



How to Enroll a Student Using Aeries Online Enrollment

Please follow the instructions below to **enroll a new student**. Make sure you have a valid address within school district boundaries, immunization dates, and an email account to complete this process.

1. Go to www.wsdk8.us, then to **Enrollment and Registration**. Click on  **Aeries Online Enrollment**.
Link: (<https://westminstersd.aeries.net>).

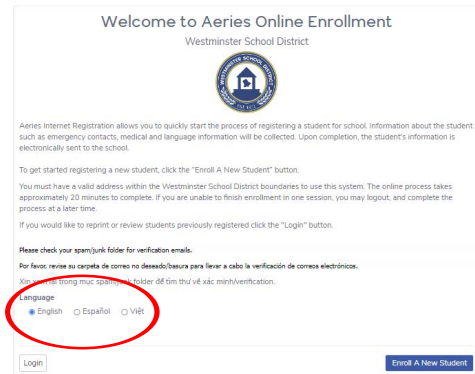
2. Click on the **Enroll A New Student** button.

3. Select **Pre-Enrollment** (Kindergarten) or **Current School Year** from the drop-down arrow and then click on **Next**.

4. Read the **Required Information** details, click **Next**.

5. Enter your name, email address, and account password; click the **Create account** button.

link



6. Review the **Terms of Use** and check the “I agree” box on the bottom left. Click **Next**.

7. Enter the **Student’s Name, Birthdate, and Grade**. Click **Next**.

8. Enter the **Resident Address information** and click **Next**. After clicking on **Next**, the **Account Created** screen will display and an email will be sent to your email address.

9. You will receive an email from: enrollment@wsdk8.us. Check your email account, and verify your email address by clicking the **Click Here** link in the message sent to you.

10. After the email link is clicked on, click **Next** to continue with the enrollment process. Note: you may need to log in with the email address and password entered in Step 5.

11. Complete the enrollment process by entering **General Student Information, Language Information, Resident Parent Information, Restrained Individual** (if any), **Emergency Contacts, Health Survey, Immunization Information, Other District Enrollments, Authorizations**, and reviewing **Documents**.

12. Any information that displays an **Edit** button can be edited **before clicking on the Finish and Submit button**.

13. When the Enrollment is completed the data will be submitted by clicking the **Finish** and **Submit** button. After clicking on the button, an email will be sent to the school to notify that a new enrollment is ready to be reviewed. The **Print** button will print out a copy of the enrollment information if you would like a copy for your records.

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 immunization records, birth certificate and proof of residency.

Please contact the school to schedule an appointment.

14. After completing this process, please bring the required paperwork to your school of residence.