

# ENROLLMENT FOR RJUHSD - Aeries AIR

Enrollment Website

<https://rosevillejuhsd.asp.aeries.net/air/>



## BEFORE YOU GET STARTED...

Information about the student such as emergency contacts, medical and language information will be collected. You will also need clear scans or photographs of the following items:

- Proof of Residence #1 (rental Agreement, mortgage statement, property tax statement, Purchase Agreement)
- Proof of Residence #2 (Roseville Electric, Smud, PG&E, Water Bill)
- Immunizations
- Parent/Guardian Proof of Identity (Drivers License, State ID, Military ID, passport)
- Completed Course Selection Sheet

Upon completion, the student's information is electronically sent to the school of residence.

You will need a valid email address.

This process should take 20 to 30 minutes to complete.

If you are unable to complete the process at one sitting, you may logout, and resume the process at a later time.



<https://rosevillejuhsd.asp.aeries.net/air/>

## Getting Started

Open website for Enrollment

Click on the Language you want to use to enroll your student.

Click "Enroll A New Student" when you are ready to begin.

## Welcome to Aeries Online Enrollment

Roseville Joint Union High School District



Welcome to Roseville Joint Union High School District online Aeries Internet Registration (AIR). AIR allows you to quickly start the process of registering 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.

You will need a valid email address.

This process should take 20 to 30 minutes to complete. If you are unable to complete the process at one sitting, you may logout, and resume the process at a later time.

To get started registering a new student click the [Enroll A New Student](#) button. Once an account has been created, you can enroll another student by clicking Enroll A New Student.

If you would like to reprint or review students previously registered click the Login button.

You will also need to view the Annual Notices on our Main website. You will be asked to acknowledge that you have received the Annual Parent Notification.

[RJUHSD Annual Notice](#)

This is just one part of the Enrollment process. Additional documents may be required by your school. When you have completed the Online Registration, please visit the Required Registration Documents page on the RJUHSD web site for further documents that must be completed before you meet with the school.

### Language

English  Español  Việt  中文  한국어  العربية  Հայերեն

Login

Enroll A New Student



# Navigation Information

Section	Status
General Student Information	Not Complete
Language Information	Complete
Parent Information	Complete
Restrained Individual	Complete
Local Physician Information	Complete
Emergency Contacts	Complete
Health Survey	Complete
Other District Enrollments	Complete
Documents	Complete
Authorizations	Complete
Document Uploads	Complete
Supplemental Questions	Complete
Residence Survey	Not Complete
Family Military Survey	Not Complete

[Finish Later](#)

Once you start the General Student Information Page...

If you click the arrow at the top, it will pull down the various sections you need to fill out.

A check and highlighted in green means you are complete. White highlight and no check means you need to finish this section.

If you need to return later, click Finish Later and remember your login information.

1

**Year Selection**

Please select a year to enroll for

2021 - 2022, Pre-Enrollment ▼

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[Next](#)

## SELECT ENROLLMENT YEAR


Make sure if you select the NEXT school year for Pre-Enrollment

# 2

## LOGIN

If you have other children already enrolled in the district, please use your existing account (use Forgot Password if necessary). *HomeLink accounts are different. You can't enroll students in Homelink.*

### 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  
  
Please enter your email address

Password

[Forgot Password](#)

#### Create new account

Your Name

Email address

Password

Re-type Password

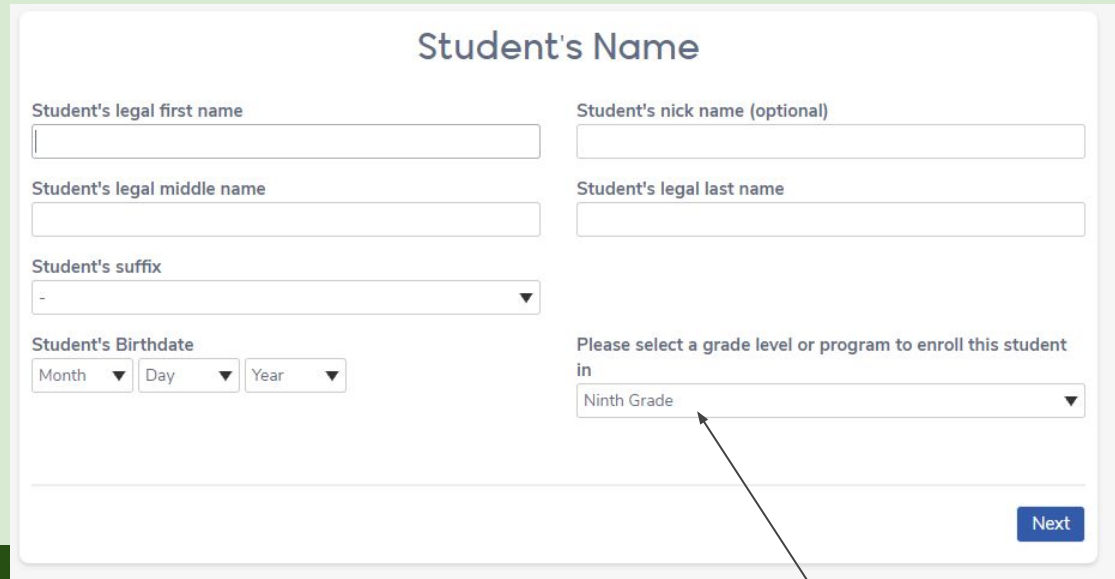
If you create a new account, check your email to validate your new account.

# 3

## ENTER STUDENT INFORMATION

Student name needs to be the LEGAL name.

Use the nickname area for other names used by the student.



The screenshot shows a form titled "Student's Name" with the following fields:

- Student's legal first name (text input)
- Student's legal middle name (text input)
- Student's legal last name (text input)
- Student's nick name (optional) (text input)
- Student's suffix (dropdown menu, currently showing "-")
- Student's Birthdate (Month, Day, and Year dropdown menus)
- Please select a grade level or program to enroll this student in (dropdown menu, currently showing "Ninth Grade")
- Next (blue button)

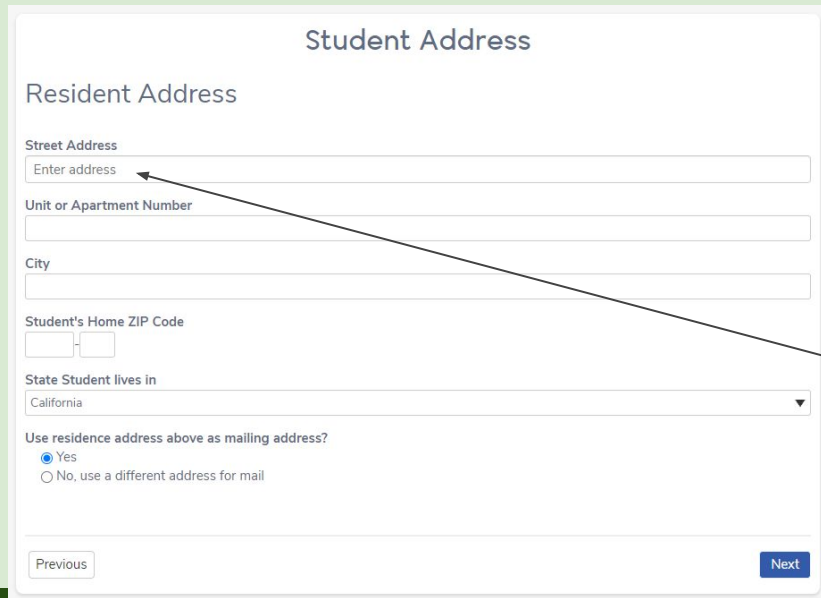
An arrow points from the "Ninth Grade" dropdown menu to the explanatory text on the right.

Current 8th graders need to select their enrollment grade level as "Ninth Grade"

# 4

## ENTER ADDRESS INFORMATION

First address is your RESIDENT ADDRESS - mailing address is entered later if different than residential address.



The screenshot shows a web form titled "Student Address" with a sub-section "Resident Address". The form contains the following fields and options:

- Street Address:** A text input field with the placeholder "Enter address". An arrow from the text on the right points to this field.
- Unit or Apartment Number:** A text input field.
- City:** A text input field.
- Student's Home ZIP Code:** Two small input boxes separated by a hyphen.
- State Student lives in:** A dropdown menu currently showing "California".
- Use residence address above as mailing address?:** Two radio buttons: "Yes" (selected) and "No, use a different address for mail".
- Navigation:** "Previous" and "Next" buttons at the bottom.

As soon as you start typing your address, it should identify your Street Address in our system.

If your address doesn't appear, then please check the website below to make sure you live within our district boundaries.

<https://www.rjuhsd.us//site/Default.aspx?PageID=7>



# 5

The screenshot shows a web page titled "Student Address". At the top, there is a green-bordered box with a checkmark icon and the text: "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". Below this, it says "Assigned school" followed by "Roseville High School (Eighth Grade - Twelfth Grade)". A red arrow points from the text "Click NEXT to continue with Registration" to the "Next" button. At the bottom of the page, there are two buttons: "Previous" on the left and "Next" on the right.

Click NEXT to continue with Registration

If the assigned school isn't GBHS High School (like this example) and you wish to attend GBHS, please apply to be a transfer student at the website below.

Please still complete this enrollment process and click Next on the screen.

<https://www.rjuhsd.us//site/Default.aspx?PageID=108>

## ADDRESS CONFIRMATION PAGE

The next page will either confirm that you live within our boundaries OR another school in our district boundaries.

# 6

## GENERAL STUDENT INFORMATION

Complete all required sections on this page about the student enrolling.

### General Student Information

Student's gender: Choose a Gender (dropdown)  
Student's home phone number: (text input)  
Student's mobile phone number: (text input)

**The following two questions are required by federal law**

**Is this student Hispanic or Latino?**  
 Intentionally Left Blank  
 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"/> Intentionally Left Blank	

**What is the highest parent education level?**  
Select Education Level (dropdown)

Next

# 7

## LANGUAGE INFORMATION

Please enter all language information. This will help us identify correspondence languages for messages sent home to families.

Language Information ▼

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Please answer the following questions by selecting the appropriate language.

**Which language did your child learn when he/she first began to talk?**

Select Language ▼

**Which language does your child most frequently speak at home?**

Select Language ▼

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

Select Language ▼

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

Select Language ▼

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

# 8

## PARENT INFORMATION

Provide information for the parents/guardians the student resides with. Next step will be for parents/guardians the student does not live with.

### Parent Information

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	Last Name
<input type="text"/>	<input type="text"/>
Relationship to student	Allow Access to HomeLink <a href="#">?</a>
<input type="text" value="Select Relationship"/>	<input type="text" value="Choose an option"/>
Email address	Does this parent/guardian live with the student?
<input type="text"/>	<input type="text" value="Choose an option"/>
Mailing Name	
<input type="text"/>	
Address	
<input type="text"/>	
City	State
<input type="text"/>	<input type="text" value="Select State"/>
ZIP Code	Primary phone number
<input type="text"/>	<input type="text"/>
Cell phone number	Work phone number
<input type="text"/>	<input type="text"/>
Extension	Alternate phone number
<input type="text"/>	<input type="text"/>

# 9

## RESTRAINED INDIVIDUAL

If there is a restraining order against an individual and the student enrolling, please fill in as much information as possible on screen.

Restrained Individual ▼

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Please provide as much information about the restrained person as possible.

**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

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Previous Next

# 10

## PHYSICIAN INFORMATION

Provide first and last name and contact information for the student's primary physician.

If you do not have insurance, type in N/A

### Local Physician Information

Please provide Medical Insurance Information.

Please provide the First and Last name of the primary care physician, name and address of the medical facility and contact information. If you do not have insurance please use N/A for Not Applicable.

First Name	Last Name
<input type="text"/>	<input type="text"/>
Name of medical facility	Medical facility address
<input type="text"/>	<input type="text"/>
Primary phone	Cell phone
<input type="text"/>	<input type="text"/>
Work phone	Extension
<input type="text"/>	<input type="text"/>
Alternate phone	
<input type="text"/>	

# 11


## EMERGENCY CONTACTS

Please enter up to four emergency contacts.  
These will only be used in an emergency.

### Emergency Contacts

Please provide up to four emergency contacts other than the parent/guardian entered on the previous screens.

**Emergency Contact #1**

First Name	Last Name
<input type="text"/>	<input type="text"/>
Relationship to student	Allow Access to HomeLink 
<input type="text" value="Select Relationship"/>	<input type="text" value="Choose an option"/>
Mailing Name	
<input type="text"/>	
Address	
<input type="text"/>	
City	State
<input type="text"/>	<input type="text" value="Select State"/>

At minimum please list:

- Name
- Relationship
- Address
- Primary Phone #
- Employer (write n/a if not applicable)

# 12

## HEALTH SURVEY

Please make sure to list all health conditions and prescriptions the student takes for our school nurse to review.

Health Survey

Please provide a list of any medical conditions this student has by selecting a medical condition from the drop down selection and click add. You may provide additional information about the condition in the comment area.

**Add A Medical Condition**

**Medical Condition**  
Select medical condition

**Comments**  
Enter any comments or notes regarding this condition here.

Add

Previous Next

If you do not see a medical condition list, please select “Medical Condition Not on List” and explain in Comments.

If no medical conditions need to be reported, please click Next.



# 13

## PAST ENROLLMENTS

List all prior schools attended.

Other District Enrollments

Previous School #1

<b>Enter Date</b> Month ▼ Day ▼ Year ▼	<b>Leave Date</b> Month ▼ Day ▼ Year ▼
<b>Enter Grade</b> Select Grade Level ▼	<b>Leave Grade</b> Select Grade Level ▼
<b>District Contact Name</b> <input type="text"/>	<b>Was this student expelled?</b> <input type="text"/>
<b>Phone Number</b> <input type="text"/>	<b>Was this student in special education?</b> <input type="text"/>
<b>Fax Number</b> <input type="text"/>	<b>Was this student on a 504 plan?</b> <input type="text"/>
<b>District Name</b> <input type="text"/>	<b>School Name</b> <input type="text"/>
<b>Street Address</b> <input type="text"/>	<b>City</b> <input type="text"/>
<b>State</b> <input type="text"/>	<b>ZIP Code</b> <input type="text"/>
<b>Comment</b> <input type="text"/>	

For **Enter Date**, if you cannot remember, please use the first month of the school year (either August, Sept) and then the Day is 1. Year does need to be accurate

For the **Leave Date**, use can use the last month of the school year (either May or June) and then the Day is 30. Year does need to be accurate.

NOTE: we only need we only need

# 14

## DISTRICT DOCUMENTS

Hover over each document name to select and review. Then check the box stating you have read and understand the document.

Documents

**Shared Residence**  
If you have any questions regarding this document, please contact the Roseville Joint Union High School District office at (916) 786-2051 Ext. 0.

**Chromebook Contract** \*Required  
 I have read the document

**Unlawful Harrassment of Students** \*Required  
 I have read the document

**District Policy** \*Required  
 I have read the document

**Pesticide Notification** \*Required  
 I have read the document

**Uniform Complaint Procedures** \*Required  
 I have read the document

**Williams Posting of Classrooms** \*Required  
 I have read the document

The document area will turn a light shade of green once it has been read and the box as been checked.

# 15

## AUTHORIZATIONS

Select the most accurate description for housing as well as authorization for medical help. Finally, Parent/Guardian Rights are also reviewed.

### Authorizations

Please make the correct choice for each question.

Are you living in a hotel or motel due to not having a fixed, permanent residence?	Are you living in transitional housing?
<input type="text" value="Choose an option"/>	<input type="text" value="Choose an option"/>
Are you living with relatives or friends, due to being homeless, or Student is living with other than mother or father (including unaccompanied youth and runaways)?	Are you living in abandoned buildings, campgrounds, vehicles, trailer parks, FEMA trailers, bus and train stations, or is abandoned in the hospital?
<input type="text" value="Choose an option"/>	<input type="text" value="Choose an option"/>
Do you have Permanent Housing?	Is the student in Foster Care?
<input type="text" value="Choose an option"/>	<input type="text" value="Choose an option"/>
Hospital Choice - Dignity Health/Mercy	Hospital Choice - Kaiser
<input type="text" value="Choose an option"/>	<input type="text" value="Choose an option"/>
I authorize Medical help as needed per Ed Code 49480. In the event of an accident or other emergency, the school will contact the parents or guardian, or if the parent or guardian cannot be reached, those designated as a contact have written permission to provide or authorize care for the student. If the parent, guardian or other authorized contact cannot be reached or if the circumstances require immediate action, I hereby authorize a school	I have received the Annual Parent/Guardian Notice of right and Responsibilities RJUHSD Annual Notices: <a href="http://www.rjuhsd.us/Domain/41">http://www.rjuhsd.us/Domain/41</a>
	<input type="text" value="Choose an option"/>

# 16

## DOCUMENT UPLOADS

All documents required for enrollment need to be uploaded. Please use a clear scan or photograph of each required document. Keep file size small but yet readable. (! means file is too big)

The screenshot shows a 'Document Uploads' window with four sections, each marked as 'Required':

- Proof of Residence #1**: Required. Documents: rental Agreement, mortgage statement, property tax statement, Purchase Agreement. Files: Select documents...
- Proof of Residence #2**: Required. Documents: Roseville Electric, Smud, PG&E, Water Bill. Files: Select documents...
- Immunizations**: Required. Documents: Yellow Card, Print Out from Dr Office or portal, Blue Card from School. Files: Select documents...
- Parent/Guardian Proof of Identity**: Required. Documents: Drivers License, State ID, Military ID, passport. Files: Select documents...

Documents Required:

- Proof of Residence (two forms are needed)
- Immunizations
- Parent/Guardian Proof of Identity

Upload only the following if it applies to the student:

- Court documents
- 504 Plan or IEP
- Shared Residence
- Caregiver Affidavit
- Unofficial Transcript (current grades 9-12 only)

# 17

### Supplemental Questions

Please answer the following questions.

For INTERNET-CONNECTED DEVICE ACCESS: We track Internet- connected device access so that we can plan electronic communication including HomeLink and parent/school e-mail communication. An Internet-connected DEVICE may include, but not limited to, laptop, cell phone, tablet, iPad, Chromebook, etc.

<b>INTERNET-CONNECTED DEVICE ACCESS: We have access to an Internet-connected device at home.</b> <input type="text" value="Choose an option"/>	<b>INTERNET-CONNECTED DEVICE ACCESS: At least one parent/guardian has access to an Internet-connected device at work.</b> <input type="text" value="Choose an option"/>
<b>Who does the student live with?</b> <input type="text" value="Choose an option"/>	<b>Do you or your spouse: Live or work on Federal Property?</b> <input type="text" value="Choose an option"/>
<b>Does your student have an IEP, 504 or Special Needs Services?</b> If you answer yes, you will need the current or most recent IEP and assessments. <input type="text" value="Choose an option"/>	<b>Has your student ever been expelled?</b> <input type="text" value="Choose an option"/>

## SUPPLEMENTAL QUESTIONS

Answer all questions as described.

# 18

## RESIDENCY SURVEY

Select only one.

Residence Survey ∨

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

- Temporary Shelters** A temporary residence provided for homeless individuals who would otherwise sleep on the street or a temporary residence provided to individuals in emergency situations. This is also applicable to children who are in temporary residences awaiting permanent placement in foster care.
- Hotels/Motels** A temporary residence for homeless individuals usually requiring payment or vouchers for lodging and services on a daily, weekly, or monthly basis.
- Temporarily Doubled Up** A temporary residence where a homeless family is sharing the housing of other persons due to the loss of housing, economic hardship, or other similar reasons.
- Temporarily Unsheltered** A type of residence for homeless individuals that is not meant for human habitation, such as cars, parks, sidewalks, abandoned buildings, campgrounds, trailer parks, bus and train stations, or persons abandoned in the hospital (on the street). A rule of thumb would be to see the dwelling as comparable to an automobile in that it shelters but is not adequate housing.
- None of the above** You may select this option if none of the above home situations apply to this student.

# 19

## FAMILY MILITARY

Select only one.

### Family Military Survey



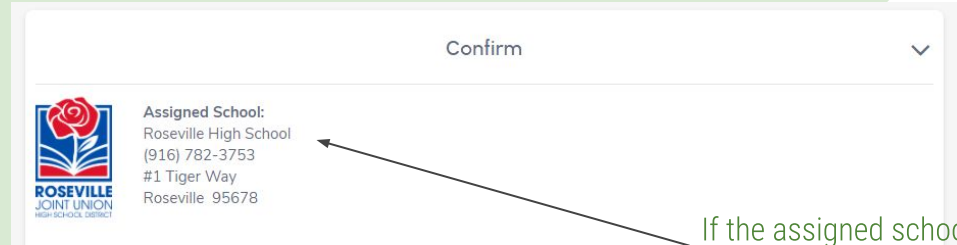
Please select whether or not at least one parent/guardian of this student is active in the United States Armed Forces:

- 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.

# 20

## CONFIRMATION PAGE

Carefully review all information.



The screenshot shows a white dialog box with a title bar that says "Confirm" and a dropdown arrow on the right. Inside the dialog, on the left, is the Roseville Joint Union High School District logo, which features a red rose and the text "ROSEVILLE JOINT UNION HIGH SCHOOL DISTRICT". To the right of the logo, the text reads: "Assigned School: Roseville High School (916) 782-3753 #1 Tiger Way Roseville 95678". A black arrow points from the text "If the assigned school isn't Granite Bay High School..." to the "Assigned School" text in the dialog box.

If the assigned school isn't Granite Bay High School (like this example) and you wish to attend GBHS, please apply to be a transfer student at the website below.

Please still submit your enrollment pages.


<https://www.rjuhsd.us//site/Default.aspx?PageID=108>



# 21

Confirm

[Print](#) [Enroll Another Student](#)

 **Assigned School:**  
Roseville High School  
(916) 782-3753  
#1 Tiger Way  
Roseville 95678

## PRINT FINAL PAGE

Please print/save a pdf of the final page for your records. You will be contacted by the school if we need more documentation.

# 22

## FINAL NOTES

At the top where your email and name is listed, you can click on “My Account” and you will see a list of completed enrollments as well as any pending enrollments.

The screenshot displays the 'My Account' page. At the top, there is a navigation bar with a 'My Account' dropdown menu. The main content area is titled 'My Account' and contains a message: 'Please complete the enrollment process for each individual student before adding any additional students.' Below this, there are two sections: 'Pending Enrollments' (blue header) and 'Completed Enrollments' (green header). The 'Completed Enrollments' section shows a table with columns for 'Student', 'Completed', and 'Options'. A single row is visible with a redacted student ID, the date '01/31/2021', and a 'Print' button. Below the table are buttons for 'Change Email' and 'Change Password'. At the bottom, there is a 'Language' section with radio buttons for English (selected), Español, Việt, 中文, 한국어, العربية, and Հայերեն. An 'Enroll A New Student' button is located at the bottom right of the main content area.

My Account

Please complete the enrollment process for each individual student before adding any additional students.

**Pending Enrollments**

You have no pending enrollments

**Completed Enrollments**

Student	Completed	Options
[REDACTED]	01/31/2021	Print

Change Email Change Password

Language

English  Español  Việt  中文  한국어  العربية  Հայերեն

Enroll A New Student

My Account

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