









Family Guide to New Student Online Enrollment

NOTE: This online enrollment process will take about 20-30 minutes. Please be prepared to have all required information listed below to finish this online enrollment process.






<p style="text-align: center;">WEBSITE</p> <p>Go to Sylvan District student online enrollment website</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; background-color: #4a7ebb; color: white; padding: 2px 10px; display: inline-block;">Enroll A New Student</p> <p style="margin-top: 5px;">https://sylvan.asp.aeries.net/enrollment/</p> </div>
<p style="text-align: center;">SELECT SCHOOL YEAR</p> <p>2021 - 2022 Pre-Enrollment</p>	<div style="border: 1px solid black; padding: 5px;"> <p style="text-align: center; font-size: small;">Please select a year to enroll for</p> <div style="border: 1px solid #ccc; padding: 2px; margin-top: 5px;"> 2021 - 2022, Pre-Enrollment ▼ </div> </div>
<p style="text-align: center;">REQUIRED INFORMATION</p> <p>Required to complete the registration process.</p>	<p>Required information:</p> <ul style="list-style-type: none"> Student's Legal Name (as shown on birth certificate) Language, race and ethnicity information A valid address within school district boundaries Parent/Guardian's home/work phone and address. Name and phone number of emergency contacts. Name, address and district of previous school, if applicable. Documents listed below
<p style="text-align: center;">DOCUMENTS NEEDED FOR ENROLLMENT</p> <p>Bring these documents to your residence school to complete the enrollment process.</p> <p>Bring in all documents that are uploaded for verification</p>	<p><u>Documents Needed for Enrollment:</u></p> <ul style="list-style-type: none"> Original Certified Birth Certificate - BRING IN Immunization record including: - BRING IN <ul style="list-style-type: none"> Hepatitis B Vaccine Varicella Vaccine (chickenpox) or health-care provider documentation of immunity - 2 Varicella doses required Proof of physical exam or appointment scheduled for an exam (for enrolling kindergarten students, exams dated after 3/1/21 also meet the 1st grade physical exam requirement) Proof of residency (2) <i>Must be a valid address within the Sylvan District boundaries.</i> <ul style="list-style-type: none"> Current Utility Bill(s) with Parent/Guardian name (required) 2nd Verification may include, but are not limited to: property tax bill or rental property contract/lease. Proof of Oral Health Exam or appointment scheduled
<p style="text-align: center;">CREATE ACCOUNT</p>	<p>Create new account Please provide your email address and a password to create a new account.</p>

<p>Create account</p> <ul style="list-style-type: none"> • Parent name • Parent email • Password 	<p>Your Name: <input type="text"/></p> <p>Email address: <input type="text"/></p> <p>Password: <input type="text"/></p> <p>Re-type Password: <input type="text"/></p>
<p>STUDENT NAME</p> <p>Put in student information:</p> <p>Legal First Name</p> <p>Legal Last Name</p> <p>Birthdate (which will automatically populate the grade level)</p>	<p>Student's legal first name: <input type="text"/></p> <p>Student's nick name (optional): <input type="text"/></p> <p>Student's legal middle name (optional): <input type="text"/></p> <p>Student's legal last name: <input type="text"/></p> <p>Student's suffix: <input type="text"/></p> <p>Student's Birthdate: <input type="text"/> Month <input type="text"/> Day <input type="text"/> Year</p> <p>The grade level will be confirmed by the school office staff.</p> <p>Please select a grade level or program to enroll this student in: <input type="text"/></p>
<p>STUDENT ADDRESS</p> <p>Put in Address - Must be a valid address within Sylvan District boundaries.</p>	<p>Resident Address Street Address (example, "123 Main Street"): <input type="text"/></p> <p>Unit or Apartment Number: <input type="text"/></p> <p>City: <input type="text"/></p> <p>Student's Home ZIP Code: <input type="text"/> - <input type="text"/></p> <p>State Student lives in: <input type="text"/></p> <p>Use residence address above as mailing address? <input checked="" type="radio"/> Yes <input type="radio"/> No, use a different address for mail</p>

<p>SELECT SCHOOL</p>	<p>Your selected school will be verified by Sylvan District school site staff.</p> <p>Below are two ways for you to determine if your home resides within Sylvan District and what school your child should attend.</p> <p>You MUST select your school of residence as identified on either of the sources below.</p> <p>You can access our school site's boundary maps - here.</p> <p>You can look up your residence schools by address here.</p> <p>Please select the school you are enrolling for:</p> <p>Select School: <input type="text"/></p>
<p>ACCOUNT CREATED</p>	<p> Your account has been created and needs to be verified. Please check your email and follow the instructions to finish enrollment. If you do not receive the email, please check your spam or junk mail folder.</p>
<p>ACTIVATE ACCOUNT</p> <p>Activating email for new account:</p> <p>Check e-mail account to "Activate Account"</p> <p>E-mail comes from Aeries Online Enrollment:</p> <p>Enrollment <aeriesreports@aeries.net></p>	<p>Email Subject: Sylvan Union School District - Aeries Online Enrollment</p> <p>Message: Thank you for using Aeries Online Enrollment. Once your account is activated, you will be able to continue editing your student's information. To activate your account Click Here -- If this link does not work, copy and paste this url into your browser: (you will receive a unique link for your account)</p> <p style="text-align: center;">Within e-mail: To activate your account Click Here</p>
<p>NEW ACCOUNT EMAIL VERIFICATION</p> <p>Click on "Next"</p>	<p>Your browser will open to sylvan.asp.aeries.net and the following will display:</p> <div style="text-align: center;">  <p>New account email verification</p> <div style="border: 2px solid green; border-radius: 15px; padding: 10px; display: inline-block; margin: 10px 0;">  Thank you for verifying your email address. Click "Next" to begin the enrollment process. </div> <p>Next</p> </div>

<p>MY ACCOUNT</p> <p>Under Pending Enrollments click on RESUME next to the child you are enrolling.</p> <p>You can also change your email or password on this screen.</p> <p>If you have a new student to enroll, click on “Enroll a New Student”</p>	<p style="text-align: center;">MY ACCOUNT</p> <div style="text-align: center;">  <p>Please complete the enrollment process for each individual student before adding any additional students.</p> </div> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr style="background-color: #2c5e8c; color: white;"> <th colspan="3">Pending Enrollments</th> </tr> <tr style="background-color: #e0e0e0;"> <th style="width: 50%;">Student</th> <th style="width: 30%;">Started</th> <th style="width: 20%;">Options</th> </tr> </thead> <tbody> <tr> <td>Sample Student</td> <td>01/08/2021</td> <td style="text-align: right;"> <input type="button" value="Resume"/> </td> </tr> </tbody> </table>	Pending Enrollments			Student	Started	Options	Sample Student	01/08/2021	<input type="button" value="Resume"/>
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<p>ACCOUNT SETTINGS & COMPLETING PROCESS</p> <p>New online student enrollment process will require an estimated 15-30 minutes.</p> <p>You will be able to click on “Previous” if you need to go back to a previous page and make changes.</p>	<p>In the top right hand corner you can choose the following:</p> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">My Account</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Change Email</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Change Password</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">Logout</div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px; text-align: center;"> Select Language </div> <div style="border: 1px solid #ccc; padding: 5px; margin-bottom: 5px;">English</div> <div style="border: 1px solid #ccc; padding: 5px;">Español</div>									
<p>UNABLE TO COMPLETE PROCESS AND NEED TO FINISH LATER?</p>	<p>At the top of the screen click on the  and all pages of the enrollment process will display.</p> <p>A green “check” will display for the pages that are complete.  If the circle does not have a check then that page still needs information.</p> <p>If you are unable to complete this process at one sitting, you may choose to FINISH LATER, and resume the process at a later time by logging into your account using your email address and password.</p> <p>At the bottom of the pages displayed click on:</p> <div style="text-align: center; margin-top: 10px;"> <input style="background-color: #c00; color: white; padding: 5px 15px; border: none;" type="button" value="Finish Later"/> </div>									
<p>GENERAL STUDENT INFORMATION</p> <p>RACE & ETHNICITY</p>	<p><i>If you choose "Yes, Hispanic or Latino" under "Is this student Hispanic or Latino?" please choose "Decline To State" under "What is the race of this student?" if no other options apply.</i></p> <p><i>The enrollment process will not let you continue without making a choice under "Race." Thank you.</i></p>									

	<p>Is this student Hispanic or Latino?</p> <p> <input type="radio"/> Decline To State <input type="radio"/> No, not Hispanic or Latino <input checked="" type="radio"/> Yes, Hispanic or Latino </p> <p>What is the race of this student? You may select up to five.</p> <table border="0"> <tr> <td><input type="checkbox"/> American Indian or Alaskan Native</td> <td><input type="checkbox"/> Asian Indian</td> </tr> <tr> <td><input type="checkbox"/> Black or African American</td> <td><input type="checkbox"/> Cambodian</td> </tr> <tr> <td><input type="checkbox"/> Chinese</td> <td><input checked="" type="checkbox"/> Decline to state</td> </tr> <tr> <td><input type="checkbox"/> Filipino</td> <td><input type="checkbox"/> Guamanian</td> </tr> <tr> <td><input type="checkbox"/> Hawaiian</td> <td><input type="checkbox"/> Hmong</td> </tr> <tr> <td><input type="checkbox"/> Japanese</td> <td><input type="checkbox"/> Korean</td> </tr> <tr> <td><input type="checkbox"/> Laotian</td> <td><input type="checkbox"/> Other Asian</td> </tr> <tr> <td><input type="checkbox"/> Other Pacific Islander</td> <td><input type="checkbox"/> Samoan</td> </tr> <tr> <td><input type="checkbox"/> Tahitian</td> <td><input type="checkbox"/> Vietnamese</td> </tr> <tr> <td><input type="checkbox"/> White</td> <td></td> </tr> </table>	<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 type="checkbox"/> Chinese	<input checked="" type="checkbox"/> Decline to state	<input type="checkbox"/> Filipino	<input type="checkbox"/> Guamanian	<input type="checkbox"/> Hawaiian	<input type="checkbox"/> Hmong	<input type="checkbox"/> Japanese	<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"/> Vietnamese	<input type="checkbox"/> White	
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<p>PARENT INFORMATION</p> <p>COMMUNICATION IMPORTANT: All communication from your child’s teacher, school and district will be done through the Aeries Portal using Aeries Communications.</p>	<p>Complete for parent/guardian associated with the child.</p> <p>This is a very important feature that all parents/guardians need to have access to for updating important student information, communication from teachers, schools and the District. In addition, at the beginning of the school year this is how families are provided teacher assignments for their child.</p> <p>Choose “Yes” for access to Aeries Communications</p> <p>Allow Access to Aeries Portal for school communication, grades and attendance. ?</p> <p>Yes ▼</p>																				
<p>EMERGENCY CONTACTS</p> <p>Please provide up to 4 emergency contacts other than the parent/guardian entered on the previous screens.</p>	<p>If your child’s school is not able to get hold of a parent/guardian in an emergency, it is best if you can provide at least one additional emergency contact.</p>																				
<p>HEALTH SURVEY</p> <p>Please provide a list of any medical conditions your child 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</p>	<p>Complete only if your child has a medical condition.</p> <p>If your child wears glasses or uses hearing aids, please indicate here.</p> <p>There is a drop down menu of choices.</p>																				

<p>area.</p>	
<p>DOCUMENT UPLOADS</p> <p>To expedite the process, you will have the option to upload documents to complete this enrollment process.</p> <p>You can access the following documents on our district website to upload: #2 Home Language Survey #3 Report of Health Exam #4 Oral Health Assessment</p>	<p><u>Documents Needed for Enrollment:</u></p> <ul style="list-style-type: none"> • Original Certified Birth Certificate • Immunization record including: <ul style="list-style-type: none"> ▪ Hepatitis B Vaccine ▪ Varicella Vaccine (chickenpox) or health-care provider documentation of immunity - 2 Varicella doses required • Proof of physical exam or appointment scheduled for an exam (for enrolling kindergarten students, exams dated after 3/1/21 also meet the 1st grade physical exam requirement) • Proof of residency (2) <i>Must be a valid address within the Sylvan District boundaries.</i> <ul style="list-style-type: none"> ▪ Current Utility Bill(s) with Parent/Guardian name (required) ▪ 2nd Verification may include, but are not limited to: property tax bill or rental property contract/lease. • Proof of Oral Health Exam or appointment scheduled
<p style="text-align: center;">CONFIRM</p> <p>Review the information you provided and EDIT if necessary.</p> <p>Once you submit, the school office staff will review the enrollment information and contact you to complete the process.</p>	<p style="text-align: center;">CONFIRM</p> <p>A summary of information collected for your child’s enrollment will display. Review the information to ensure it is correct. If needed, please click the edit button on any section that needs a correction. If you edit a screen you will be asked to Save and Return.</p> <p>If the information above is correct, click Finish and Submit. After clicking this no further changes can be made online.</p> <p style="text-align: center;"></p> <p>You may choose to Print or Enroll Another Student or Logout.</p> <p style="text-align: center;"> </p> <p>Scroll to the bottom of the screen and click on either:</p> <p style="text-align: center;"> </p>
<p style="text-align: center;">REQUIRED FORMS</p> <p>You also have the option to complete required forms and bring them to the school office</p>	<p>Visit https://sylvan-ca.schoolloop.com/enrollmentdocuments to access these forms.</p> <ol style="list-style-type: none"> 2. Home Language Survey 3. Report of Health Exam for School Entry (doctor fills out) 4. Oral Health Assessment Form