

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 HERE 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 <u>Aeries Online Enrollment is NOT the Aeries Parent Portal</u>. Aeries Online Enrollment is a different platform, therefore your login credentials for your Aeries Parent Portal will not work for Aeries Online Enrollment. All families will need to create a new Aeries Online Enrollment account to enroll their incoming student.
- If you have a child currently attending a school in the district, do not attempt to use this platform for that student. This is for new incoming students only. Upon our district finalizing all new students' registration over the summer, your Aeries Parent Portal accounts will include all of your students enrolled in our district.
- 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 high schools. This is for incoming students only.

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:

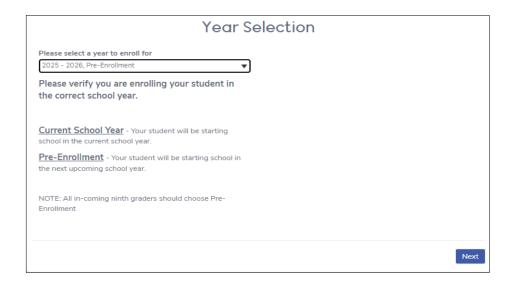
- You must have a valid email address.
- Aeries Online Enrollment is not your Aeries Parent Portal. You will need to set up a new Aeries Online Enrollment account with new login credentials.
- You must have a valid address within the El Dorado Union High School District boundaries.
 - o If your address is outside district boundaries, please contact Student Services at (530) 622-5081 x7229.
 - o 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 February 7, 2025, one will be assigned for your student.

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

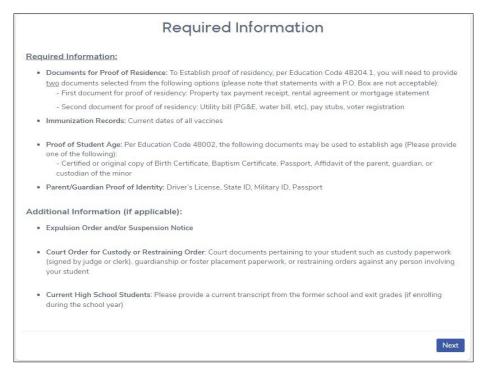
Login	Enroll A New Student
Language © English	
If you need assistance, please visit our website by clicking <u>HERE</u> . Additionally, you may contact Student Se x7224 or the registrar at your home school for further support.	rvices at (530) 622-5081
complete until all required documentation is verified.	em omnerie is not

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.



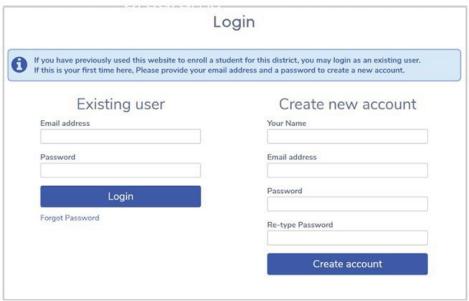
After making a year selection, the Required Information screen will display the documents necessary to complete the enrollment process. After reviewing the information,



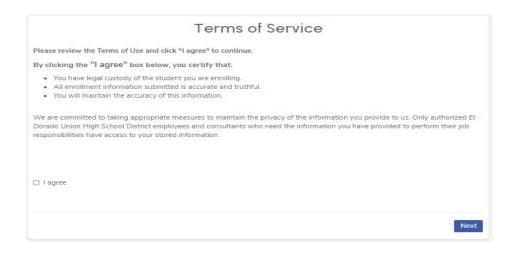
Click on Next.

To Use The System:

- You must have a valid address within the El Dorado Union High School District boundaries.
 - If your address is outside district boundaries, please contact Student Services at 530-622-5081 x 7229.
- You must have a valid email address.
- Aeries Online Enrollment is not your Aeries Parent Portal. You will need to set up a new Aeries Online Enrollment account with new login credentials.
- 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.

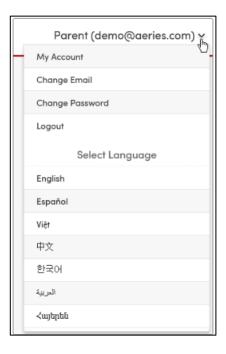


Please note: You will be prompted to agree to the Terms of Service that you are the Parent/Guardian of the student you are enrolling, all registration information submitted is accurate and truthful, and you will maintain the accuracy of this information.

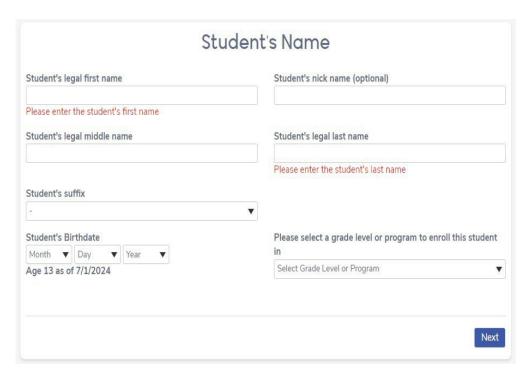


The Aeries Online enrollment menu provides access to:

- My Account will return the user to their account page, which lists pending and complete registration information.
- Change Email: Provides a way for the user to change the email address associated with their account.
- Change Password: Provides a way for the user to change their account password.
- Logout: Allows the user to log out of their current session. When the user logs in again, their enrollment will resume at the step of the enrollment process they were last in.
- Select Language: Allows the user to select the preferred language available to complete the registration process.



Student Name and Information



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

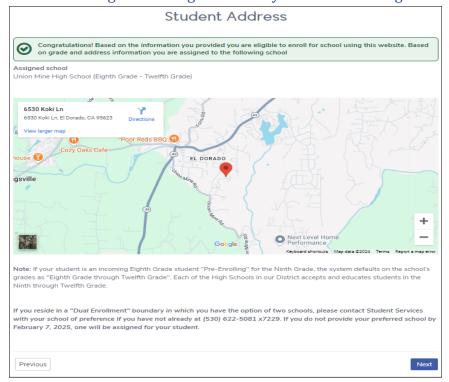
After the student's birthdate is entered, it will display a calculation of the student's current age and grade level based on the birth date provided.

Student Address

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 <u>boundaries</u> .
If you 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.
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 February 7, 2025, one will be assigned for your student.
Resident Address
Street Address
Enter address
Unit or Apartment Number
City
Student's Home ZIP Code
State Student lives in
California ▼
Use residence address above as mailing address?
No. use a different address for mail O No. use a different address for mail
O 10, use a uniform decreas IVI IIIUII
Previous

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

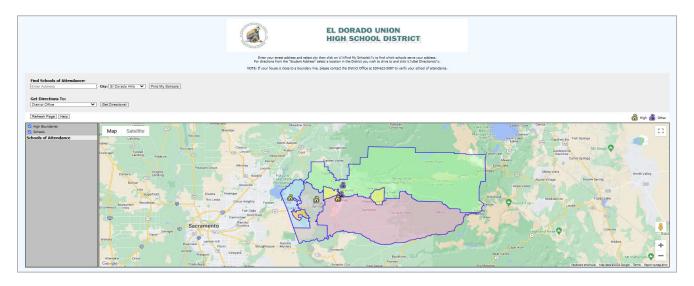


Please click "Next".

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**.

https://www.schoolworksgis.com/EDUHSD/schoollocator.html



If you receive an **error message** 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.

If you are in a **housing transition**, please contact Student Services at (530) 622-5081 x7229 for further assistance, support, and to complete the online enrollment process.

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 February 7, 2025, one will be assigned for your student.

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.

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.



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



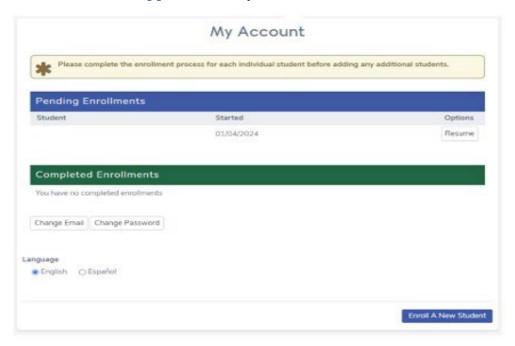
Please click on the "Click Here" Link to activate your account.

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

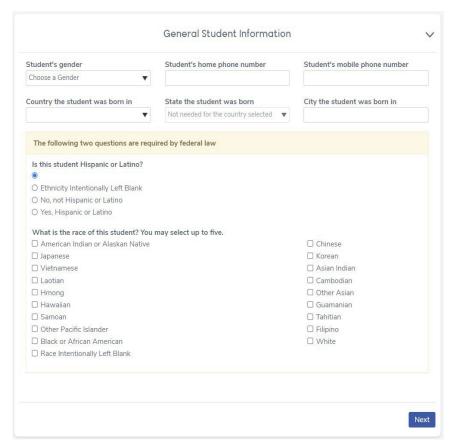


You may also re-enter **Aeries Online Enrollment** at any time by clicking <u>HERE</u> or visiting the webpage at <u>https://eduhsd.aeries.net/enrollment/</u>.

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



Student Information, Cont.



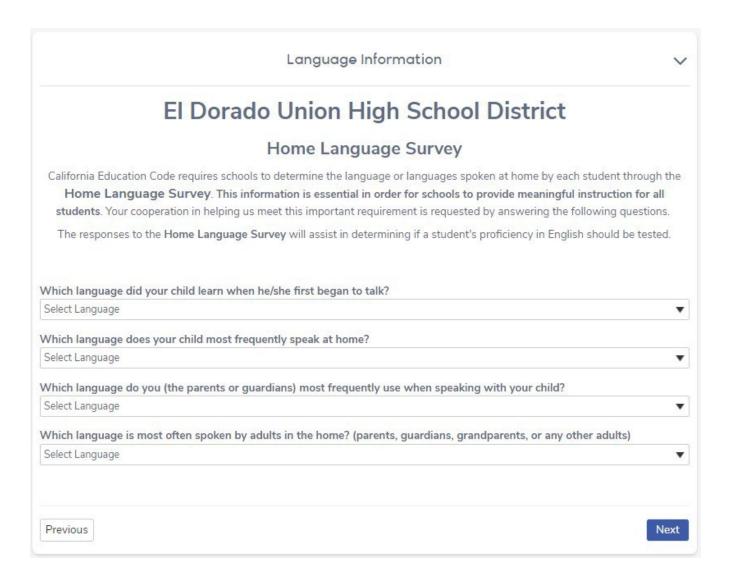
Please answer the following questions about your student. Certain answers are required to proceed with the enrollment process.

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.

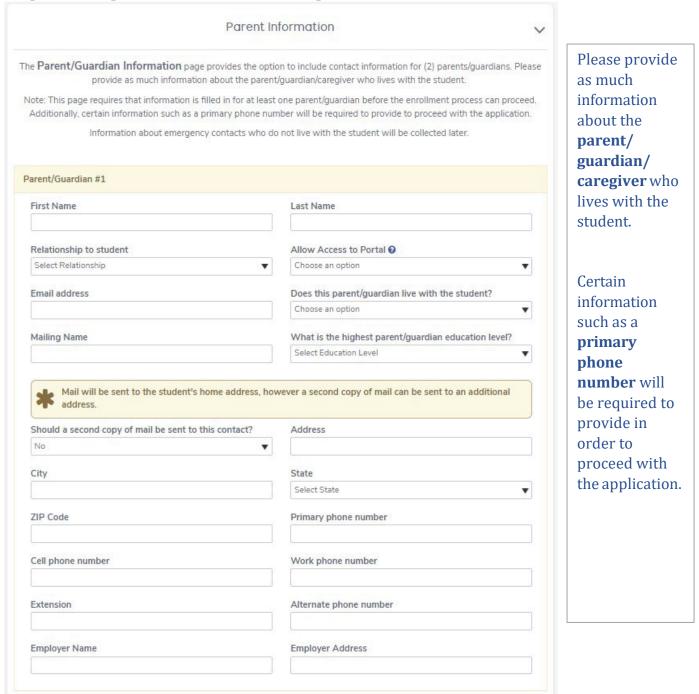
The responses to the Home Language Survey will assist in determining if a student's proficiency in English should be tested.



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.

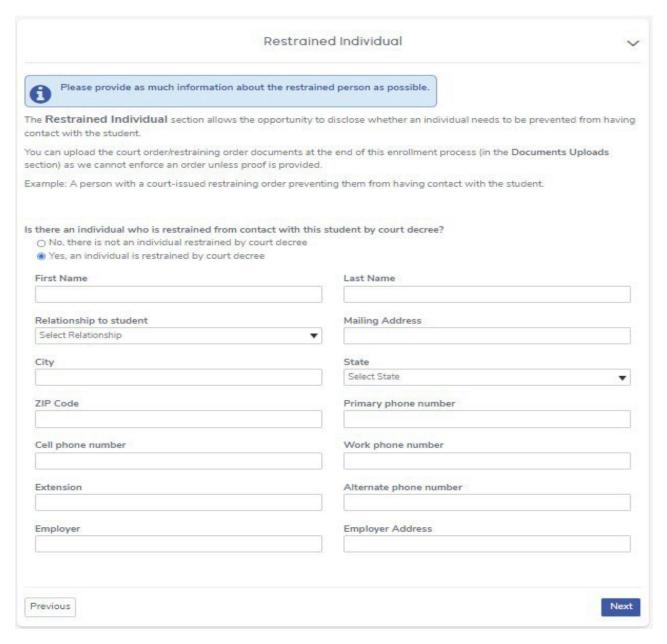


Information about emergency contacts who do not live with the student will be collected later.

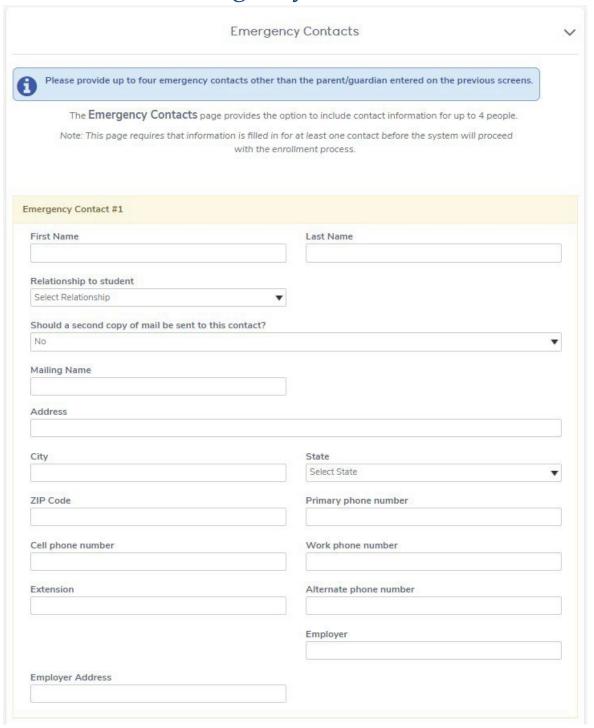
The Restrained Individual allows the opportunity to disclose whether an individual needs to be prevented from communicating with the student.

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).

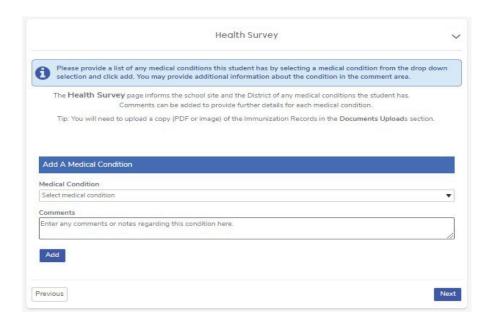
This page requires that information is filled in for at least one emergency contact before the system will proceed with the enrollment process.

Student Health Information

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

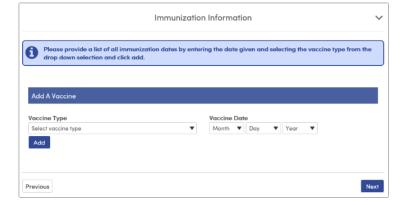
Comments can be added to provide further details for each medical condition.

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.



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

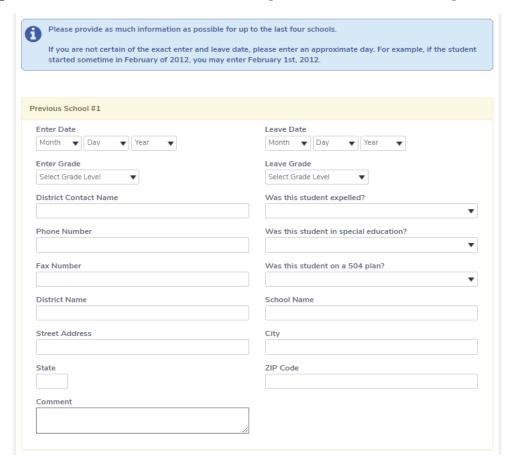
Please note that Personal Beliefs Exemption from required vaccinations will not be accepted. Only a licensed Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO) may provide a medical exemption.



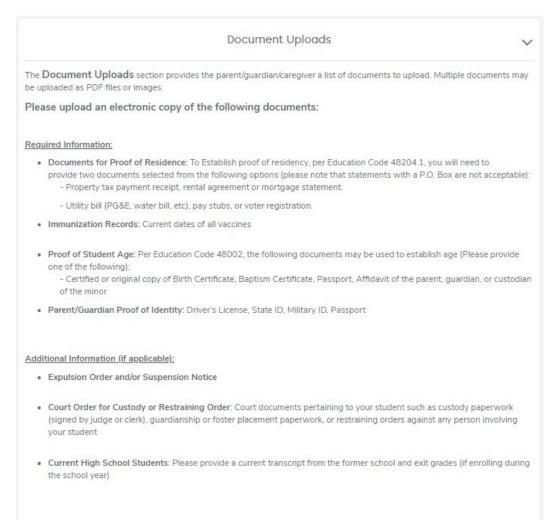
The Other District Enrollments/Previous School section asks if the student was born in the United States. It will also ask when the student entered the United States.



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



Documents Upload



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.

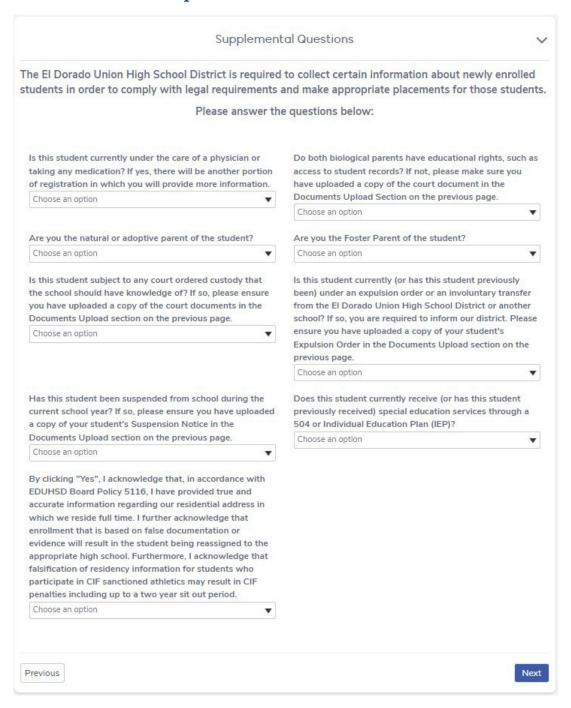
These documents will appear in the Document Uploads section, and click (Add to this registration) to upload for the new student.

Example:

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

Supplemental Questions

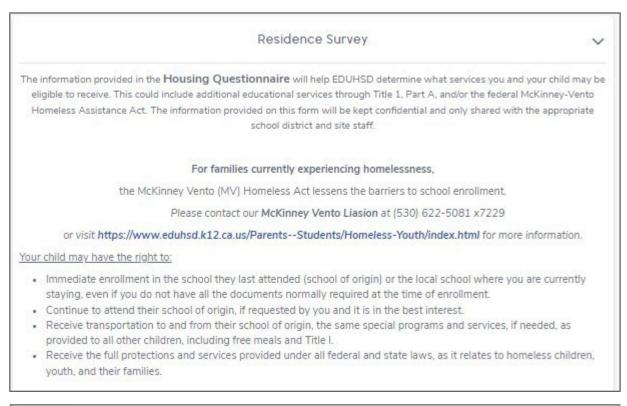
The Supplemental Questions page is a required part of Online Registration. Please answer all questions. Please make sure all documents to accompany the questions below have been uploaded in the **Documents Upload** Section.



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.



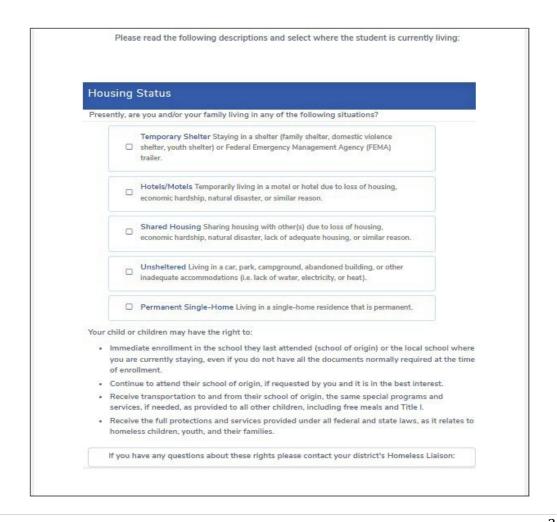




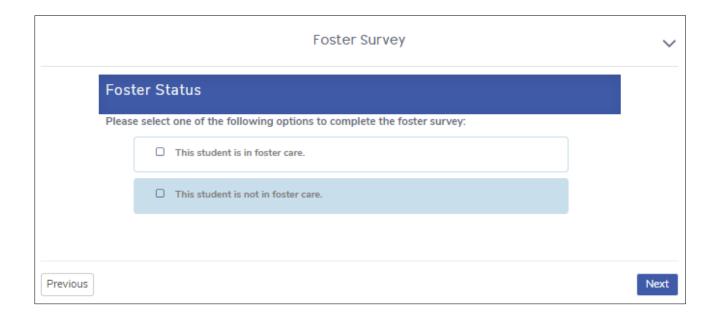
For families currently experiencing homelessness,

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.



Please respond if this student is in foster care.

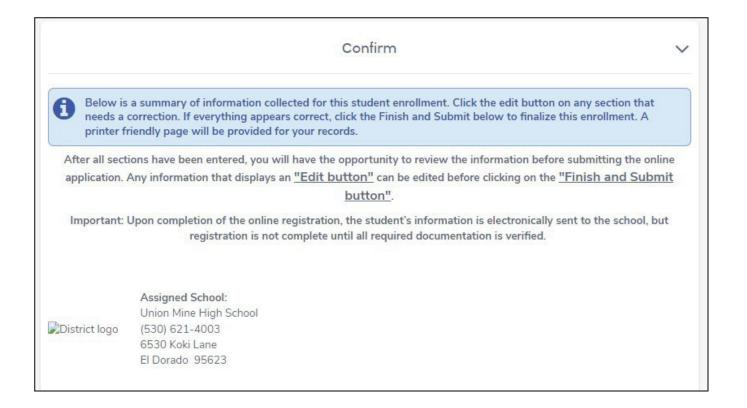


The Family Military Survey asks whether at least one parent/guardian is actively serving in the United States Armed Forces. Please answer the question and click "Next".



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 x7224

Address: 4675 Missouri Flat Road, Placerville, CA 95667

