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**
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

![Image of the screen showing the selection options](attachment:image.png)
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:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Relationship to Student</td>
<td>Select Relationship</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email Address</td>
<td></td>
</tr>
<tr>
<td>Main Phone Number</td>
<td></td>
</tr>
</tbody>
</table>

**Home Address**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Address Line 2</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Select State</td>
</tr>
<tr>
<td>Zip Code</td>
<td></td>
</tr>
</tbody>
</table>

**Mailing Address (optional)**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
<td></td>
</tr>
<tr>
<td>Address Line 2</td>
<td></td>
</tr>
<tr>
<td>City</td>
<td></td>
</tr>
<tr>
<td>State</td>
<td>Select State</td>
</tr>
<tr>
<td>Zip Code</td>
<td></td>
</tr>
</tbody>
</table>

**Additional Phone Numbers**

Add

[Save and Continue]
Enter the student's information - this must match the information on their birth certificate or legal documents.

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.
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 experience possible.

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

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.

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.
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.

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

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.

When all data is entered completely you will see this.

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.
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.

Please complete the parent/guardian account set up – do not skip.
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.
You will see the following until the school staff completes the enrollment, this may take a few days.

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.