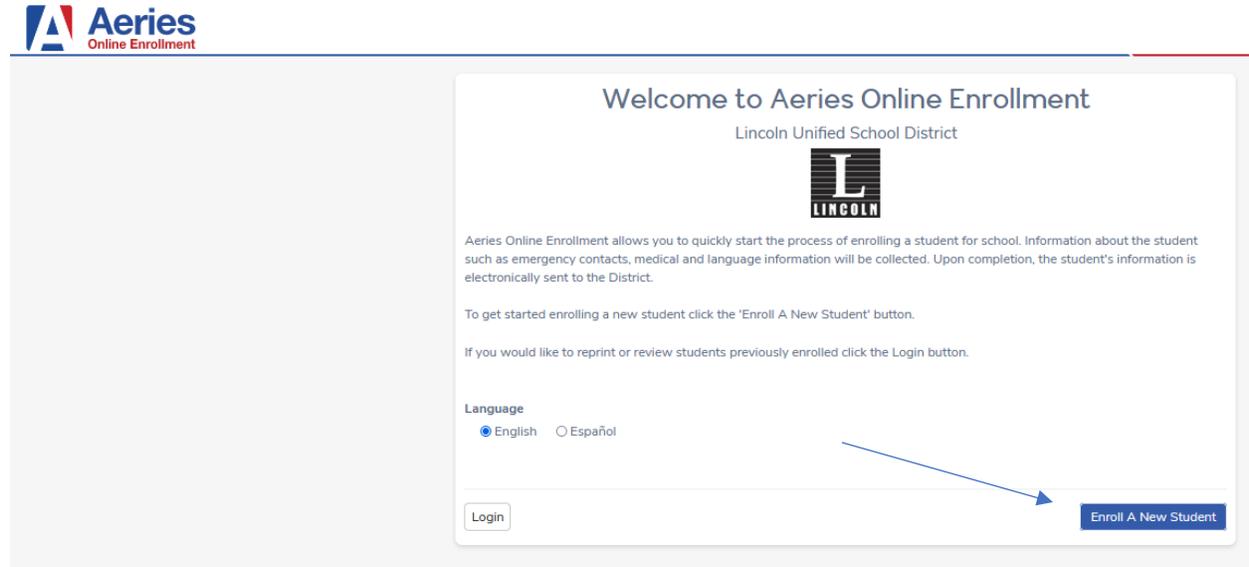


Online Registration Instructions

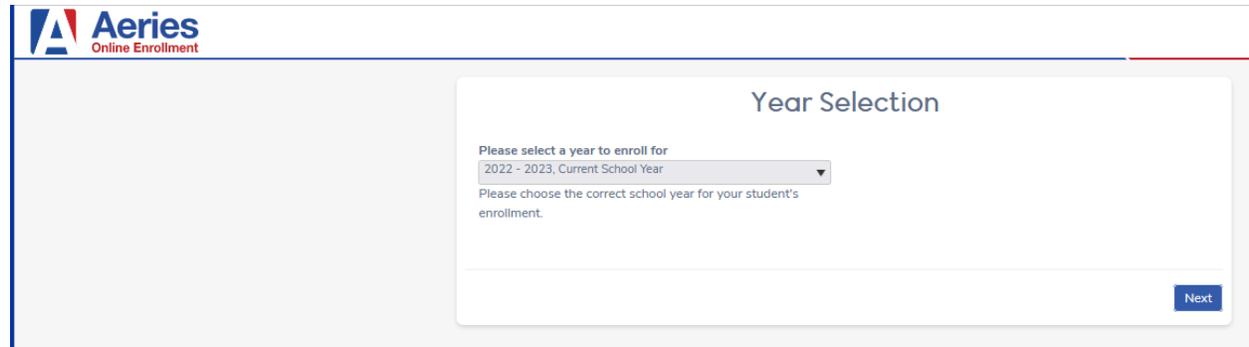
STEP 1: Account Creation

<https://lincoln.aeries.net/enrollment/Default.aspx>



The screenshot shows the 'Welcome to Aeries Online Enrollment' page for Lincoln Unified School District. The page features the Aeries Online Enrollment logo in the top left corner. The main content area is titled 'Welcome to Aeries Online Enrollment' and includes the Lincoln Unified School District logo. Below the title, there is a paragraph explaining that the system allows for quick enrollment and that student information is sent electronically. Two instructions are provided: one to click 'Enroll A New Student' to get started, and another to click 'Login' to reprint or review previous enrollments. A 'Language' section has radio buttons for 'English' (selected) and 'Español'. At the bottom, there are two buttons: 'Login' and 'Enroll A New Student'. A blue arrow points from the 'Enroll A New Student' button towards the right.

STEP 2: Year Selection



The screenshot shows the 'Year Selection' page of the Aeries Online Enrollment system. The page features the Aeries Online Enrollment logo in the top left corner. The main content area is titled 'Year Selection' and includes a dropdown menu for selecting a school year. The dropdown menu is currently set to '2022 - 2023, Current School Year'. Below the dropdown, there is a paragraph instructing the user to choose the correct school year for their student's enrollment. At the bottom right, there is a 'Next' button.

STEP 3: Required Information



Required Information

Please provide the following documents to register your student in a Lincoln Unified school:

Required information:

1. A valid address within school district boundaries or an approved IDA for the school year your student is enrolling
2. Student's birth certificate, passport, or Parent Affidavit of Student Age (signed under penalty of perjury)
 - Kindergarten students must be 5 years of age on or before September 1 of their kindergarten year
 - Transitional Kindergarten students must have birth dates between September 2 and February 2 of their transitional kindergarten year. Ed codes 548000 - 548003
3. Student's complete and up-to-date immunization record
4. Parent/Guardian photo ID
5. Proof of residence within Lincoln Unified boundaries in parent/guardian's name:
 - Original statements required; accepted documentation includes:**
 - Two bills dated within 30 days, or
 - Rental agreement dated within 30 days AND one piece of current mail dated within 30 days, or
 - Two pieces of correspondence from a government agency dated within 30 days

Additionally required for Transitional Kindergarten, Kindergarten, and First Grade

6. Student's Oral Health Assessment form completed by dental health professional
7. Student's Physical Examination for School Entry form completed by physician

When proof of residence is in another person's name, they must be available in person to provide the following:

1. Any of the above options for proof of residence
2. Photo ID
3. Signature of a Residence Verification Letter, that is provided at time of registration, which includes the following information:
 - Address
 - Name of the individuals now claiming residence at that address
 - Acknowledgement that Lincoln Unified School District staff may conduct periodic home visits
 - Acknowledgement that the Residence Verification Letter is signed under penalty of perjuryLetter must be signed in front of a Lincoln USD employee (who will sign as a witness)

Parent/Guardian: Please be aware that you will be required to provide one of the listed options for proof of residence in your name within 45 days of signing a Residence Verification Letter. In addition, please be advised Lincoln Unified School District representative may do a home visit to verify residence.

 Registration is not considered complete until all required documents and a signed LUSD AERIES Online Enrollment confirmation page are provided for each student's registration.

[Next](#)

STEP 4: Create Account



Login

 If you have previously used this website to enroll a student for this district, you may login as an existing user. If this is your first time here, Please provide your email address and a password to create a new account.

Existing user

Email address

Password

[Forgot Password](#)

[Login](#)

Create new account

Your Name

Email address

Password

Re-type Password

[Create account](#)

STEP 5: Terms of Service

Aeries
Online Enrollment

Terms of Service

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

Proceeding with the online enrollment is an acknowledgment of:

- By registering a new student in AERIES Online Enrollment, parents/guardians consent to online enrollment collection and limited use of students data for School District record keeping purposes only.
- Transitional Kindergarten sites are subject to change.
- If requesting a school other than your neighborhood school or requesting John McCandless STEM or Sierra Middle, transportation will be the parent/guardian responsibility.
- Overcrowding at the neighborhood or choice school may require placement at another Lincoln Unified school. The District will provide transportation from the school of residence for students on overflow status. Choices may be limited for placement of students receiving some special services or enrolled in special programs, based on the location and availability of those services or programs. We will make every effort to maintain the class and school placement you have received during the enrollment process. However, should your student's class experience overcrowding, the District may need to adjust this placement during the first three weeks of school.

I agree

Next

Step 6: Student's Name

Aeries
Online Enrollment

Parent (demo@aeries.com) ▼

- My Account
- Change Email
- Change Password
- Logout
- Select Language
 - English
 - Español
 - Việt
 - 中文
 - 한국어
 - العربية
 - Հայերեն

Student's Name

Student's nick name (optional)

Student's legal last name

i Please enter your student's legal name exactly as identified on birth certificate/passport.

Ed codes 548000 - 548003:

- Kindergarten students must be 5 years of age on or before September 1 of their kindergarten year
- Transitional Kindergarten students must have birth dates between September 2 and February 2 of their transitional kindergarten year.

CURRENT YEAR: Please choose your student's current grade level.

NEXT SCHOOL YEAR: If enrolling for the next school year, please choose their grade level in the Fall.

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

Select Grade Level or Program

Next

Parent (demo@aeries.com) ✕

Step 6 (Cont'd): Student's Name

Student's Name

<p>Student's legal first name</p> <input type="text"/>	<p>Student's nick name (optional)</p> <input type="text"/>			
<p>Student's legal middle name</p> <input type="text"/>	<p>Student's legal last name</p> <input type="text"/>			
<p>Student's suffix</p> <input type="text" value="-"/>				
<p>Student's Birthdate</p> <table border="0"><tr><td>Month <input type="text"/></td><td>Day <input type="text"/></td><td>Year <input type="text"/></td></tr></table>	Month <input type="text"/>	Day <input type="text"/>	Year <input type="text"/>	
Month <input type="text"/>	Day <input type="text"/>	Year <input type="text"/>		

Please enter your student's legal name exactly as identified on birth certificate/passport.

Ed codes §48000 - §48003:

- Kindergarten students must be 5 years of age on or before September 1 of their kindergarten year
- Transitional Kindergarten students must have birth dates between September 2 and February 2 of their transitional kindergarten year.

CURRENT YEAR: Please choose your student's **current grade level**.

NEXT SCHOOL YEAR: If enrolling for the next school year, please choose their **grade level in the Fall**.

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

Step 7: Student Address

Student Address

Please use the following address formats when entering your address:

- Use USPS Postal Addressing Standards when entering your street address
- No periods after abbreviations
- Use abbreviations for street names with suffix:

<input type="radio"/> Avenue	Ave	<input type="radio"/> North	N
<input type="radio"/> Boulevard	Blvd	<input type="radio"/> Place	Pl
<input type="radio"/> Circle	Cir	<input type="radio"/> Road	Rd
<input type="radio"/> Court	Ct	<input type="radio"/> South	S
<input type="radio"/> Drive	Dr	<input type="radio"/> Street	St
<input type="radio"/> East	E	<input type="radio"/> Way	Way
<input type="radio"/> Lane	Ln	<input type="radio"/> West	W
- Potential students living out of district **must** have an approved IDA **before** registering online. Students with an approved IDA and registering online, please use the following address as your residential address: 6225 Harrisburg Pl Stockton, CA 95207

Resident Address

Street Address

Unit or Apartment Number

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

Step 8: Select School

Select School

i 2022-23 TRANSITIONAL KINDERGARTEN SITES: John R. Williams, Mable Barron, Don Riggio, John McCandless.

i 2023-24 TRANSITIONAL KINDERGARTEN SITES: John R. Williams, Mable Barron, Don Riggio, John McCandless.
**** sites subject to change.**

- The District's goal is to keep families together at the school of their choice whenever possible. Further, we will continue to honor the concept of neighborhood schools whenever possible.
- Transitional Kindergarten sites subject to change.
- If you have requested a school other than your neighborhood school or requesting John McCandless STEM or Sierra Middle, transportation will be the parent/guardian responsibility.
- Overcrowding at the neighborhood or choice school may require placement at another Lincoln Unified school. The District will provide transportation from the school of residence for students on overflow status. Choices may be limited for placement of students receiving some special services or enrolled in special programs, based on the location and availability of those services or programs. We will make every effort to maintain the class and school placement you have received during the enrollment process. However, should your student's class experience overcrowding, the District may need to adjust this placement during the first three weeks of school.

1. [Click here](#) to find your home school
2. Please select your first school of choice from the drop down below titled, **Please select the school you are enrolling for**, if your first choice school is **NOT** your home school.

Please select the school you are enrolling for

Preregistered (Preschool - Twelfth Grade) ▼

PreviousNext

Step 9: Account Created/Authorization

Account Created

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

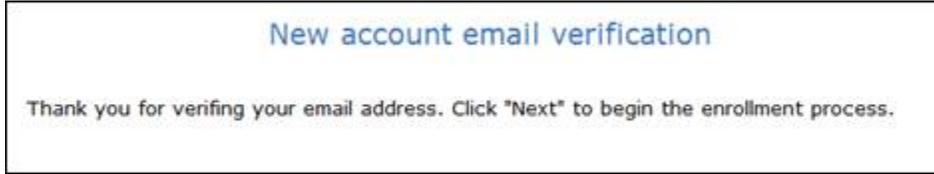
If you do not receive the email, please check your spam or junk mail folder.

Parent will receive an email confirmation

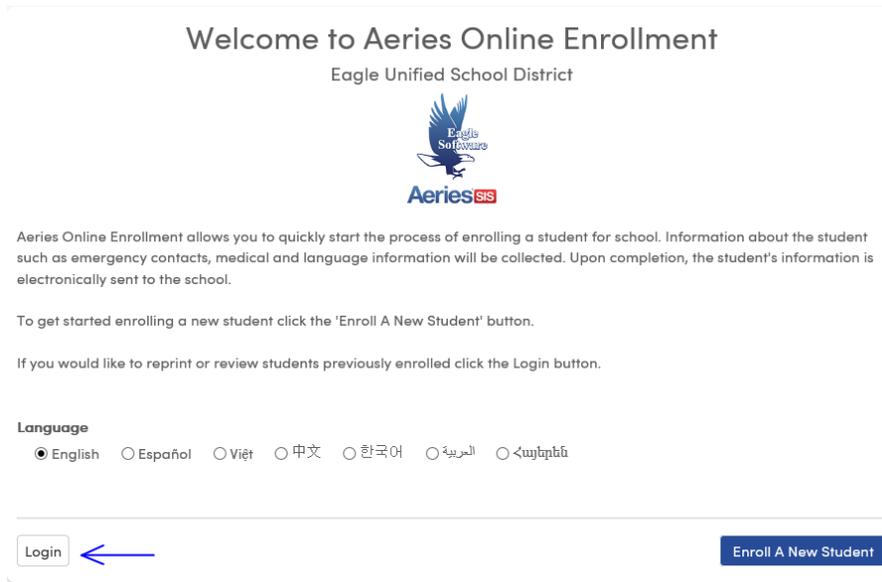
Thank you for using the Aeries AIR system. Once your account is activated, you will be able to continue editing your student's information. To activate your account [Click Here \(//AIR/VerifyEmail.aspx?u=14&e=T7BGEGZSUUKKY5M45XC7\)](https://AIR/VerifyEmail.aspx?u=14&e=T7BGEGZSUUKKY5M45XC7)



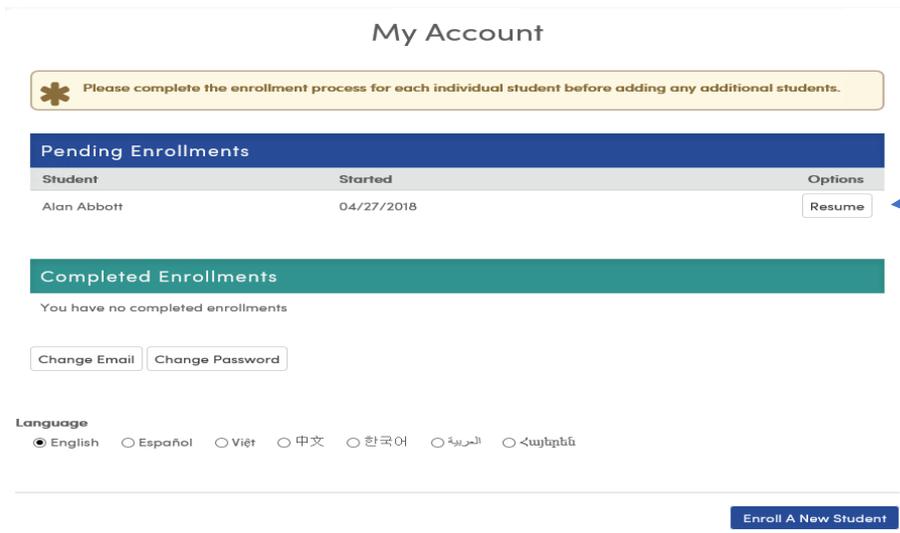
Step 9 (Cont'd): Account Created/Authorization



Parents will now be able to sign back in at a later time with their email address and password by using the 'Login' button.



After login, the parent sees the My Account page which has pending and completed enrollment information. The Resume button next to the Pending Enrollments can be selected and enrollment can be resumes and completed.



Step 10: General Student Information

General Student Information ▼

Student's gender <input type="text" value="Choose a Gender"/>	Student's home phone number <input type="text"/>	Student's mobile phone number <input type="text"/>
Country the student was born in <input type="text"/>	State the student was born <input type="text" value="Not needed for the country selected"/>	City the student was born in <input type="text"/>

The following two questions are required by federal law

Is this student Hispanic or Latino?

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"/> Chinese
<input type="checkbox"/> Japanese	<input type="checkbox"/> Korean
<input type="checkbox"/> Vietnamese	<input type="checkbox"/> Asian Indian
<input type="checkbox"/> Laotian	<input type="checkbox"/> Cambodian
<input type="checkbox"/> Hmong	<input type="checkbox"/> Other Asian
<input type="checkbox"/> Hawaiian	<input type="checkbox"/> Guamanian
<input type="checkbox"/> Samoan	<input type="checkbox"/> Tahitian
<input type="checkbox"/> Other Pacific Islander	<input type="checkbox"/> Filipino
<input type="checkbox"/> Black or African American	<input type="checkbox"/> White
<input type="checkbox"/> Not specified	

Step 11: Language Information

Language Information ▼

i 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 your child learn when he/she first began to talk?

Which language does your child most frequently speak at home?

Which language do you (the parents or guardians) most frequently use when speaking with your child?

Which language is most often spoken by adults in the home? (parents, guardians, grandparents, or any other adults)

Step 12: Parent Information

Parent Information ▼

i Please provide information about the 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"/>	Last Name <input type="text"/>
Relationship to student Select Relationship ▼	Allow Access to AERIES Parent Portal ? Choose an option ▼
Email address <input type="text"/>	Does this parent/guardian live with the student? Choose an option ▼
Mailing Name <input type="text"/>	What is the highest parent/guardian education level? Select Education Level ▼

***** 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 ▼	Address <input type="text"/>
City <input type="text"/>	State Select State ▼
ZIP Code <input type="text"/>	Primary phone number <input type="text"/>

Step 13: Emergency Contacts

Emergency Contacts



 Please provide up to four emergency contacts other than the parent/guardian entered on the previous screens. Parents/Guardians indicated on the previous 'Resident Parent' page should NOT add themselves as a separate Contact record.

Emergency Contact #1

First Name <input type="text"/>	Last Name <input type="text"/>
Relationship to student Select Relationship ▼	Allow Access to AERIES Parent Portal ⓘ Choose an option ▼
Should a second copy of mail be sent to this contact? No ▼	
Mailing Name <input type="text"/>	
Address <input type="text"/>	
City <input type="text"/>	State Select State ▼
ZIP Code <input type="text"/>	Primary phone number <input type="text"/>
Cell phone number <input type="text"/>	Work phone number <input type="text"/>

Step 14: Health Survey

Health Survey▼

Please describe any physical, health, or medical information we should be aware of by selecting the medical condition from the drop down selections and click add. You may provide additional information about the condition in the comment area.

- Add your doctor preference by selecting **Doctor Preference** from the drop down, please include: Physician name and telephone number in the comment section.
- Add your hospital preference by selecting **Hospital Preference** from the drop down, please include: Hospital name and telephone number in the comment section.
- Should your student require medications during school, please:
 - Download and complete the **Authorization For Medication Administration** form from the portal documents tab and [return to the school office](#).
 - Add **Continuing Medication Program** from the drop down and any additional information regarding in the comment section.

Lincoln Unified School District does not carry health insurance for students. In the event of an emergency, all medical and associated costs are the responsibility of the parent/guardian. You may purchase student accident insurance if you wish. Applications are available to download from the portal documents tab or in the school office.

Add A Medical Condition

Medical Condition

Select medical condition ▼

Comments

Enter any comments or notes regarding this condition here. ///

Add

Previous

Next

Step 15: Immunization Information

Immunization Information ▼

i 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.

Add A Vaccine

Vaccine Type
Select vaccine type ▼

Vaccine Date
Month ▼ Day ▼ Year ▼

Add

Previous **Next**

Step 16: Other District Enrollments

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?

Month ▼ Day ▼ Year ▼

Has this student previously attended a preschool (age 3+) in the United States?

No, this student has not attended a preschool (age 3+) in the United States.
 Yes, this student has attended a preschool (age 3+) in the United States.

Has this student previously attended a TK-12 (Transitional Kindergarten to Grade 12) school in the United States?

No, this student has not previously attended a TK-12 (Transitional Kindergarten to Grade 12) school in the United States.
 Yes, this student has previously attended a TK-12 (Transitional Kindergarten to Grade 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.

i If this student has previously attended school for grade TK thru 12 in LUSD or 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 1, 2012.

Previous School #1

<p>Enter Date</p> <p>Month ▼ Day ▼ Year ▼</p> <p>Enter Grade</p> <p>Select Grade Level ▼</p> <p>District Contact Name</p> <p><input style="width: 100%;" type="text"/></p>	<p>Leave Date</p> <p>Month ▼ Day ▼ Year ▼</p> <p>Leave Grade</p> <p>Select Grade Level ▼</p> <p>Was this student expelled?</p> <p><input style="width: 100%;" type="text"/></p>
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Step 17: Documents

Documents

Links provided here are informational:

Please print, complete, and return to the school office.

NOTE: Each document must be clicked to continue the online enrollment process.

Required Documents

 **Authorization For Medication Administration** *Required

Please download and review the Authorization for Medication Administration form if medication is needed to be administered.

Pursuant to Education Code section 49423, students who are required to take medication prescribed by a physician, surgeon, or physician assistant during the regular school day (including over-the-counter medications such as aspirin, cold medicine, etc) may obtain assistance from a school nurse or other designated employee if the District receives a written statement from both the student's physician, surgeon, or physician's assistant ('Provider'), and the student's parent/guardian authorizing the use of the medication and requesting assistance in its administration.

I have read and acknowledge receipt of information.

Enrollment Documents

 **Physical Exam Form** *Required

Please download and have this report filled out by a health examiner and return.

I have read and acknowledge receipt of information.

 **Dental Exam Form** *Required

Step 18: Authorizations

Authorizations

Medi-Cal Eligibility- Permission to release student information for the limited purpose of billing Medi-Cal/Medicaid and to access Medi-Cal health insurance benefits for applicable services if student is or become eligible for public benefits (Medi-Cal). This will NOT effect public benefits for eligibility or active participants.

Choose an option ▼

Step 19: Document Uploads

Document Uploads

Birth Certificate / Passport

Please upload a copy of the birth certificate or passport

Files

Select documents...

Immunization

Please upload a copy of the immunization record

Files

Select documents...

State Drivers License / ID

Please upload a copy of the State Drivers License or ID

Files

Select documents...

Home Language Survey

Please upload a completed and signed Home Language Survey

Step 20: Supplemental Questions

Supplemental Questions ▼

<p>Has your student ever attended a Lincoln Unified School? Choose an option ▼</p>	<p>Please select your first preferred school choice. If requesting a school other than your neighborhood school, transportation will be the parent/gaurdian responsibility. Choose an option ▼</p>
<p>Please select your second preferred school choice. Choose an option ▼</p>	<p>Please select your third preferred school choice Choose an option ▼</p>
<p>Does your student have siblings currently attending LUSD, please indicate how many Choose an option ▼</p>	<p>If your student has siblings currently attending LUSD, what grade is sibling #1? Choose an option ▼</p>
<p>If your student has siblings currently attending LUSD, what school does sibling #1 attend? Choose an option ▼</p>	<p>If your student has siblings currently attending LUSD, what grade is sibling #2? Choose an option ▼</p>
<p>If your student has siblings currently attending LUSD, what school does sibling #2 attend? Choose an option ▼</p>	<p>Has your student been identified as GATE? Choose an option ▼</p>
<p>Does your student have a 504 Plan? Choose an option ▼</p>	<p>Does your student have an IEP? Choose an option ▼</p>
<p>What language would you like us to use when speaking/writing with you? Choose an option ▼</p>	<p>Did your student attend a preschool program before entering kindergarten? Choose an option ▼</p>

PreviousNext

Step 21: Residence Survey

Residence Survey

The information provided will help the District determine what services you and/or your student may be eligible to receive. This could include additional educational services through Title 1, Part A and/or the federal McKinney-Vento Assistance Act. The information provided will be kept confidential and only shared with appropriate school district and site staff.

Your student/s may have the right to:

- 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 document normally required at the time of enrollment.
- 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 1.
- Receive the full protections and services provided under all federal and state laws, as it relates to homeless children, youth, and their families.

If you have any questions about these rights, please contact the District's Homeless Liaison:

Eva Salto, Enrollment Services Coordinator / Foster-Homeless Liaison
(209) 953-8711
enrollment@lUSD.net

Housing 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)

Step 22: Family Military Survey

Family Military Survey

Military Status

Please select whether or not at least one parent/guardian of this student is active in the United States Armed Forces:

Yes, at least one parent/guardian of this student is active in the United States Armed Forces.

No, this student does not have a parent/guardian who is active in the United States Armed Forces.

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

Step 23: Foster Survey

Foster Survey

Foster Status

Please select one of the following options to complete the foster survey:

This student is in foster care.

This student is not in foster care.

Previous Next

Step 24: Confirmation

Confirm

i 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 and Submit below to finalize this enrollment. A printer friendly page will be provided for your records.

Edit

***** If the information above is correct, click Finish and Submit. After clicking this no further changes can be made online.

→ Finish and Submit

Confirm

Please print two copies of this page, a copy for the enrollment process 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 to enroll.

Please contact Enrollment Services to schedule an appointment.

Print Enroll Another Student

Assigned School