information? « Choose a language » ▾

If there is another language at home other than English, students will automatically be tested for English language acquisition services. To opt out of ALS(Alternative Language Services) also known as ELL(English Language Learners), please contact the school.

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.

**Address Information**

**Home**

Street

Street 2


City

State  
« Choose » ▼

Zip Code

☐ **Mailing** (if different from Home)

## Communication

 **Communication**

Parent/Guardian Phone Number Type


« Choose a type »


▼

Phone Unavailable

☐

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

 **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 in speech/language, reading, writing, math, life-skills, behavior.

☐ **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 disability in any program or activity receiving federal financial assistance. A student who has a physical or mental impairment that adversely impacts a major life activity.

☐ **ED 506**  
Indian Education Program - An official form is required for each Indian Child as defined by the indian tribe or band.  
<https://www2.ed.gov/programs/indianformula/506form.pdf>

☐ **Migrant**  
A person who moves from one place to another, in order to find work or better living conditions.

☐ **Refugee**  
A person who has been forced to leave their country in order to escape war, persecution, or natural disaster.

Mark either yes or no in this section – a selection is required.

 **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 documents will need to be provided for a legal binding to be enforced at the school.

## 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

Enter all parent/guardian contact information for the student. To add another parent/guardian 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. Enter only parent/guardians here.



## Contacts

1 Contact

### Father Time



Father



Phone Number: (555) 489-5581

Email Address: dand@gmail.com

250 East 500 South Salt Lake City, UT 84111

+ Add Contact



To add emergency contacts, click on the plus sign to add emergency contacts. Do not list parents/guardians in the emergency contact fields. Each student needs to have an emergency contact listed.



### Emergency Contacts

 Add Emergency Contact

 Starred emergency contacts will be called before those not starred.

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.

### Race/Ethnicity

#### Ethnicity

Is the student Hispanic or Latino? ☐ Yes ☐ No

#### Race

Select all that apply. You must select at least one race below.

☐ American Indian or Alaska Native ☐ Asian ☐ Black or African American ☐ Native Hawaiian or Other Pacific Islander ☐ White

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.

### Previous School Attended

School Name



School Address

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

 **Notes**


Optional notes, comments, or questions to the school registrar regarding this student

When everything is completed click Save. If something is wrong or all required data is not entered, you will see an error window at the top of the screen telling you what you need to fix or complete. Fix the required data and click Save.

-  **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.**

When all data is entered completely you will see this.



 **Registration saved successfully.**

**Register Student**

Now move on to the next portion of the registration process.

**Read all agreements.**

When there is a signature line for the parent/guardian and/or the student, these signatures must be entered exactly as they are displayed. Entering your name(s) means you have read and agreed to the terms and conditions in the legally binding document.

Your e-signature is considered a legal signature.

Click on save signature and continue through all required documents.

[illegible]

The following screen will appear when you have completed all the agreements.

You can now

- a. register another student.
- b. create your parent/guardian Aspire login.

**Register Test Example for grade 3 at Grant Elementary School**

#1 - Your Information as a Parent/Guardian **Complete**  
#2 - Enrollment Information **Complete**  
#3 - Policies & Procedures **Complete**  
#4 - PowerUp 1:1 Student Expectations Agreement **Complete**  
#5 - Chromebook Insurance Information **Complete**  
#6 - Health Information **Complete**  
#7 - Kennebecott Nature Center of Murray Informed Consent & Parental Agreement **Complete**  
#8 - PTA Information **Complete**  
#9 - Thank you, please go to the next step of the registration process **Complete**

This student's registration is complete, has been sent to the school, and is pending enrollment.

If you have any other students to register, do so now.

**Register a new student**

**You can now create an Aspire login.**  
By creating a login, you will be able to access your student's grades, attendance, schedule, and other information.

**Create Aspire Login**

**Skip login creation process.**  
If you do not want to create a login, please click the button below.

**End Session and Exit**

Please complete the parent/guardian account set up – do not skip.

**Enter Email Address and Choose Password**

Your password protects your account

Avoid selecting an easily guessed password and take steps to keep your password safe. You must use at least 8 characters and include both letters and numbers or special characters.

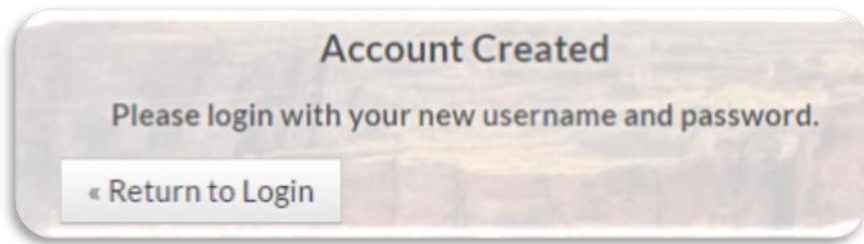
Email Address

Password

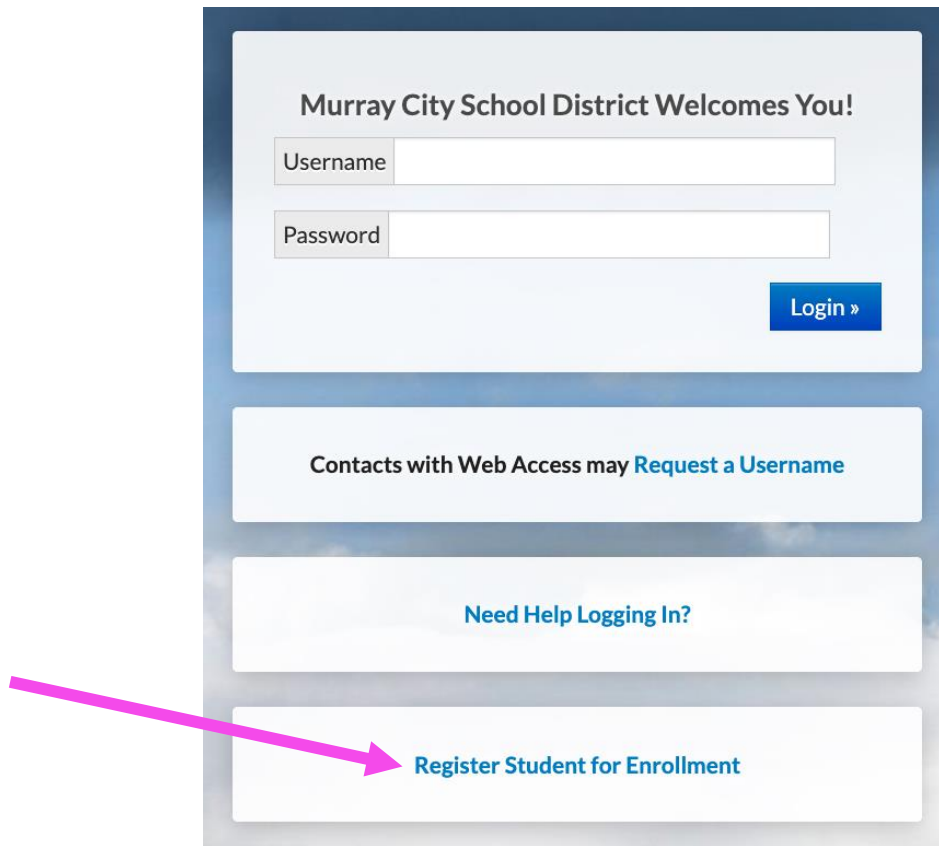
Confirm Password

☒ I certify that I am authorized to access these student's school records.

**Cancel** **Create Account**



If you created a parent/guardian account and cannot see the option to register another student log out of your account, then you will see this option.

A screenshot of the Murray City School District login page. It features a login form with fields for Username and Password, a Login button, and links for requesting a username, getting help, and registering a student. A pink arrow points to the "Register Student for Enrollment" link.

**Murray City School District Welcomes You!**

Username

Password

[Login »](#)

Contacts with Web Access may [Request a Username](#)

[Need Help Logging In?](#)

[Register Student for Enrollment](#)

You will see the following until the school staff completes the enrollment, this may take a few days.

aspire home

students

reports

Burke Stocks  
links Logout

No Current Year Students Found

Registered Students Pending Enrollment

Randall Stocks

Anna Smith Elementary School

Grade: 1

Gender: F

Birthdate: 21 Sep 2010

Kaydee Stocks

Grade: 9 Tooele High School

Gender: F


Birthdate: 17 Aug 2000

Register another student

Once the school(s) has enrolled the student(s) you will be able to login to your parent/guardian account to view the Student Lens and information for the student.

Sunny One 45763

Student Info Enrollment



Legal Name:

Sunny One

SSID:

Born: 9/27/1998 (age: 18)

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

Grade: 12  
Advisor: Westley Compost

Free/Reduced Meal Application

Contacts Custodial Non-Custodial Emergency

Email Student Contacts

Shady One

Father

Release →

Main Phone

(801) 555-6878

Cellular

(801) 809-4447

Email Address

shady3@gmail.com