



## Online Enrollment Guide for Parents

MHUSD is now using Aeries Online Enrollment for new students. The system allows parents 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. The parent can then complete the enrollment process by bringing the online confirmation page, along with required documents to the school office.

To begin, click on the [MHUSD Online](#) link found on school and district websites and select **Online Enrollment**.



### Creating an Online Enrollment Account

Online enrollment consists of three parts: 1) creation of an online enrollment account; 2) enrolling the student; and 3) submission of required documents to the assigned school. On the **Online Enrollment Welcome** page, select a language to view Aeries Enrollment in and then click the mouse on the **"Enroll a New Student"** button.

A screenshot of the Aeries Online Enrollment Welcome page. The page has a white background with a blue header containing the Aeries logo and "Online Enrollment". Below the header, it says "Welcome to Aeries Online Enrollment". The main content area contains several paragraphs of text explaining the enrollment process, including instructions on how to start, login, and a note about address verification. At the bottom, there are two buttons: "Enroll A New Student" and "Login". To the right of the main content area, there is a blue sidebar with the Morgan Hill Unified School District logo and name. At the bottom of the sidebar, there is a language selection menu with "English" and "Español" options, and a blue arrow pointing to it.

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

**Year Selection**

Please select a year to enroll for.

2016 - 2017, Current School Year ▼

Please select the year your child will begin school.

To enroll for the **Fall**, select **2017-18** school year.

To begin **school immediately**, select the **2016-17** school year.

**Next**

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

**Required Information**

 Print this page

To enroll a new student, you will be required to provide various information. Please make sure you have this information available before continuing. If you do not have this information available, please return when you do.

After enrolling a new student, you will have the option to re-use certain information for enrolling additional students.

**Required information:**

- A valid address within school district boundaries
- Emergency contact information
- School enrollment history to date (for any grades attended)

**After completing the online enrollment process, the following information will need to be provided to the school office or District Enrollment Center:**

- Student's birth certificate or passport
- Student's immunization records
- Proof of residence (utility bill, escrow papers, copy of lease/rental agreement or an affidavit of residency)

To continue, click next.

**Next**

This will take you to the **Login** screen. Here, you can create a new account. After your account has been created, you can return to this page to login to an existing account to complete an existing enrollment record or to add additional students.

The screenshot shows the 'Login' page for Morgan Hill Unified School District. On the left, there is a section for existing users with fields for 'Email address' and 'Password', and a 'Login' button. On the right, there is a section for creating a new account, with a 'Create new account' button highlighted by a purple box. Below this, there are fields for 'Your Name', 'Email address', 'Password', and 'Re-type Password', followed by a 'Create account' button. A purple arrow points to the 'Create account' button. The right side of the page features the Morgan Hill Unified School District logo and name.

After the **Create Account** button is selected a **Terms of Service** screen will display. After you read the terms, the **"I agree"** box must be selected in order to continue. Click **Next**.

The screenshot shows the 'Terms of Service' page for Morgan Hill Unified School District. It features a scrollable text area titled 'Privacy and Security Policy' with the following text: 'Please read this policy and make sure you understand it. It explains our commitment to protecting the privacy and security of the information gathered by the MHUSD online enrollment system, how the information is used, and with whom the information is shared. By continuing to use this system you will be deemed to have accepted our Privacy Policy. Maintaining the privacy of your family's personal information is at the core of our business. We are committed to taking appropriate measures to maintain the privacy of information you submit to us. We will not sell or rent your information to anyone, or let anyone use it except if you have authorized its use. We are especially sensitive of the need to protect information concerning children. Protecting the identity and privacy of children is an important undertaking and a high priority for the Morgan Hill Unified School District. Only those MHUSD employees and consultants who need the information you have provided to the database to perform their job responsibilities are authorized to have access to your stored information.' Below the text area, there is an unchecked checkbox labeled 'I agree' with a purple arrow pointing to it, and a 'Next' button with a purple arrow pointing to it. The right side of the page features the Morgan Hill Unified School District logo and name.

On the **Student's Name** page, the Student's Name, Birthdate and Grade will be required. The grade field will auto-populate based on the birthdate entered, but can be overridden if the incorrect grade is shown. After the information has been completed, click **Next**.

Student's Name

Student's legal first name:  
Jane

Student's nick name (optional):

Student's legal middle name:

Student's legal last name:  
Smith

Student's suffix:  
-

Student's Birthdate:  
2 3 2011 Age: 6

Pre-school students will be enrolled through their school of residence, but may attend another school for their specialized program. You will be notified by the district office or school office of the school of attendance after the enrollment process has been completed.

Note: Your assigned home school is determined by your address, however, if you are enrolling your child after the first day of school, your child's grade level may be full. In this situation, enrollment may not be guaranteed at that school for the current school year. In the event that the grade level is full, your child will be assigned to another MHUSD school for the remainder of the school year or until an opening occurs at your home school. If you have any questions about this process, please contact your school office or the District Enrollment Center.

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

Next

On the **Student Address** page, the resident and mailing address information will be required. Our system will display a drop down menu of possible "validated" addresses as you type. If your address is shown, select it. **Note: If your address is not found, you can contact your assigned school who will ensure your address is verified and added to our system, and you will be able to return to the online enrollment process.** After information has been completed, click **Next**.

Student Address

Resident Address  
Street Address (example, "123 Main Street"):  
1487 Santa Ines Way (Morgan Hill 95037)

City:

Student's Home ZIP Code:

State Student lives in:  
California

Use residence address above as mailing address?  
 Yes  
 No, use a different address for mail

Previous Next

If your address is currently in our system, you will receive confirmation of your assigned school. This is known as your school of residence. Placement in the school of residence is not guaranteed. A student may be placed at another school as a result of limited space or special program participation.

If you wish to attend a school other than your school of residence, you will need to complete a Transfer Request Form. This form is available on the district website or by clicking the link provided on the **Student Address** page. To continue, click **Next**.

**Student Address**

Congratulations! Based on the information you provided you are eligible to enroll for school using this website. Based on grade and address information you are assigned to the following school:

Assigned school  
Nordstrom Elementary School (Grades Preschool to 5th Grade)

Your school is assigned based on your residential address. If you wish to attend a school other than your assigned school, complete the enrollment process and then contact the District Enrollment Center for a Transfer Request Form. You can also obtain this form from the district website by clicking the link below.

[Transfer Request Form](#)

[Previous](#) [Next](#)

After clicking **Next** the **Account Created** screen will display and will send an email to your email address. The email will contain a link you will need to click on to authorize your account.

**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.

After clicking on the link, you will receive a message screen thanking you for verifying your email address. You have now created an Online Enrollment account. Click **Next** to begin the enrollment process or you can return at any time using your email address and password.

After logging in, you will be able to choose to resume an enrollment or view completed enrollments. You can also print the Enrollment Confirmation sheet you will need to provide to the school in order to finalize your student's enrollment.

**My Account**

Veronica Hoyle-Kent (hoylekentv@mhusd.org)

[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	Resume Enrollment
Sean Hoyle	04/13/2017	<a href="#">Resume Enrollment</a>
Fake Student2	05/01/2017	<a href="#">Resume Enrollment</a>
Fake Student3	05/02/2017	<a href="#">Resume Enrollment</a>
Fake Student6	05/03/2017	<a href="#">Resume Enrollment</a>
Nicky Fake Student	05/04/2017	<a href="#">Resume Enrollment</a>
Fake Student13	05/22/2017	<a href="#">Resume Enrollment</a>
Fake Student14	05/23/2017	<a href="#">Resume Enrollment</a>
Fake Student15	05/24/2017	<a href="#">Resume Enrollment</a>
Fake Student16	05/24/2017	<a href="#">Resume Enrollment</a>

**Enrollments completed**

Student	Enrollment Completed	Print Enrollment
Shannon Hoyle	04/10/2017	<a href="#">Print Enrollment</a>
Sean Hoyle	05/24/2017	<a href="#">Print Enrollment</a>
Sean Hoyle	05/24/2017	<a href="#">Print Enrollment</a>

[Logout](#)

### Enrolling a Student

The **General Student Information** page will require information such as gender, place of birth and race/ethnicity. We do not collect student mobile phone numbers and a district email address is generated for the student after enrollment. You can leave these two fields blank.

**General Student Information**

Student's gender:

Student's home phone number:

Student's mobile phone number:

Student's email address:

Country the student was born in:

State the student was born:

City the student was born in:

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.

American Indian or Alaskan Native  
 Black or African American  
 Chinese  
 Filipino  
 Hawaiian  
 Japanese  
 Laotian  
 Other Pacific Islander  
 Tahitian  
 White

Asian Indian  
 Cambodian  
 Decline to State  
 Guamanian  
 Hmong  
 Korean  
 Other Asian  
 Samoan  
 Vietnamese

What is the highest parent education level?

[Next](#)

The **Language Information** page will collect information on which languages the student uses.

**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?  
Spanish

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

What language does this student most frequently use at home?  
English

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

Progress bar shows you how much of the online application you've completed

Enrolling Sean Hoyle  
18% complete  
Finish Later  
Stop and continue later

Previous Next

After clicking **Next**, the **Resident Parent Information** page will display. This page collects information for up to two parents/guardians. Please indicate if the parent/guardian should have access to the Parent Portal. A portal account will be automatically generated upon completion of enrollment. The portal allows parents and guardians to view grades, assignments, attendance and other student information. An email address **MUST** be provided to create a parent portal account. Complete the information and click **Next**.

**Resident Parent Information**

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

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: Veronica  
Last Name: Hoyle-Kent  
Relationship to student: Mother  
Email address: hoyle@test.com  
Allow Access to Portal? Yes  
Does this parent/guardian live with the student? Yes

Will allow parent to view grades, assignments, attendance and more.

Mail will be sent to the student's home address, however a second copy of mail can be sent to an additional address.

Should a second copy of mail be sent to this contact?:  
No

Mailing Name:

Address:  
155 Main Street

City: Morgan Hill  
State: California  
ZIP Code: 95037

Primary phone number: (Example 8884877555) 4085551212  
Cell phone number: (Example 8884877555) 4085551213  
Work phone number: (Example 8884877555) 4085551214  
Extension:

Enrolling Sean Hoyle  
27% complete  
Finish Later  
Stop and continue later

The **Restrained Individual** page allows a parent to indicate if there is an individual who is restrained from seeing the student by court decree. If “Yes” is selected, provide as much information as possible. In addition, a copy of the court decree should be brought to the school with the required documents to complete the enrollment process.

### 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

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)  
 Work phone number:  Extension:   
(Example 8884877555)  
 Alternate phone number:   
(Example 8884877555)  
 Employer:   
 Employer Address:

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Enrolling  
Sean Hoyle

Stop and continue later

The **Local Physician Information** page must be completed to continue with enrollment. If you do not have a family physician, use NA for the First Name, Last Name, and Name of Medical Facility. Use your phone number for the primary telephone number. Click **Next** to continue.

### Local Physician Information

If you do not have a Physician, use "NA" for the First Name, Last Name and Medical Facility and enter your own telephone number for the Primary Phone Number.

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)

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Enrolling  
Sean Hoyle

Stop and continue later

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 proceeding. Complete the information and click **Next** to continue.

The **Health Survey** page can be used to list any medical conditions. If you student is required to take medication at school, the **Medical Instructions from Physician** form should be downloaded in the documents section of the enrollment process. The form must be completed by your physician and brought to the school with the other required documents.

The **Other District Enrollment** page allows you to add any information regarding your student's previous school enrollments. It is important that you list all previous schools. **Note: You can use approximate start and end dates. (Example: If you know your student attended a school in the 2016-2017 school year. You can use 08/01/2016 for the enter date and 06/01/2017 for the leave date.)** Complete the information and click **Next** to continue.

### Other District Enrollments

**Was this student born in the United States?**

No, this student was not born in the United States.  
 Yes, this student was born in the United States.

What date did the student enter the United States?

**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?

**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?

**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.

If this student has previously attended school for grade K thru 12 in another district, please provide as much information as possible for up to the last four schools.

If you are not certain of the exact enter and leave date, please enter an approximate day. For example, if the student started sometime in February of 2012, you may enter February 1st, 2012.

**Previous School #1:**

Enter Date: <input type="text" value="8"/> <input type="text" value="1"/> <input type="text" value="2016"/>	Leave Date: <input type="text" value="6"/> <input type="text" value="1"/> <input type="text" value="2017"/>
Enter Grade: <input type="text" value="Kindergarten"/>	Leave Grade: <input type="text" value="Kindergarten"/>
District Contact Name: <input type="text"/>	Was this student expelled? <input type="text" value="No"/>
Phone Number: (Example 8884877555) <input type="text"/>	Was this student in special education? <input type="text" value="No"/>
Fax Number: (Example 8884877555) <input type="text"/>	Was this student on a 504 plan? <input type="text" value="No"/>
District Name: <input type="text" value="Gilroy Unified School District"/>	School Name: <input type="text" value="Rucker Elementary"/>
Street Address: <input type="text" value="325 Santa Clara Ave"/>	City: <input type="text" value="Gilroy"/>
Country: <input type="text" value="United States Of America"/>	
State: <input type="text" value="California"/>	ZIP Code: <input type="text" value="95020"/>
Comment: <input style="width: 100%; height: 20px;" type="text"/>	

**Previous School #2:**

Morgan Hill Unified School District

Enrolling  
Sean Hoyle

73% complete

Finish Later

Stop and continue later

The **Authorizations** page requires you to answer Yes or No questions. Note: Release of Records to the Military only applies to high schools, regardless of your response. Answer all questions and click **Next** to continue.

### Authorizations

If you need additional information or explanation about the authorizations listed, please contact your school office.

Include in Student Address Directory Listing? If you check "No" your student's contact information will not be released to graduation apparel companies, scholarship organizations and school photographers.

Yes

Use the Internet?

Yes

Release Records to Military? If you check "No" your student's contact information will not be released to branches of the Armed Forces. (Note: Information is released for high school students only.)

No

Photo Use in District Brochures and Press Releases? For more information regarding this, please see "Withhold authorization to film/photograph minors for publications" which is available at the school office or on the District website.

Yes



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Enrolling  
Sean Hoyle

82% complete

Finish Later

Stop and continue later

Previous
Next

The **Documents** page will allow you to view and print documents that are required to complete the enrollment process. You must bring the completed documents, along with Proof of Birth, Proof of Residency, and Proof of Immunizations to your assigned school in order to finalize your student's enrollment. If you are unable to print the documents, you can pick up copies of the forms from the school office. After reviewing and printing your documents, click **Next** to continue.

### Documents

If you are unable to download and/or print the required documents, the forms will be available for you when you visit the school to complete your enrollment.

 **\*Required Documents**  
*These documents are required to complete the enrollment process. Please print, read and sign the documents. Bring them to your assigned school along with Proof of Birth, Proof of Residence, and Proof of Immunization in order to complete the registration process.*

 **\*Required Documents (Documentos Requeridos)**  
*Estos documentos son requeridos para completar el proceso de inscripción. Por favor imprima, lea y firme los documentos. Traiganlos a su escuela designada junto con el certificado de nacimiento, prueba de residencia y prueba de inmunización, (Tarjeta de vacunas) con el fin de completar el proceso de inscripción.*

 **Medical Instructions from Physician**  
*This form should be completed, signed by a physician and turned in to the school health office if your child needs medication at school.*

 **Medical Instructions from Physician (Instrucciones Médicas del Médico)**  
*Este formulario debe de estar completado, firmado por un doctor y entregado de regreso a la oficina de la enfermera de la escuela si su niño necesita medicamentos durante la escuela.*



Morgan Hill Unified School District

Enrolling  
Sean Hoyle

91% complete

Finish Later

Stop and continue later

Previous
Next

The **Supplemental Questions** page contains questions regarding your student’s participation in special programs as well as their health insurance status. If you have questions about this page, please contact the school office. After answering all questions, click **Next** to continue.

The **Enrollment Confirmation** page displays all of the information you have provided for a final review. Any information that displays an **Edit** button can be edited before scrolling to the bottom of the screen and clicking on the **Finish and Submit** button. You will not be able to make any additional changes online once you click **Finish and Submit**.

After clicking the **Finish and Submit** button, an email will be sent to the school notifying staff that your enrollment is ready to be reviewed. The **Print** button allows you to print out a copy of the enrollment information. You should print two copies of the page, a copy for the school and one for yourself. If you have changes to make, note them on the school copy so office staff can update the enrollment record during the final review process.

If you are unable to print the **Enrollment Confirmation**, bring your required documents to the school and the office staff can print a copy for you.

### 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 the following:

- Proof of Birth (Birth Certificate, Baptismal Certificate, or Passport)
- Proof of Residence (Utility Bill, Escrow Papers indicating the street address, Lease/Rental Agreement indicating the manager's or owner's name and phone number)
- Proof of Immunization
- All additional documents included in the "Required Documents" file provided in the Document Section of this application.

Thank You!



**Enrollment Information** (changes can only be made at the school )

Enrollment completed by : <b>Veronica Hoyle-Kent</b> <b>hoylekentv@mhusd.org</b>	Enrollment Year : <b>2017</b>
Student's First Name : <b>Sean</b>	Student's Nick Name :
Student's Middle Name :	Student's Last Name : <b>Hoyle</b>
Student's Suffix :	Student's Birthday : <b>1/3/2013</b>
Grade : <b>Preschool</b>	Street : <b>1487 Santa Ines Way</b>
Unit or Apartment Number :	City : <b>Morgan Hill</b>
Zipcode : <b>95037</b>	State : <b>California</b>
Assigned school : <b>Nordstrom Elementary School</b> <b>(408) 201-6440</b> <b>1425 East Dunne Avenue</b> <b>Morgan Hill 95037</b>	



Morgan Hill Unified School District

For additional assistance, you can review the **Online Enrollment** instructional video found on the **MHUSD Online** page. Thank you for using the MHUSD Online Enrollment process!