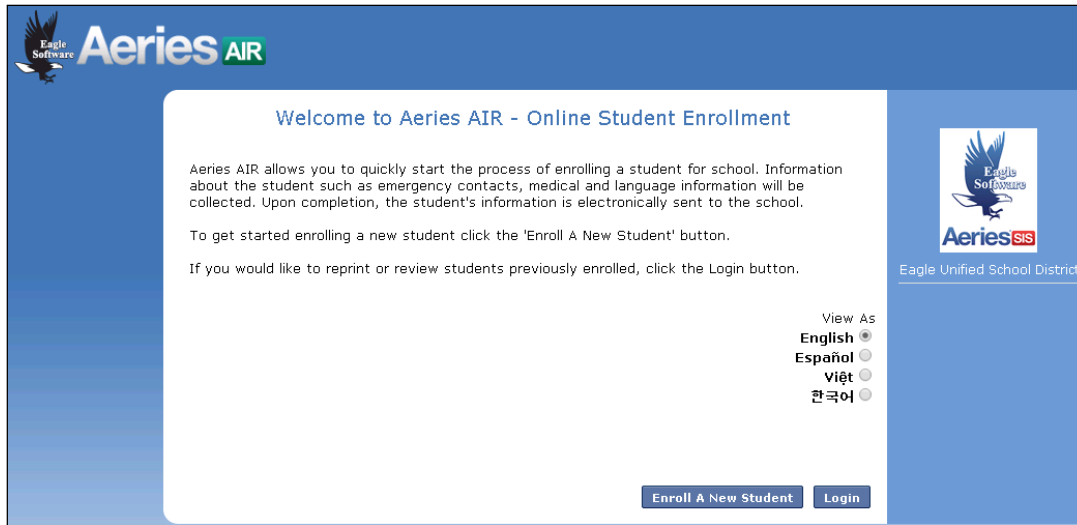




Aeries Enrollment

March 28, 2016

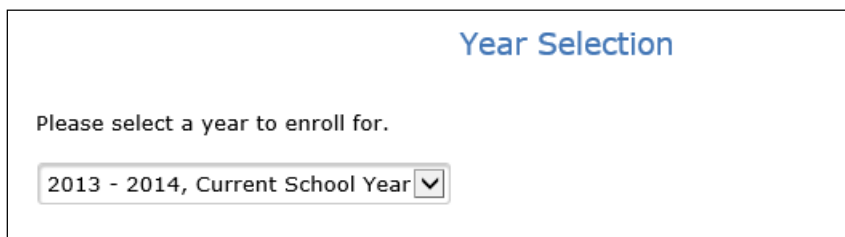
Aeries Enrollment allows a parent to quickly start the process of enrolling a student for school. Information about the student such as emergency contacts, medical and language information will be collected. Upon completion, the student's information is electronically sent to the school.



To begin the process, select a language to view Aeries Enrollment in and then click the mouse on the **Enroll a New Student** button.



The **Year Selection** screen will display. Select the year to enroll for and then click on **Next**.

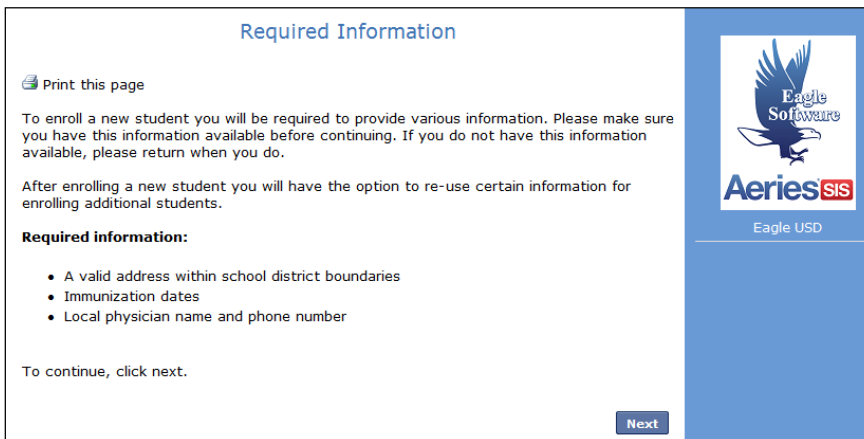


NOTE: Starting on the Year Selection page, the top of the enrollment pages will display the different language options enabled by the district for parents to view during enrollment.



These language links can be used to switch from one language to another after a new student enrollment has been added to the system. These links can be helpful to a person who may have started an enrollment using a language they are not familiar with and allow them to switch to a language they are more familiar with to complete the enrollment process.

After making a year selection, the **Required Information** screen will display. The parent can print out this screen for **Required Information** details. After reviewing the information, click the mouse on **Next**.



The next screen will allow the parent to create a new account and will require a name, an email address and password. After the **Create Account** button is selected a **Terms of Service** screen will display.

Create new account

Please provide your email address and a password to create a new account.

Your Name:

Email address:

Password:

Re-type Password:

After the terms are read, the **"I agree"** box must be selected in order for the enrollment process to continue.

I agree Next

If the **"I agree"** box is not checked and the **Next** button is clicked, the following message will display in red. Once the I agree is checked and the Next button is clicked the enrollment process will continue.

I agree Please review the Terms of Use and click "I agree" to continue.

On the Student's Name page, the **Student's Name**, **Birthdate** and **Grade** will be required.

Student's Name

Student's legal first name:

Student's nick name (optional):

Student's legal middle name (optional):


Student's legal last name:

Student's suffix:

Student's Birthdate:
 Age: 16

Please select a grade level or program to enroll this student in:

Next


Eagle Unified School District

After the student birthdate is entered, the program will display a calculation of the student's current age based on the birthdate.

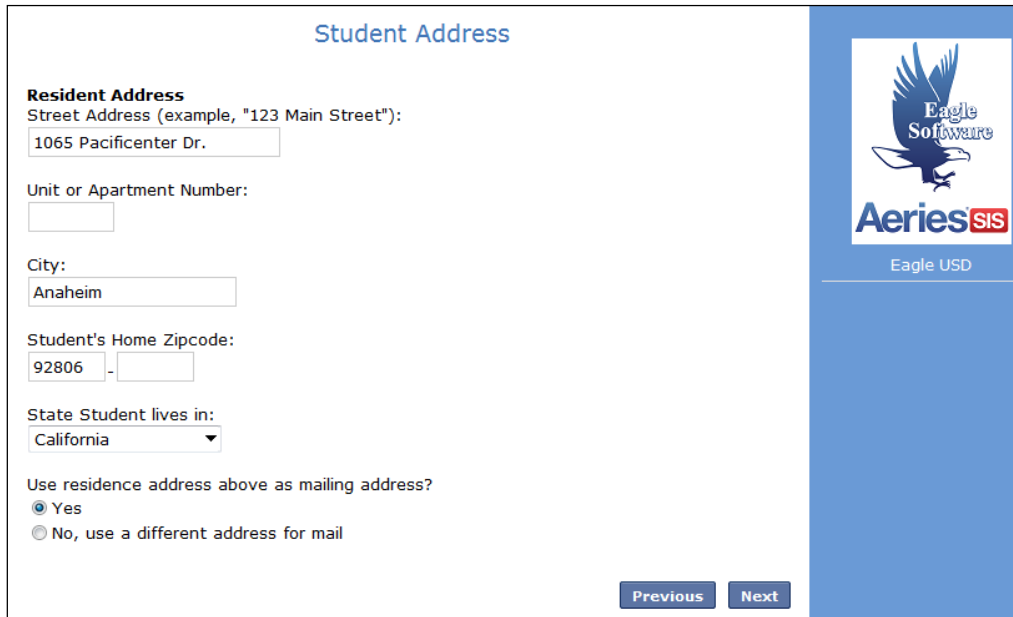
Student's Birthdate:
 Age: 16

If an invalid birthdate is entered the program will display a warning message.

Student's Birthdate:
 Age: 78 Warning: This student is outside typical school age.

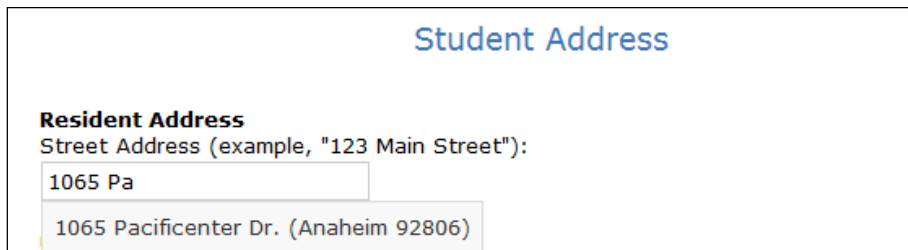
After the information has been completed on the page, click the mouse on the **Next** button.

On the **Student Address** page, the Resident Address information will be required.



The screenshot shows the 'Student Address' form. The 'Resident Address' section is filled out with the following information: Street Address: 1065 Pacificcenter Dr.; Unit or Apartment Number: (empty); City: Anaheim; Student's Home Zipcode: 92806; State Student lives in: California. The 'Use residence address above as mailing address?' question has 'Yes' selected. At the bottom right, there are 'Previous' and 'Next' buttons. On the right side of the form, there is a blue sidebar with the 'Eagle Software Aeries SIS' logo and 'Eagle USD' text.

If the **Use the Street Table** option has been setup through the **Admin Settings** a drop down list will display with the closest address or Street name that can be located in the file.



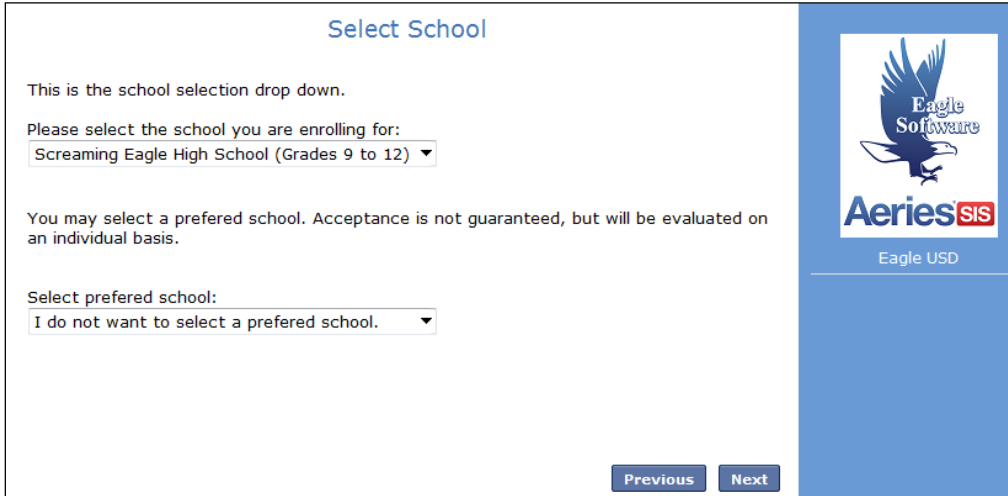
This screenshot shows the 'Student Address' form with a dropdown suggestion. The 'Street Address' field contains '1065 Pa' and a dropdown menu is open, showing the suggestion '1065 Pacificcenter Dr. (Anaheim 92806)'. The rest of the form fields are empty.

At the bottom of the Student Address page, there is a **Use residence address above as mailing address** question. If answered Yes, the entered residence address will also be used for the student's mailing address. If the **No, use a different address for mail** is selected, additional fields will display to enter information for the Mailing address for the student.

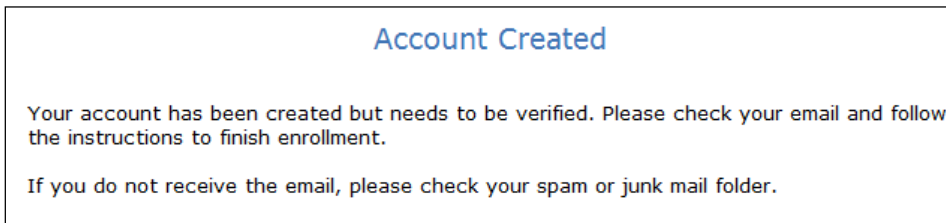


This screenshot shows the 'Mailing Address' section of the form. The 'Use residence address above as mailing address?' question has 'No, use a different address for mail' selected. The 'Mailing Address' section includes the following fields: Mailing Street Address (example, "123 Main Street"): (empty); Unit or Apartment Number: (empty); City: (empty); State: California; ZIP Code: (empty).

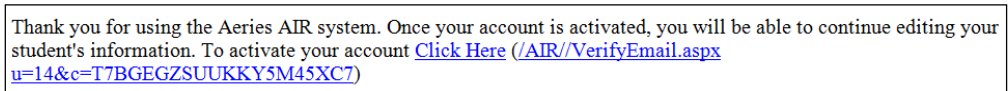
The District can also setup an option to **Select a preferred school**. If this option is enabled the parent will be able to select a preferred school of choice.



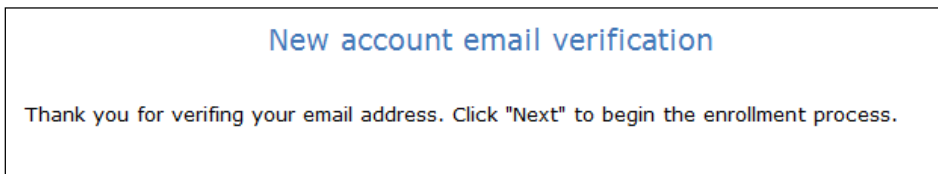
After clicking on **Next** the **Account Created** screen will display and will send an email to the parent's email address.



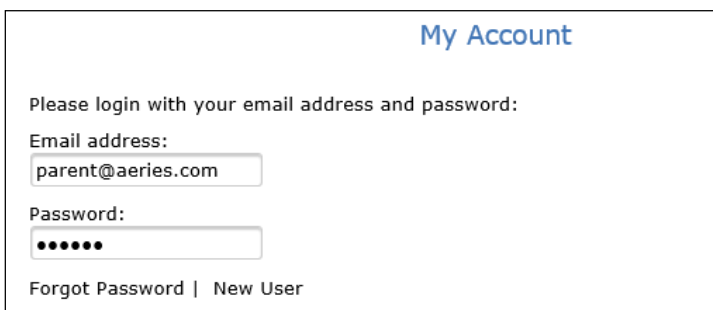
The email will contain a link that the parent will need to click on for **Account Authorization**.



After the email link is clicked on, the following screen will display. Click **Next** to continue with the enrollment process.



The parent can then sign back in at a later time with their email address and password.



This will display the students that have enrollments pending. The **Resume Enrollment** button can be selected and the enrollment can then be resumed and completed.

My Account

Allan Abbott (audebon@hotmail.com)

My Enrollments | Change Email | Change Password

Please complete the enrollment process for each individual student before adding any additional students.

Enrollments pending completion

Student	Enrollment Started	
Allan Abbott	Jul 23, 2013	Resume Enrollment

Enrollments completed

You have no completed registrations.

[Logout](#)

Aeries SIS
Eagle Software
Eagle USD

The **My Account Log in** page will also provide a **Forgot Password** link.

Please login with your email address and password:

Email address:

Password:

[Forgot Password](#) | [New User](#)

When the **Forgot Password** link is clicked on, the user will be taken to a **Reset Password** page. Enter the email to reset the password for and then click on Next. The email address entered will receive an email with instructions on how to reset their password.

Reset Password

Forgot your password? Enter your email address to receive instructions on how to reset it.

A verification email will be sent to your email address from DoNotReply@aeries.com. Before continuing, please add this email address to your "contacts" or "safe senders" list to ensure you receive it.

Your Email:

[Next](#)

During the enrollment process, a **% Complete** bar will display indicating how far along the parent is with the enrollment. The **Finish Later** button can be used to save the student information that has been entered. The % Complete bar will change as progress is made.

Enrolling Allan Abbott

8% complete

[Finish Later](#)

Stop and continue later

Enrolling Allan Abbott

55% complete

[Finish Later](#)

Stop and continue later

The following screens will display during the enrollment process.

General Student Information

The **General Student Information** page will require information such as the student gender, contact numbers, and race/ethnicity information. This information will import into the Student Demographic and Language pages in Aeries.

General Student Information

Student's gender:

Student's home phone number:
(Example: 8884877555)

Student's mobile phone number:
(Example: 8884877555)

Student's email address:
(Please provide STUDENT email only. Parent emails will be collected in another step.)

Country the student was born in:

State the student was born in:

City the student was born in:

If known, Student's California State ID:

The following two questions are required by federal law. [More information](#)

Is this student Hispanic or Latino?

Declined to state/Unknown
 No, not Hispanic or Latino
 Yes, Hispanic or Latino


What is the race of this student? You may select up to five.

<input type="checkbox"/> American Indian or Alaskan Native	<input type="checkbox"/> Asian Indian
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Cambodian
<input checked="" type="checkbox"/> Chinese	<input type="checkbox"/> Declined to state
<input type="checkbox"/> Filipino	<input type="checkbox"/> Hawaiian
<input type="checkbox"/> Hmong	<input type="checkbox"/> Korean
<input type="checkbox"/> Laotian	<input type="checkbox"/> Other Asian
<input type="checkbox"/> Other Pacific Islander	<input type="checkbox"/> Samoan
<input type="checkbox"/> Tahitian	<input type="checkbox"/> Test 500
<input type="checkbox"/> Vietnamese	<input type="checkbox"/> White

What is the highest parent education level?

On the General Student Information page, as well as other pages in Aeries Enrollment, if an invalid phone number is entered the program will provide a message indicating that an entry was invalid and needs to be corrected. Examples of proper phone number entry are indicated above the fields in a light grey color.

Primary phone number: (Example: 8884877555)	Cell phone number: (Example: 8884877555)
1 8883245363 x	
Work phone number: (Example: 8884877555)	

 Please provide a valid phone number

Language Information

The **Language Information** page will collect information on what languages the student uses. This information will import into the Language page in Aeries.

Language Information

The California Education Code requires schools to determine the language or languages spoken at home by each student. Please answer the following questions by selecting the appropriate language.

Which language did this student learn when he/she first began to speak?

What language do you use most frequently to speak to this student?

What language does this student most frequently use at home?

Which language is most often spoken by adults in the home?

Resident Parent Information


The **Resident Parent Information** page has the option to add information for 2 Parent/Guardians. This page requires that information is filled in for at least one parent/guardian before the parent can proceed with the enrollment process.

Resident Parent Information

What is the full parent/guardian name that should be used on mail addressed to the home of this student?

Please provide information about parents/guardians who live with the student. Information about parents/guardians who do not live with the student will be collected in the next step.

Parent/Guardian #1

First Name: <input type="text" value="Alice"/>	Last Name: <input type="text" value="Abbott"/>
Relationship to student: <input type="text" value="Grandmother"/>	Do you want this contact to have portal access?  <input type="text" value="Yes"/>
Email address: <input type="text" value="Alice@example.com"/>	Does this parent/guardian live with the student? <input type="text" value="Yes"/>
Mailing Name: <input type="text" value="Alice Abbott"/>	
Address: <input type="text" value="1 Main Street"/>	
City: <input type="text" value="Anaheim"/>	State: <input type="text" value="California"/>
	ZIP Code: <input type="text" value="92806"/>

Certain information like phone numbers will be required. If this information is left blank and the parent clicks on the Next button, a pop up message will display alerting them that the information is required. They will not be able to go to the next page in the enrollment process until that required information is filled in on the current page.

Primary phone number: (Example: 8884877555) <input type="text"/>	Cell phone number: (Example: 8884877555) <input type="text"/>
Work phone number: (Example: 8884877555) <input type="text"/>	<div style="border: 1px solid black; padding: 5px; background-color: #ffffcc;">! If providing information, please provide a phone number</div>

Out of State Contact Information

This page can be used to add information regarding Out of State Contacts for the student.

Note: This page can be selected to “Skip” from displaying to the parent through the Aeries Enrollment Admin console. When skipped the page will no longer display to the parents during the enrollment process.

Out of State Contact Information (Optional)

Please provide information for an out-of-state contact. This information is optional and used for emergency purposes only.

First Name: <input type="text"/>	Last Name: <input type="text"/>	
Relationship to student: Select Relationship: <input type="text"/>		
Primary phone number: ()- - - - <input type="text"/>	Cell phone number: ()- - - - <input type="text"/>	
Work phone number: ()- - - - <input type="text"/>	Extension: <input type="text"/>	
Alternate phone number: ()- - - - <input type="text"/>		
Address: <input type="text"/>		
City: <input type="text"/>	State: Select State: <input type="text"/>	ZIP code <input type="text"/>

Restrained Individual

Restrained Individual

Is there an individual who is restrained from contact with this student by court decree?

No, there is not an individual restrained by court decree

Yes, an individual is restrained by court decree

If a restrained Individual needs to be noted for an enrollment record, the parent should select the **Yes, an individual is restrained by court decree** option. If this option is selected, additional fields will display on the page to add information about the restrained individual.

No, there is not an individual restrained by court decree
 Yes, an individual is restrained by court decree

Please provide as much information about the restrained person as possible.

First Name: Last Name:

Relationship to student:

Mailing Address:

City: State: ZIP Code:

Primary phone number: Cell phone number:
(Example: 8884877555) *(Example: 8884877555)*

Local Physician Information

The **Local Physician Information** page is an optional page to show during the enrollment process. The system defaults this page to display. If a district does not want this page to display to the parents, the Aeries Admin console has an Optional page area where this page can be set to "Skip". When the "Skip" option is enabled the parent will no longer see this page during the enrollment process.

Note: If this page is displayed during the enrollment process, the parent will be required to fill in the information on the page before being able to continue with the enrollment process.

Local Physician Information

Please provide as much information about the student's local physician as possible. If you are new to the area and do not have a physician for the student you may want to ask a next door neighbor for the name of a physician, or enter a nearby hospital or clinic.

First Name: Last Name:

Name of medical facility:

Medical facility address:

Primary phone number: Cell phone number:
(Example: 8884877555) *(Example: 8884877555)*

Work phone number: Extension:
(Example: 8884877555)

Alternate phone number:
(Example: 8884877555)

Emergency Contacts

The **Emergency Contacts** page has the option to add up to four emergency contacts. This page requires that information is filled in for at least one emergency contact before the parent can proceed with the enrollment process.

Emergency Contacts

Please provide up to four emergency contacts other than the parent/guardian entered on the previous screens.

Emergency contact #1:

First Name: <input type="text" value="Paul"/>	Last Name: <input type="text" value="Abbott"/>	
Relationship to student: <input type="text" value="Father"/>	Do you want this contact to have portal access? <input type="text" value="Yes"/>	
Mailing Name: <input type="text" value="Paul Abbott"/>		
Address: <input type="text" value="1 Main Street"/>		
City: <input type="text" value="Anaheim"/>	State: <input type="text" value="California"/>	ZIP Code: <input type="text" value="92806"/>
Primary phone number: <small>(Example: 8884877555)</small> <input type="text" value="8883245363"/>	Cell phone number: <small>(Example: 8884877555)</small> <input type="text"/>	
Work phone number: <small>(Example: 8884877555)</small> <input type="text"/>	Extension: <input type="text"/>	
Alternate phone number: <small>(Example: 8884877555)</small> <input type="text"/>	Email address: <input type="text" value="Paul@example.com"/>	
Employer: <input type="text"/>		
Employer Address: <input type="text"/>		

The Emergency Contact page has a question “**Do you want this contact to have portal access?**” Next to the question is a **Help** icon. The Help icon when hovered over can display Help text with an explanation of what the question refers to. This Help hover text first needs to be set up in the Aeries Enrollment Admin console.

Emergency contact #1:

First Name: <input type="text" value="Paul"/>	Last Name: <input type="text" value="Abbott"/>
Relationship to student: <input type="text" value="Father"/>	Do you want this contact to have portal access? <input type="text" value="Yes"/>
Mailing Name: <input type="text" value="Paul Abbott"/>	
Address: <input type="text"/>	

Checking allow portal access will permit access to student data on the districts' portal website for this contact.

Health Survey

The **Health Survey** page can be used to list any medical conditions. Comments can also be added.

Note: This page can be selected to "Skip" from displaying to the parent through the Aeries Enrollment Admin console. When skipped the page will no longer display to the parents during the enrollment process.

Health Survey

Please provide a list of any medical conditions this student has by selecting a medical condition from the drop down selection and click add. You may provide additional information about the condition in the comment area.

Medical Condition	Comment	Action
Allergy - moderate	Inhaler when needed.	<input type="button" value="Remove"/>

<input type="text" value="Allergy - bee sting (threatening)"/>	<input type="text" value="Enter any comments or notes regarding this condition here."/>	<input type="button" value="Add"/>
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Immunization Information

The **Immunization Information** page can be used to list Immunization information and dates given.

Note: This page can be selected to "Skip" from displaying to the parent through the Aeries Enrollment Admin console. When skipped the page will no longer display to the parents during the enrollment process.

Immunization Information

Please provide a list of all immunization dates by entering the date given and selecting the vaccine type from the drop down selection and click add.

The information you supply will be ordered by immunization type and date.

Vaccine type	Date given	Action
DTP Boost	02/05/2004	<input type="button" value="Remove"/>

<input type="text" value="MMR"/>	<input type="text" value="2"/>	<input type="text" value="5"/>	<input type="text" value="2004"/>	<input type="button" value="Add"/>
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Other District Enrollments

The **Other District Enrollments** page allows the parent to add any information regarding the student's previous school enrollments. The Other District Enrollment page first asks **"Has this student previously attended a school in the United States?"** If a Yes response is selected, the parent will be prompted to enter the date the student was first enrolled in any K-12 school in the United States.

A second question will then display, **"Has this student previously attended a school in California?"** and will provide date input fields. If Yes is selected for this second question, a third question will display for the parent to answer.

The third question asks **"Has this student previously attended a school in this school district?"** If this question is answered with the Yes option, the parent will be asked **"What was the most recent date this student attended this district?"** and date input fields will display. They will also be asked **"What was the most recent school attended at this district?"** A drop down list of school names will be available for the parent to select from.

Other District Enrollments

Has this student previously attended a school in the United States?

No, this student has not attended a school in the United States
 Yes, this student has attended a school in the United States

What date did the student first enroll into any K-12 school in the United States?

2 4 2003

Has this student previously attended a school in California?

No, this student has not attended a school in California
 Yes, this student has attended a school in California

What date did the student first enroll into any California school?

2 5 2003

Has this student previously attended a school in this school district?

No, this student has not attended this district before.
 Yes, this student has attended this district before.

What was the most recent date this student attended this district?

Month Day Year

What was the most recent school attended at this district?

Screaming Eagle High School

Additionally, the Other District Enrollments page asks for previous school information for the student. Previous school enter and leave dates as well as District and school name can be added here.

Previous School #1:

<p>Enter Date: Month <input type="text"/> Day <input type="text"/> Year <input type="text"/></p> <p>Enter Grade: Select Grade Level <input type="text"/></p> <p>District Contact Name: <input type="text"/></p> <p>Phone Number: (Example: 8884877555) <input type="text"/></p> <p>Fax Number: (Example: 8884877555) <input type="text"/></p>	<p>Leave Date: Month <input type="text"/> Day <input type="text"/> Year <input type="text"/></p> <p>Leave Grade: Select Grade Level <input type="text"/></p> <p>Was this student expelled? <input type="text"/></p> <p>Was this student in special education? <input type="text"/></p> <p>Was this student on a 504 plan? <input type="text"/></p>
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Authorizations

If **Authorization** questions are enabled for the parent to view, they will be required to answer each Authorization question.

Authorizations


Allow Internet Use?

Release of Student Transcripts?

If the parent clicks Next without having answered all Authorization questions, they will be prompted to select an option.

Allow Internet Use?

Release of Student Transcripts?


 Please select an option x


Documents

When the documents page is enabled by a district, the parent will be able to view and download documents pertaining to enrollment. The following is an example of the documents page the parent will see during the enrollment process.

Documents

Please review all attached documents and print a copy for your records.


 **School Handbook**
This is the School Handbook.


 **School Phone Listing** *Required
This is the phone listing information for the district.

If there is a required document and the parent clicks on the Next button without downloading the required document the following message will display and the required document will turn pink. The parent will need to download the required document before Aeries Enrollment will allow them to continue to the next step in the enrollment process.

Documents

Please review all attached documents and print a copy for your records.

 **School Handbook**
This is the School Handbook.

 **School Phone Listing**
This is the phone listing information for the district.

*Required

Please download all required documents.

PreviousNext

Supplemental Questions

If **Supplemental Questions** are enabled for the parent to view, they will be required to answer each Supplemental question.

Supplemental Questions

Records Release?

Choose an option

Yes

No

Choose an option ▼

If the parent clicks Next without having answered all Supplemental questions, they will be prompted to select an option.

Records Release?


Choose an option

▼

Internet Use?

Choose an option

▼

 Please select an option x

After all information has been entered the following screens will display for the parent to review. Any information that displays an **Edit** button can be edited **before clicking on the Finish and Submit** button.

Enrollment Confirmation

Below is a summary of information collected for this student enrollment. Click the edit button on any section that needs a correction. If everything appears correct, click the **finish button** below to finalize this enrollment. A printer friendly page will be provided for your records.

Enrollment ID: 57

Enrollment Information(changes can only be made at the school)	
Enrollment completed by: Allan Abbott audebon@hotmail.com	Enrollment Year: 2012
Student's First Name: Allan	Student's Nick Name: Al
Student's Middle Name: Michael	Student's Last Name: Abbott
Student's Suffix:	Student's Birthday: 5/5/1998
Grade: 10th	Street: 1065 Pacificcenter Drive
Unit:	City: Anaheim
Zipcode: 92806	State: California
Assigned school: Screaming Eagle High School (999) 555-9994 6336 Eagle Crag Lane Eagle Rock, 95994	Prefered school: N/A


General Student Information	
Student's gender Male	Home phone: (888) 888-1234
Student's mobile phone: (888) 888-1235	Student's email address: allan@example.com
Country Student was born in: United States Of America	State Student was born in: California
City Student was born in: Anaheim	
Student Hispanic or Latino: No	Race(s) of student: Declined to state/Unknown
Highest parent education level: College Graduate	

When the Enrollment is completed the data will be submitted by clicking the mouse on the **Finish and Submit** button. After clicking on the button an email will be sent to the school to notify that a new enrollment is ready to be reviewed. The **Print** button will print out a copy of the enrollment information for the parent.

Enrollment Confirmation

Please print two copies of this page, a copy for the school and one for yourself. You will need to bring a copy of this confirmation page as well as immunization records, birth certificate and proof of residency.

Please contact the school to schedule an appointment.



AeriesSIS

Eagle Unified School District