

El Dorado Union High School District Online Enrollment Guide

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An Introduction to Aeries Online Enrollment

Welcome to the El Dorado Union High School District Online Enrollment. Online enrollment allows you to quickly start the process of registering your child for school. Information about your child such as emergency contacts, medical, and language information will be collected.

The online process typically takes between 20-30 minutes. Upon completion of the online registration, the student's information is electronically sent to the school, but registration is not complete until all required documentation is verified. You can access Aeries Online Enrollment by clicking <u>HERE</u> or visit the webpage at

https://eduhsd.aeries.net/enrollment/.

Information about Aeries Online Enrollment:

- This is not for students currently enrolled in the El Dorado Union High School District.
 Pacific Crest Academy and Independence High School need to be contacted directly for registration and enrollment. Please click <u>HERE</u> to access our website for our schools and their contact information.
- Aeries Online Enrollment System is designed for pre-enrolling new students to the district. To pre-enroll your student, you will be required to create a new student enrollment account.
- Please note, that this is not Aeries Parent Portal. If you have a child currently attending a school in the district, do not attempt to use this platform. This is for new students only.
- After creating your enrollment account, you will be able to navigate through the online system with clear instructions and enter student information with ease. You may log out at any point during the process and log in later to resume the pending enrollment session.
- Please read directions on all screens as there is important information provided to ensure a smooth enrollment for your student. Within these instructions, links are provided to specific EDUHSD web pages and registration documents.

If you need assistance, please visit our website by clicking <u>HERE</u> or visit the website at https://www.eduhsd.k12.ca.us/. Additionally, you may contact Student Services at (530) 622-5081 x7224 or your home school for further support.

Creating an Aeries Online Enrollment Account

Aeries Online Enrollment allows a parent/guardian to start the registration process and provide information such as emergency contacts, medical, and language information.

To begin the process, select a language (English or Spanish) to view Aeries Online Enrollment and then click on the **Enroll a New Student** button.

Welcome to Aeries Online Enrollment

El Dorado Union High School District



Welcome to the El Dorado Union High School District Online Enrollment. Online enrollment allows you to quickly start the process of registering your student for school. Information about your student such as emergency contacts, medical, and language information will be collected. The online enrollment process typically takes between 20-30 minutes. If you are unable to complete the process in one sitting, you may log out and resume the process at a later time.

Please do NOT use this application if your student is already actively enrolled in one of our schools.

Note: Pacific Crest Academy and Independence High School will need to be contacted directly for enrollment.

Please click **HERE** to access our website for our schools and their contact information.

To use the system:

- · You must have a valid email address.
- You must have a valid address within the El Dorado Union High School District <u>boundaries</u>.
 - If your address is outside district boundaries, please contact Student Services at (530) 622-5081 x7229.
 - If you reside in a "Dual Enrollment" boundary in which you have the option of two schools, please contact Student
 Services with your school of preference if you have not already at (530) 622-5081 x7229. If you do not provide your
 preferred school by January 31, 2024, one will be assigned for your student.

To get started enrolling a new student click on "Enroll a New Student" below.

Upon completion of the online enrollment, the student's information is electronically sent to the school, but enrollment is not complete until all required documentation is verified.

If you need assistance, please visit our website by clicking <u>HERE</u>. Additionally, you may contact Student Services at (530) 622-5081 x7224 or your home school for further support.

Language

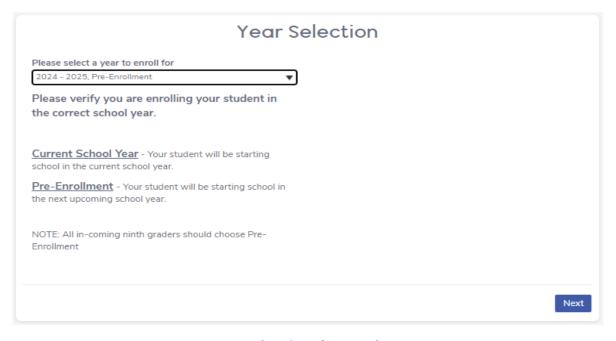
● English ○ Español

Login

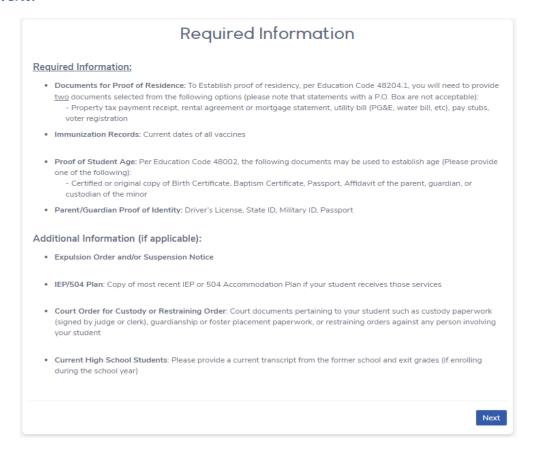
Enroll A New Student

The **Year Selection** screen will provide the option to enroll for the **Current School Year** or **Pre-Enrollment** (if available) for the upcoming school year.

Please verify you are enrolling your student in the correct school year.

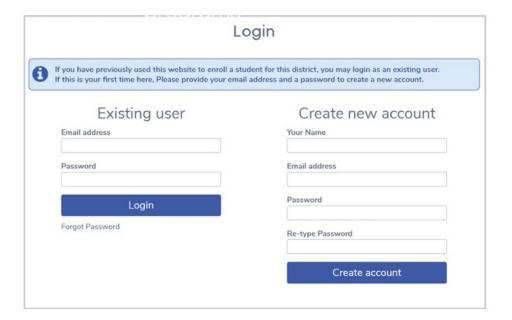


After making a year selection, the **Required Information** screen will display the documents necessary to complete the enrollment process. After reviewing the information, click on **Next**.



To Use The System:

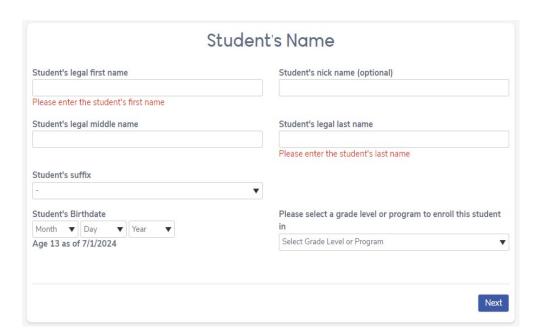
- You must have a valid address within the El Dorado Union High School District boundaries.
 - o If your address is outside district boundaries, please contact Student Services at 530-622-5081 x 7229.
- You must have a valid email address.
- You may need to use a computer to complete this process. The Online Enrollment system does not work as well with mobile or notebook devices.



Please note: You will be prompted to agree to the **Terms of Service** that you are the Parent/Guardian of the student you are enrolling, all registration information submitted is accurate and truthful, and you will maintain the accuracy of this information.



Student Name and Information



Please make sure to provide the name of your student as written on their birth certificate.

After the student's birthdate is entered, it will display a calculation of the student's current age and grade level based on the birth date provided.

Student Address

<u>NOTE:</u> The enrollment process will not be able to continue until a valid address is entered that is within the El Dorado Union High School District **boundaries**.

If you do not currently live within our district **boundaries** and would like to attend one of our schools, please contact Student Services at (530) 622-5081 x7229.

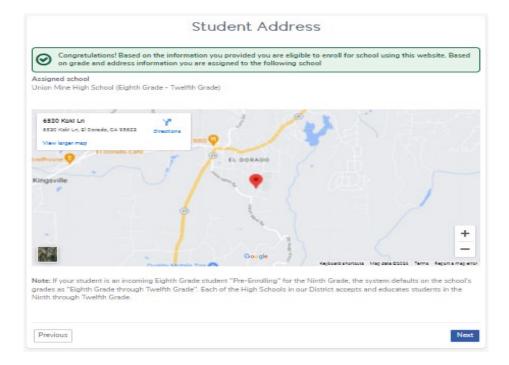
If you reside in a "Dual Enrollment" boundary in which you have the option of two schools, please contact Student Services with your school of preference if you have not already at (530) 622-5081 x7229. If you do not provide your preferred school by January 31, 2024, one will be assigned for your student.

Please provide the residential address where your student is currently residing in the **Student Address** section.

	Student Address
	Please enter the residential address where your student is currently residing.
NOTE:	The enrollment process will not be able to continue until a valid address is entered that is within the El Dorado Union High School District boundaries .
If you	u do not currently live within our district <u>boundaries</u> and would like to attend one of our schools, please contact Student Services at (530) 622-5081 x7229.
	a "Dual Enrollment" boundary in which you have the option of two schools, please contact Student Services of preference if you have not already at (530) 622-5081 x7229. If you do not provide your preferred school by January 31, 2024, one will be assigned for your student.
Resident	Address
Street Address Enter address	
Unit or Apartment	t Number
Student's Home Z	
State Student live: California	s in
Use residence add	ress above as mailing address? erent address for mail
Previous	Next

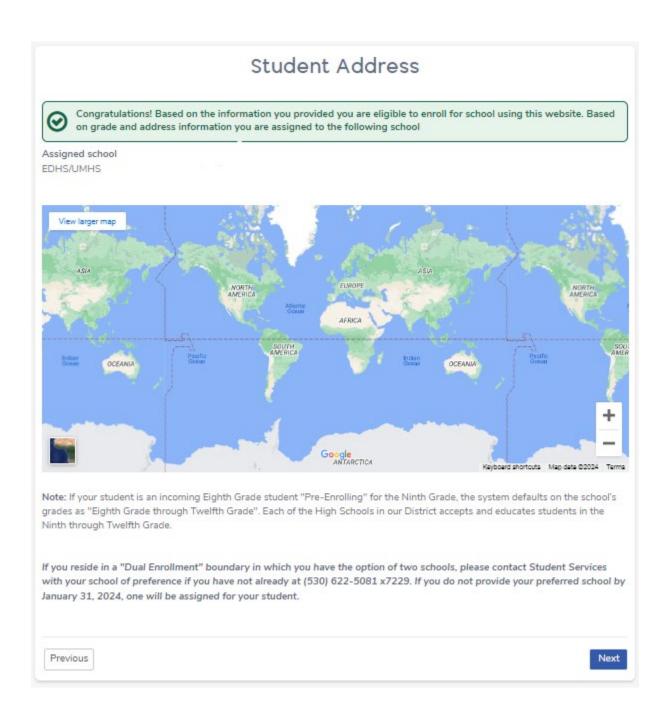
You will receive a message indicating the school your student is eligible to enroll in.

Please click "Next".



If you reside in a "Dual Enrollment" boundary, in which you have the option of two schools, please contact Student Services with your school of preference if you have not already at (530) 622-5081 x7229.

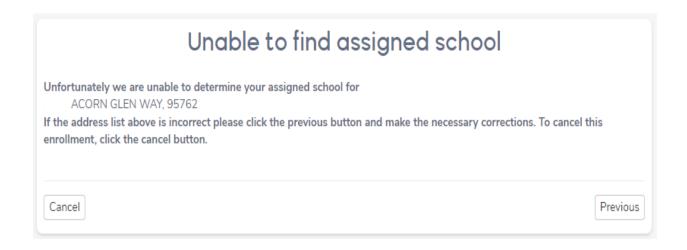
If you do not provide your preferred school by January 31, 2024, one will be assigned for your student.

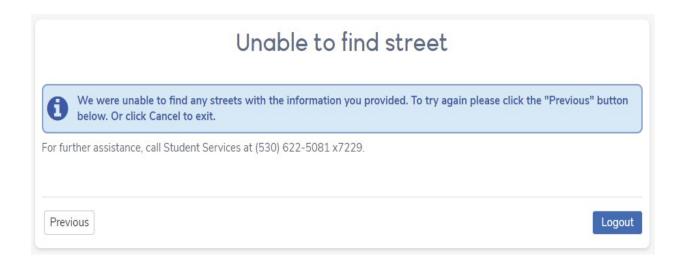


Please click "Next".

Note: The enrollment process will not be able to continue until a valid address is entered that matches an address in the Street table.

If you receive one of the following **error messages** and have verified that the address you listed is correct, please contact Student Services at (530) 622-5081 x7229 for further assistance and to complete the online enrollment process.





Account Created

Once your address has successfully been verified and your student has been assigned to a school, you will receive a message indicating that your account has been created. The remainder of the process will require approximately 15-30 minutes. You may log out and resume at any time.

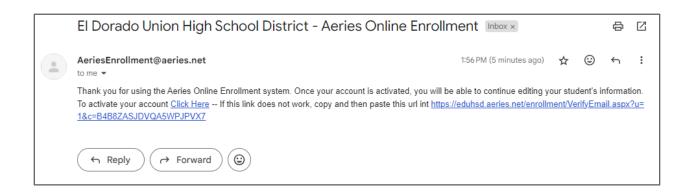
Account Created



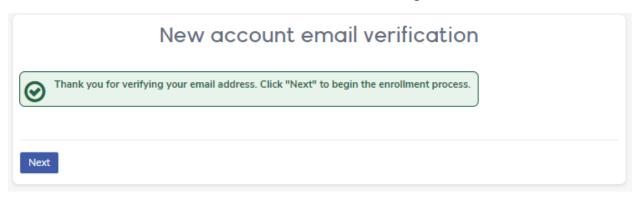
Your account has been created but needs to be verified. Please check your email and follow the instructions to finish enrollment.

If you do not receive the email, please check your spam or junk mail folder.

Note: You will need to log into your email address and look for the email titled "El Dorado Union High School District - Aeries Online Enrollment" sent from AeriesEnrollment@aeries.net. This email will contain a link that will need to be clicked on for Account Authorization.

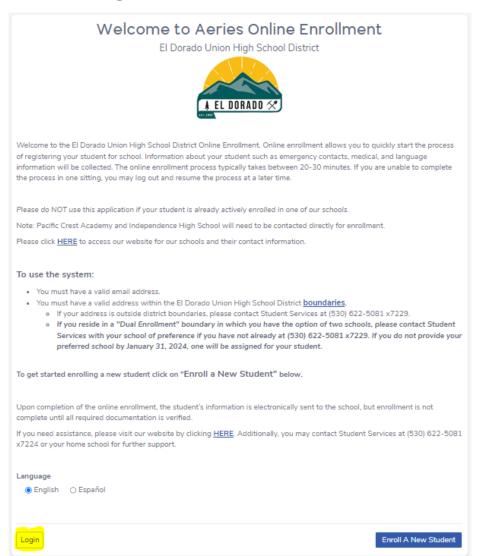


Once verified, you will receive a **New Account Email Verification**. Please click "**Next**" to continue the Online Enrollment process.



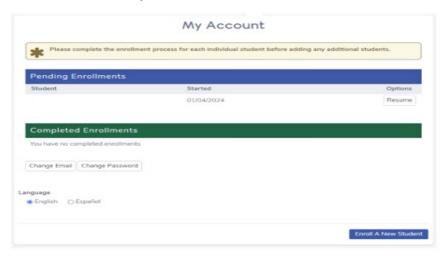
You may also re-enter **Aeries Online Enrollment** at any time by clicking <u>HERE</u> or visiting the webpage at <u>https://eduhsd.aeries.net/enrollment/</u>.

Click on **Login** to continue the Online Enrollment process.



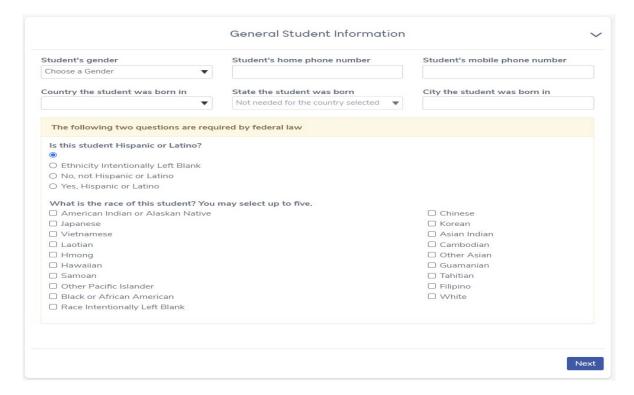
This will display the **My Account** page which has both Pending and Completed Enrollment applications in your account. Click on **Resume** to continue.

Tip: You will be able to use the stored information (parent/guardian information, emergency contacts, etc.) should you need to enroll more than one student.



Student Information

Please answer the following questions about your student. Certain answers are required to proceed with the enrollment process.

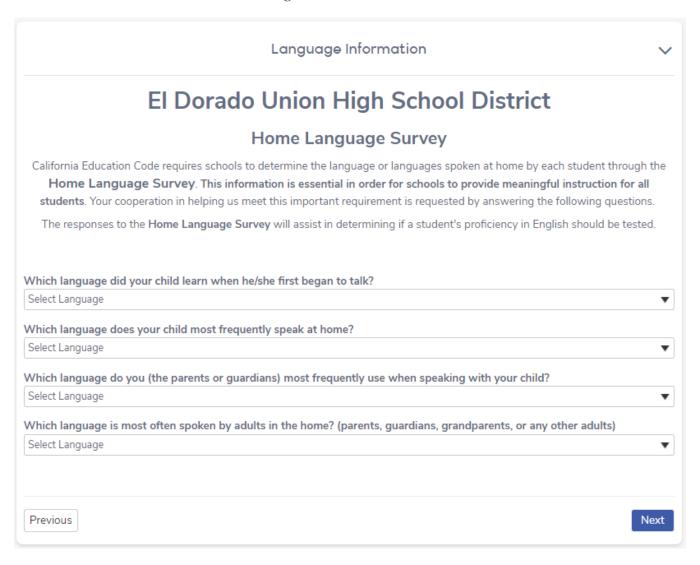


Note: Federal law requires a response to the student's race and ethnicity.

Home Language Survey

California Education Code requires schools to determine the language or languages spoken at home by each student through the **Home Language Survey**. This information is essential in order for schools to provide meaningful instruction for all students. Your cooperation in helping us meet this important requirement is requested by answering the following questions.

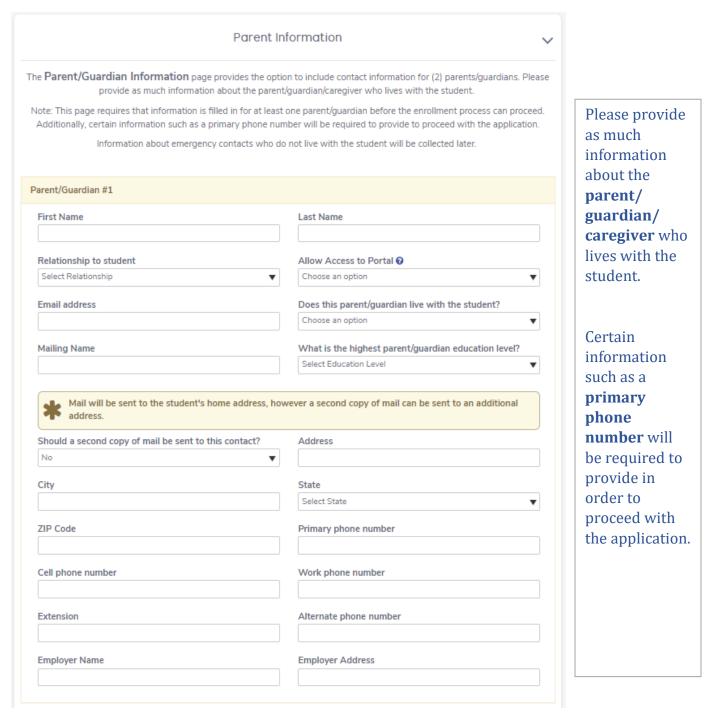
The responses to the Home Language Survey will assist in determining if a student's proficiency in English should be tested.



Parent/Guardian Information

The **Parent/Guardian Information** page provides the option to include contact information for 2 parents/guardians.

Note: This page requires that information is filled in for at least one parent/guardian before the person can proceed with the enrollment process.

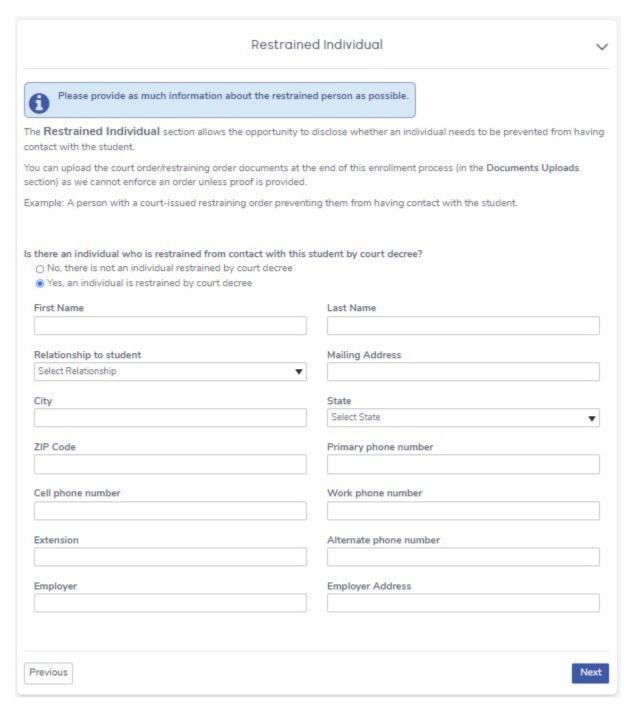


Information about emergency contacts who do not live with the student will be collected later.

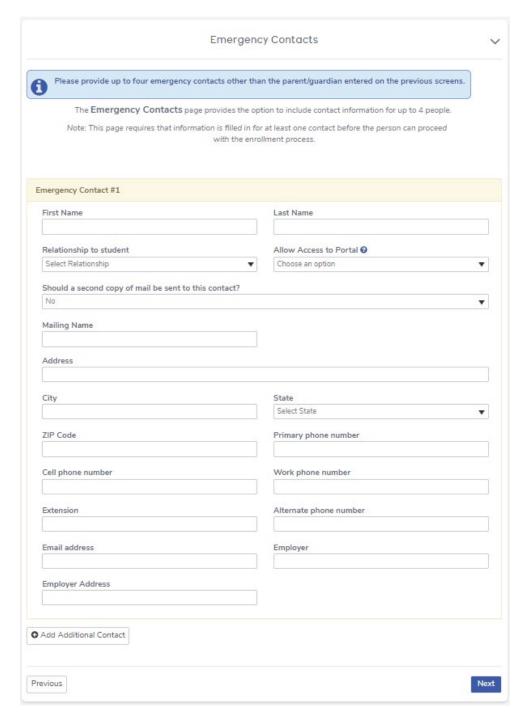
The **Restrained Individual** allows the opportunity to disclose whether an individual needs to be prevented from communicating with the student.

You can upload the court order/restraining order documents at the end of this enrollment process (in the **Documents Uploads** section) as we cannot enforce an order unless proof is provided.

Example: A person with a court-issued restraining order preventing them from having contact with the student.



Emergency Contacts



The **Emergency Contacts** page has the option to add up to four emergency contacts (and not reentering the information for the parent/guardian).

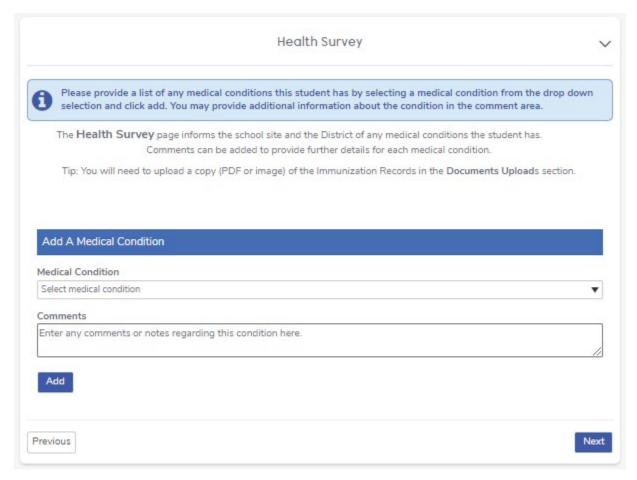
This page requires that information is filled in for at least one emergency contact before the system will proceed with the enrollment process.

Student Medical Information

The **Health Survey** page informs the school site and the District of any medical conditions the student has.

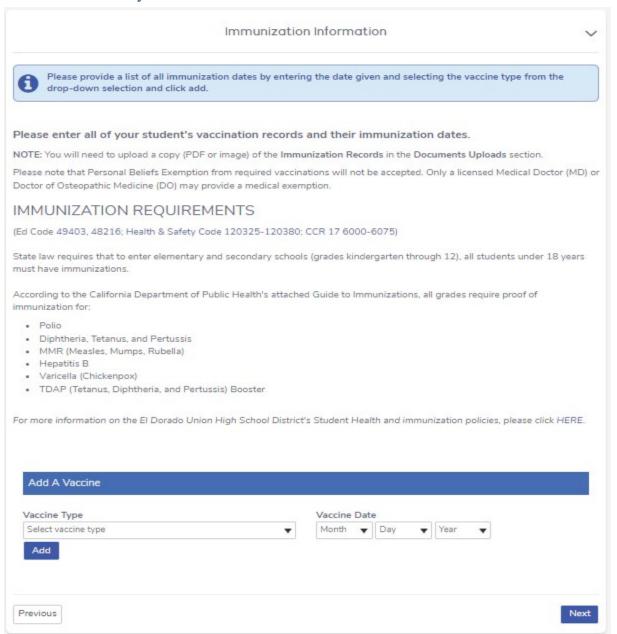
Comments can be added to provide further details for each medical condition.

Visit the **Health Services** section of our website at https://www.eduhsd.k12.ca.us/Student-Success/Health-Services/index.html for immunization requirements, medication release forms, and other resources.



Immunization Information

Please enter all of your child's vaccination records and the immunization dates.



Tip: You will need to upload a copy (PDF or image) of the **Immunization Records** in the **Documents Uploads** section.

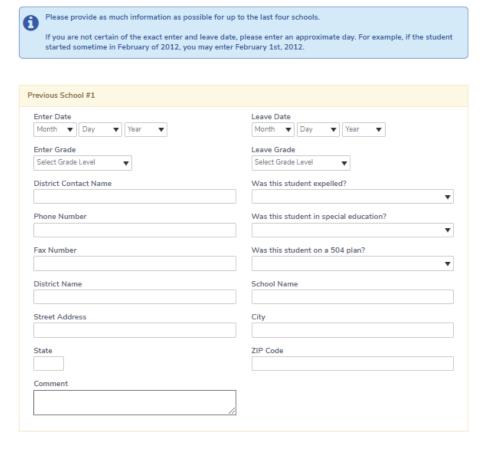
Please note that Personal Beliefs Exemption from required vaccinations will not be accepted. Only a licensed Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO) may provide a medical exemption.

The Other District Enrollments/Previous School section

asks if the student was born in the United States. It will also ask when the student entered the United States.



Additionally, this page allows the parent/guardian to add any information regarding the student's **previous school enrollments** for grade Transitional Kindergarten (TK)-12.



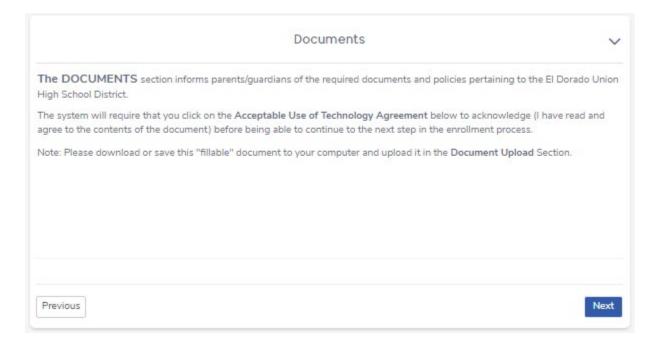
Note: Please provide as much information as possible.

Documents

The **Documents** section informs the parent/guardian of the required documents and policies pertaining to The El Dorado Union High School District.

These documents will require the parent/guardian to click on each document to acknowledge (I have read and agree to the content of the document) before being able to continue to the next step in the enrollment process.

Acceptable Use of Technology Agreement notifies both parent/guardian and students on the guidelines for the Code of Conduct to have access to the Internet through their district-provided technology devices.



The **Authorizations** page requires you choose "Yes" or "No" to the terms of the Acceptable Use of Technology Agreement.

Reminder: Please upload this document in the **Document Upload** section.

Documents Upload

Required Information

Required Information:

- Documents for Proof of Residence: To Establish proof of residency, per Education Code 48204.1, you will need to provide
 two documents selected from the following options (please note that statements with a P.O. Box are not acceptable):
 - First document for proof of residency: Property tax payment receipt, rental agreement or mortgage statement
 - Second document for proof of residency: Utility bill (PG&E, water bill, etc), pay stubs, voter registration
- · Immunization Records: Current dates of all vaccines
- Proof of Student Age: Per Education Code 48002, the following documents may be used to establish age (Please provide one of the following):
 - Certified or original copy of Birth Certificate, Baptism Certificate, Passport, Affidavit of the parent, guardian, or custodian of the minor
- · Parent/Guardian Proof of Identity: Driver's License, State ID, Military ID, Passport

Additional Information (if applicable):

- · Expulsion Order and/or Suspension Notice
- . IEP/504 Plan: Copy of most recent IEP or 504 Accommodation Plan if your student receives those services
- Court Order for Custody or Restraining Order: Court documents pertaining to your student such as custody paperwork
 (signed by judge or clerk), guardianship or foster placement paperwork, or restraining orders against any person involving
 your student
- Current High School Students: Please provide a current transcript from the former school and exit grades (if enrolling during the school year)

Next

Tip: The
Parent/Guardian/
Caregiver will be
able to access
uploaded documents
(from a previous
enrollment) when
enrolling another
student on the Aeries
Online Enrollment
application.

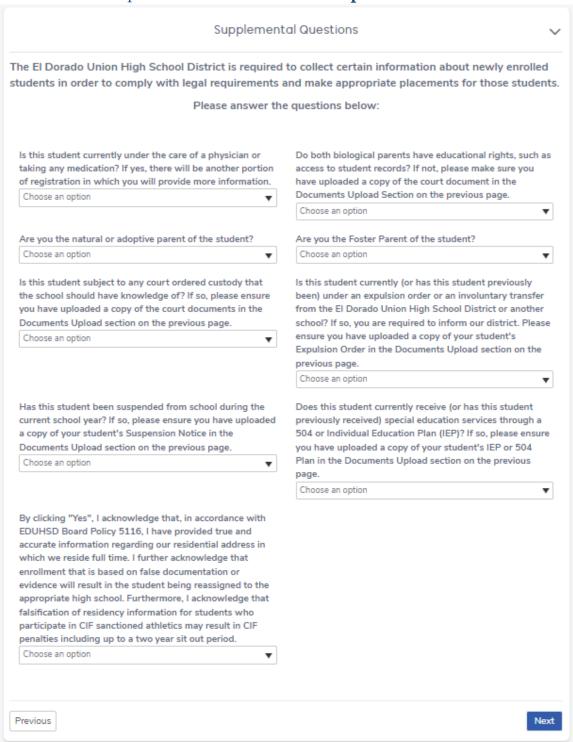
These documents will appear in the Document Uploads section, and click (Add to this registration) to upload for the new student.

Example:

Proof of Residence	Required
Please upload one of the following documents as proof of residency: Property tax payment receipt, rental a mortgage statement.	agreement or
Files Select documents	

Supplemental Questions

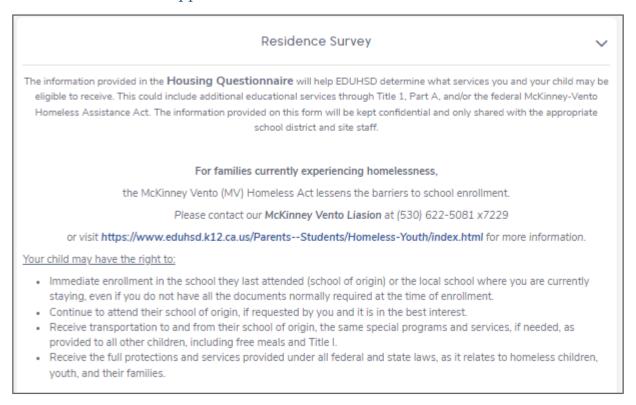
The Supplemental Questions page is a required part of Online Registration. Please answer all questions. Please make sure all documents to accompany the questions below have been uploaded in the **Documents Upload** Section.



The Resident Survey/Housing Questionnaire identifies

students who **may be eligible for additional educational services** through Title 1, Part A and/or federal McKinney-Vento Homeless assistance. For more information, visit the Child Welfare and Attendance website at https://www.eduhsd.k12.ca.us/Parents--Students/Homeless-Youth/index.html.

Please read the following descriptions and select where the student is currently living. This information will be used to determine whether your child qualifies for any additional assistance, resources and support.







Housin	g Status	
Presently,	are you and/or your family living in any of the following situations?	
	Temporary Shelter Staying in a shelter (family shelter, domestic violence ⇒ shelter, youth shelter) or Federal Emergency Management Agency (FEMA) trailer.	
	Hotels/Motels Temporarily living in a motel or hotel due to loss of housing, economic hardship, natural disaster, or similar reason.	
	Shared Housing Sharing housing with other(s) due to loss of housing, economic hardship, natural disaster, lack of adequate housing, or similar reason.	
	Unsheltered Living in a car, park, campground, abandoned building, or other inadequate accommodations (i.e. lack of water, electricity, or heat).	
(☐ Permanent Single-Home Living in a single-home residence that is permanent.	
Your child	or children may have the right to:	
you	Immediate enrollment in the school they last attended (school of origin) or the local school where you are currently staying, even if you do not have all the documents normally required at the time of enrollment.	
• Cont	Continue to attend their school of origin, if requested by you and it is in the best interest.	
	Receive transportation to and from their school of origin, the same special programs and services, if needed, as provided to all other children, including free meals and Title I.	
	Receive the full protections and services provided under all federal and state laws, as it relates to homeless children, youth, and their families.	

For families currently experiencing homelessness, the McKinney Vento (MV) Homeless Act lessens the barriers for school enrollment.

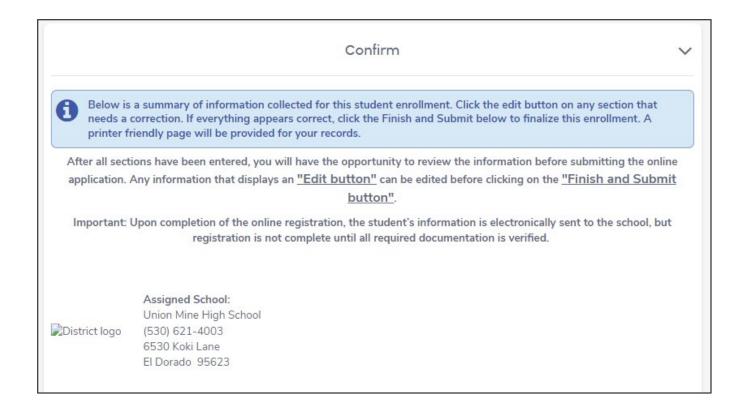
Contact our McKinney Vento Liasion at (530) 622-5081 x7229 or visit our website at https://www.eduhsd.k12.ca.us/Parents--Students/Homeless-Youth/index.html for more information.

The Family Military Survey asks whether at least one parent/guardian is actively serving in the United States Armed Forces. Please answer the question and click "Next".



Confirming An Application and Next Steps

After **all** sections have been entered, you will have the opportunity to review the information before submitting the online application. Any information that displays an **Edit** button can be edited before clicking on the **Finish and Submit** button.



Important: Upon completion of the online registration, the student's information is electronically sent to the school, but registration is not complete until all required documentation is verified.

The **Print** button will print out a copy of the submitted enrollment information for the parent/guardian.

Please allow 1-2 days for the school site to review the information.

For more information on registration and enrollment at the El Dorado Union High School District: https://www.eduhsd.k12.ca.us/Parents--Students/Registration/index.html

Website: https://www.eduhsd.k12.ca.us/

Phone: (530) 622-5081

Address: 4675 Missouri Flat Road, Placerville, CA 95667

