

Pre-Enrollment (online enrollment) for LGSUHS: Entering New Student Information

These instructions are intended for an adult parent or guardian who is providing online registration information to enroll a new student in the Los Gatos-Saratoga Union High School District.

The online enrollment typically takes 15-30 minutes if you collect these items ahead of time:

- Residency and immunization documents
- Physician and emergency contact names and phone numbers You have the option to stop at any time and return.

During the online enrollment process, if you have any questions, please email or call the school registrar.

Los Gatos High School: Terri Dewing at tdewing@lgsuhsd.org or 408-354-2730 x231

Saratoga High School: Jean Hsu at jhsu@lgsuhsd.org or 408-867-3411 x214

Process Overview

A) Create an account on the district's online enrollment system

- Select a school enrollment year
- Create a new enrollment account (if you have never done so previously) **OR** log onto your existing enrollment account
- Review terms of service
- Provide student name and address information
- Confirmation process- system validates address matched with school boundaries

B) Enter pre-enrollment information for the student

- Enter the student details and emergency contact information
- Enter information about prior schools
- Review School District Policies and Documents
- Grant Authorizations and Permissions
- Upload documents
 - Residency
 - Immunization records (**not required** for students coming directly from CT English, Fisher or Redwood Middle Schools).
- Respond to supplemental questions
- Review – Edit - Confirm
- Print for your records (optional)
- **Submit the enrollment information**
- Logout **OR** enroll another student

C) School review and confirmation. School personnel will review your student's information and let you know if there are any issues that must be addressed. When all is complete you will receive a confirmation email message from school personnel that enrollment is accepted, usually within 10 business days for current year, or incoming, year-round enrollments. Please note, if you are pre-enrolling your student for the 2025-2026 Academic Year and you do not receive a response by the end of January, please follow up and contact the School Registrar.

BEGIN

1. Using a personal computer web browser, go to <https://lgsuhdsd.asp.aeries.net/enrollment> Choose your preferred language and select **Enroll a New Student**.

Welcome to Aeries Online Enrollment
Los Gatos-Saratoga Union High School District

Aeries Internet Registration allows you to start the process of registering a student for school. Information about the student such as emergency contacts, medical and language information will be collected. In order to complete this process, you will create an account using your email address. After completing the data input requirements, the student's information is electronically sent to the school.

Be sure to add "DoNotReply@Aeries.net" to your [Safe Senders](#) list, particularly if you have a hotmail.com email address, or you may not be able to complete the online portion of the registration process because the verification and confirmation email messages may not be delivered or will end up in your spam or junk mail folder.

For enrollment tips, please click [HERE](#).

To get started registering a new student click the Enroll a New Student button. If you would like to reprint or review students previously registered click the Login button below.

Language

☒ English ☐ Español ☐ Việt ☐ 中文 ☐ 한국어

Login **Enroll A New Student**



2. Select the year for school enrollment, then **Next**.

Year Selection

Please select a year to enroll for

20XX - 20XX Current School Year

20XX - 20XX Current School Year

20XX - 20XX Pre-Enrollment

Next



3. Read **Required Information** for an overview of what you will need. Select **Next**.

Required Information

Required information:

- Please use the legal name of the student as it appears on the birth certificate. This will be required for college applications and financial aid.
- A valid address within school boundaries. [Click here to verify address](#). Please note: PO Box address will not be accepted for residency or mailing. For further information regarding this policy, contact [Tammie Marshall](#) at 408-354-2520, ext. 239.
- General student information.
- Parent/Guardian home and cell number and employer information.
- Name and phone number of emergency contacts.
- Local physician name and phone number.
- Name, address and approximate dates of attendance of only the last school attended. If your student currently attends C.T. English, Fisher or Redwood Middle Schools, please enter it as the most recent school attended and use the last date of attendance as the leave date.

Next



4. If this is your first time enrolling a student with us, complete the **Create new account** information, then select **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	Create new account
Email address 	Your Name
Password 	Email address
Login	Password
Forgot Password	Re-type Password
	Create account

*If you have previously enrolled a student with us, please enter your existing user information and select **Login** (Skip step 5).*

5. New Accounts: the system will now send a confirmation message to the parent's email address provided in step 4. Please follow the prompts to complete log in.

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.

Using the information retrieved from your email, please follow the prompts to complete log in.

- Use the “CLICK Here” in email to go back to the login page, or copy the unique URL (shown circled, in example screenshot below) and paste it to your browser.

Los Gatos-Saratoga Union High School District - Aeries Online Enrollment

Enrollment <aeriesreports@aeries.net>
To: [redacted]

Thank you for using the Aeries Online Enrollment system. Once your account is activated, you will be able to continue editing your student's information. To activate your account [Click Here](#) -- If this link does not work, copy and then paste this url <https://lgsuhd.asp.aeries.net/ai/VerifyEmail>

...complete the login as prompted

Login

Email address

Password

[Forgot Password](#) [New User](#)

6. Read the Terms of Service and scroll to the bottom. Select **I Agree**, then **Next**.

Terms of Service

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

Privacy and Security Policy

Please read this document and make sure you understand it. It explains our commitment to protecting the privacy and security of the information gathered by the LGSUHSD online registration 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 to the need to protect information concerning children. Protecting the identity and privacy of children is an important undertaking and a high priority for the Los Gatos – Saratoga Union High School District. Only those LGSUHSD 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.

☒ I agree

Next

7. Complete the **Student's Name** page. Select **Next**. **Note when you click NEXT, but remain on the same page, with red text highlighting the **required fields** that still need to be filled in before you can move on in the form.*

Student's Name

Student's legal first name
Please enter the student's first name

Student's legal middle name

Student's legal last name
Please enter the student's last name

Student's suffix
-

Student's Birthdate
Month Day Year Age: 14

Student's nick name (optional)

Please select a grade level or program to enroll this student in
Select Grade Level or Program
Please select a grade or program

Next

8. Enter the **student's place of residence**. On this page, please provide a mail delivery address if it is different from the resident address provided. Select **Next**.

Student Address

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?
☒ Yes
☐ No, use a different address for mail

Previous Next

9. When the address entered agrees with the school boundary tables, you will get these two messages. Select **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
Saratoga High School (Seventh Grade - Twelfth Grade)

Previous

Next

New Enrollment Added

A new enrollment for Donald Duck has been added to your account.

 The remainder of the process will require approximately 15-30 minutes. If you are unable to complete this process in one sitting, you may save your progress and resume the process at a later time by logging into your account using your email address and password.

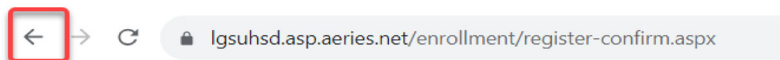
Click next to continue entering information for this student.

Next

**Informational Tips: you may skip to go to Step 10*

- *DO NOT USE back arrow; USE the PREVIOUS button instead at the bottom of each section or screen where available. You will have an opportunity to review your responses to make any changes necessary towards the end of this process---before you select SUBMIT.*

DO NOT USE BACK ARROW on browser bar



- *You can exit at any time and the system will remember the information entered previously. If you decide to exit, you will see this page when you return. Select **Resume**.*

My Account

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

Pending Enrollments

Student	Started	Options
Captain Awesome	07/24/2020	Resume

Completed Enrollments

You have no completed enrollments

Change Email

Change Password

Language

☒ English ☐ Español ☐ Việt ☐ 中文 ☐ 한국어

Enroll A New Student

10. Enter **General Information** about your student. Select **Next**

General Student Information

Student's gender

Choose a Gender

Please select a gender

Student's home phone number

Student's mobile phone number

Student's email address

Please provide STUDENT email only. Parent emails will be collected in another step.

The following two questions are required by federal law

Is this student Hispanic or Latino?

☐ Declined to State

☐ 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

☐ Chinese

☐ Japanese

☐ Korean

☐ Vietnamese

☐ Asian Indian

☐ Laotian

☐ Cambodian

☐ Hmong

☐ Other Asian

☐ Hawaiian

☐ Guamanian

☐ Samoan

☐ Tahitian

☐ Other Pacific Islander

☐ Filipino

☐ Black or African American

☐ White

☐ Declined to State

What is the highest parent education level?

Select Education Level

Next

11. Enter **Language Information**, and select **Next**. **Please note, this is about the student's language experience, not the adult or parent filling out this form.*

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 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

Previous

Next

12. **Enter parent/guardian information.** Please enter at least one parent/guardian who has custodial rights. Parent/Guardian #1 will be the primary contact for school communications. Please do not skip the Parent Education Level if the parent/guardian lives with the student. Scroll down to the bottom and select **Next**.

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.

The state of California is collecting the Parent Education Level for parent or guardian student is living with. Please select the Education Level for the parent(s)/guardian(s) the student is living with.

Parent/Guardian #1

First Name

Last Name

Relationship to student

Select Relationship

Allow Access to Portal

Choose an option

Email address

Does this parent/guardian live with the student?

Choose an option

Mailing Name

What is the highest parent/guardian education level?

Select Education Level

Address

State

Select State

City

Primary phone number

ZIP Code

Work phone number

Cell phone number

Alternate phone number

Extension

Employer Name

Employer Address

Parent/Guardian #2

First Name

Last Name

Relationship to student

Select Relationship

Allow Access to Portal

Choose an option

Email address

Does this parent/guardian live with the student?

Choose an option

Mailing Name

What is the highest parent/guardian education level?

Select Education Level

Address

13. Complete the **Restrained Individual** page. Select **Next**.

Restrained Individual

i

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

Previous

Next

14. Provide **Local Physician** information. This is a critical contact for the school in case of student injury or illness. Select **Next**.

Local Physician Information

Please provide as much information about the student's local physician as possible. If you are new to the area and do not have a physician for the student you may want to ask a next door neighbor for the name of a physician, or enter a nearby hospital or clinic.

First Name

Last Name

Name of medical facility

Medical facility address

Primary phone

Cell phone

Work phone

Extension

Alternate phone

Previous

Next

15. Provide **Emergency Contacts**. Please provide at least one local person who is not the parent/guardian. Scroll down to the bottom of the page and select **Next** when finished with all the contact entries.



Emergency Contacts



Please provide up to 4 additional Emergency Contacts. DO NOT enter parents as Emergency Contacts if they were already entered on the previous pages.

Emergency Contact #1

First Name

Last Name

Relationship to student

Select Relationship ▼

Mailing Name

Address

City

State

Select State ▼

ZIP Code

Primary phone number

Cell phone number

Work phone number

Extension

Alternate phone number

Employer

Employer Address

+ Add Additional Contact



Save and Return

16. Complete the student **Health Survey**. Select **Next**. **You must select **ADD** after each entry to SAVE record; when finished entering each medical or health concern, then select Next to move onward.*

Health Survey

i Please provide a list of any medical conditions this student has by selecting a medical condition from the drop down selection and click Add (to save entry). You may provide additional information about the condition in the comment area.

Please be sure to click the "Add" button after selecting a Medical Condition.

! If your student has a health condition that requires medication, care or support at school, the District must have a signed Health Care Plan on file. Care plans are good for one year from the date signed, and therefore must be updated annually. Please see and complete the associated form(s) [HERE](#). Please contact the School Nurse Office if you need further assistance.

Add A Medical Condition

Medical Condition

Select medical condition

Comments

Enter any comments or notes regarding this condition here.

Add

Previous

Next

17. Complete the **Other District Enrollments** page about prior schools. At the TOP, please enter information about the 1st U.S. school attendance (TK-12th; please exclude any preschools).

Other District Enrollments ▼

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.

i If this student has attended a middle school, private school, out of state school or school outside of the U.S., please provide as much information as possible for up to the last four schools.

***Please provide and complete at least the most recent school information so we can successfully track down records.**

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 August of 2022, you may enter August 1st, 2022.

Previous School #1

Enter Date Month ▼ Day ▼ Year ▼ Enter Grade Select Grade Level ▼ District Contact Name Phone Number Fax Number District Name Street Address State Comment	Leave Date Month ▼ Day ▼ Year ▼ Leave Grade Select Grade Level ▼ Was this student expelled? Was this student in special education? Was this student on a 504 plan? School Name City ZIP Code
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Previous School #2

Enter Date Month ▼ Day ▼ Year ▼ Enter Grade Select Grade Level ▼	Leave Date Month ▼ Day ▼ Year ▼ Leave Grade Select Grade Level ▼
--	--

You may enter up to 4 schools. Please complete at least the most recent school information so we can successfully track down records. Scroll to the bottom and select **Next**.

18. Please review the **School District Policies and Documents**. CLICK on each box to view. Each section will turn GREEN after review and the box is checked. After acknowledgement to each is completed, select **Next**.

Documents

☒ Annual Notification To Parents (Parent/Guardian Acknowledgement)	*Required
☐ Annual Notification To Parents (Student Acknowledgement)	*Required
☐ Student Technology Use Policy	*Required
☐ Activity Agreement	*Required
☐ Food Service Program	*Required
☐ Williams Complaints Notice	*Required
☐ Student Accident Insurance Information and Application	*Required

Previous Next

19. NEXT, please select and complete the **Annual Permissions and Authorizations to School District Policies and Agreements**.

*For families pre-enrolling student(s) for next year, you will be notified before school starts and have the opportunity during the **Annual Parent Data Confirmation** to review and re-confirm your selections.*

Authorizations

Armed Forces family member Is at least one parent/guardian on active duty in the Armed Forces or on full-time National Guard duty? Choose an option	Acknowledgement of Annual Rights Notification I hereby acknowledge receipt of information regarding my student's rights, responsibilities, and protections. The Annual Notification to Parents is available through http://www.lgsuhd.org/antp Choose an option	Release of Directory Information to Military The No Child Left Behind Act of 2001 requires school districts to disclose the names, addresses, and telephone numbers of high school students to military recruiters upon request. By choosing "yes," I am giving permission for the school to release said directory information to military personnel. By choosing "no," I am requesting that the school NOT release said information to military personnel. Choose an option	Tech Use Agreement Please review the Technology Acceptable Use Agreement . By checking "yes," I am acknowledging that my student will abide by the technology use rules outlined in the agreement. (Should the student commit any violation, his/her access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action pursued.) Choose an option
Acknowledgement of School Attendance Policy My student and I understand and will abide by the school's Attendance Policy stated in the Annual Notification to Parents and on the school's website. Choose an option	Medical Insurance I acknowledge that Los Gatos-Saratoga Union High School District does not provide medical insurance for student injuries but does make voluntary student insurance available. Choose an option	Los Gatos-Saratoga Union High School District Zero Tolerance Policy Expulsion must be recommended for the following behaviors: 1. Causing serious physical injury to another person 2. Possession of any knife, explosive, or other dangerous object of no reasonable use to the pupil 3. Unlawful sale or distribution of any controlled substances 4. Robbery or extortion 5. Assault or battery upon any school employee For more information, refer to the Discipline section in the "Annual Notification to Parents" I have read and understand the Zero Tolerance information above. Choose an option	
Voluntary Medical Insurance I have reviewed the information for the Voluntary Medical Insurance program. I understand that if I wish to enroll my student in this program I will complete the paperwork and pay any appropriate costs. Choose an option	Medical Treatment Authorization I have read the Medical Treatment Authorization and authorize the principal or designee to consent to any emergency medical care to be rendered to my student which a licensed health care provider deems necessary. I hereby indemnify the Los Gatos-Saratoga Joint Union High School District, its employees and Governing Board from any liability of any nature in relation to the transportation or treatment of my student. I further understand that all costs of paramedic transportation, hospitalization, and any examination, X-ray, or treatment provided in relation to this authorization shall be my responsibility. Choose an option		
Media Release I give permission for my student's picture or video to be used in printed material, in the District or school websites, or in videos about the school. If you do not want your student's picture or video used, contact the school registrar. Choose an option	Release of Directory Information Directory information may be requested by organizations such as graduation apparel companies, scholarship organizations, vocational and career counseling by colleges and vocational schools. Choose an option		

Previous Next

20. This is the **Document Uploads** page. The specific types of acceptable documents are listed. **Upload Proof of Immunization.** *If your student is coming from C.T. English, Fisher or Redwood Middle Schools then this is not needed (skip and continue to the next step).* Select **Next**

Document Uploads

Proof of immunization is required if their previous school is not C.T. English, Fisher Middle or Redwood Middle.

Proof of Residency (Electronic Address Verification)

California Education Code (Section 48200) and District Board Policy 5111 require that a student be enrolled in and attend the school that is within the district in which the student's parent(s) or legal guardian(s) reside(s). I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct. Evidence that false information was provided will result in immediate withdrawal of the student from District schools.

Beginning with the 2025–26 school year, we have partnered with CivicBell to provide document-free electronic address verification for all parents/guardians. This eliminates the need to scan or upload address or financial documents. Electronic verification requires that you provide your cell phone number during registration. If the student's primary address cannot be verified and no cell phone number is provided, electronic verification cannot be completed. This will delay registration and require an appointment with the registrar to present all required address-verification documents in person. The following documents will be required if electronic address verification cannot be completed:

Proof of Immunization

Upload a copy of your student's immunization record. Not needed if the student is coming from C.T. English, Fisher or Redwood Middle Schools

Files

Select documents...

Previous

Next

21. Please respond to the **Supplemental Questions**. Select **Next**.

Supplemental Questions

School your student most recently attended

Choose an option

Does your student have a Special Education IEP?

Choose an option

Home Type

Choose an option

Student's Preferred Pronoun

Choose an option

Previous

Next

22. Respond to the **Residence Survey**. Please align your selection with the **Home Type** selected in previous Supplemental Questions section (i.e., If **Permanent Housing** was selected in the previous selection, then select **Permanent Single-Home** on this page

Residence Survey

Housing Status

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.

☒ **Permanent Single-Home** Living in a single-home residence that is permanent.

Continue scrolling down the page to complete the **Unaccompanied Youth** and **Additional Children Information**. Select **Next**.

Your child or children 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 documents 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 I.
- 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 your district's Homeless Liaison:

Unaccompanied Youth

I am a student under the age of 18 and living apart from parent(s) or guardian(s).

☐ Yes

☒ No

Additional Children Information

Do you have additional children living with you in your household?

☐ Yes

☒ No

[Previous](#)

[Next](#)

23. Respond to the **Family Military Survey**. Select **Next**.

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.



Save and Return

24. Respond to the **Foster Survey**. Select **Next**.

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



Save and Return

25. **Almost done!** This is your chance to review and change information you provided. Review every item and click on **Edit** if needed. Scroll to the bottom, select **Finish and Submit**. You will have the opportunity to print a copy for your records.

Confirm

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.

Assigned School:
Los Gatos High School
(408) 354-2730
20 High School Court
Los Gatos 95030

Student Name Here

Enrollment ID
54427055

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

Enrollment completed by

Enrollment Year
2024

Student's First Name

Student's Nick Name

Student's Last Name

Student's Middle Name

Student's Birthday

Student's Suffix

Grade
T

Street

Unit or Apartment Number

City
Los Gatos

Zipcode
95030

State
California

Assigned school
Los Gatos High School (408) 354-2730 20 High School Court
Los Gatos 95030

General Student Information

Gender
Female

Home phone

Mobile phone

Housing Questionnaire Responses

Housing Status
Permanent Single-Home - Living in a single-home residence that is permanent.

Unaccompanied Youth Status
No

Additional Children in Household
No additional children live in my household.

Edit

Foster Survey Response

Foster Status
This student is not in foster care

Edit

Family Military Survey Response

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

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 Page. Optional, select Print and make a copy for your records. Choose to **Enroll Another Student** or **Logout** when finished enrolling student(s).

Confirm

Print

Enroll Another Student

Assigned School:
Los Gatos High School
(408) 354-2730
20 High School Court
Los Gatos 95030

Enrollment ID

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

Enrollment completed by

Enrollment Year

Student's First Name

Student's Nick Name

Student's Last Name

Student's Middle Name

Student's Birthdate

Student's Suffix

Grade

Street

Unit or Apartment Number

City

Zipcode

State

Assigned school
Los Gatos High School (408) 354-2730 20 High School Court
Los Gatos 95030

Continued from above....scroll to the bottom of the page, select either **Enroll Another Student** or **Logout**.

Family Military Survey Response

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

Account Name:

Date Completed:

Parent-email@gmail.com

11/15/2023

Logout

Enroll Another Student

The system will generate an automatic notice that you have provided information.

END

What Happens Next?

School personnel will be alerted to review your student's pre-enrollment information in detail. If there are any issues you will be notified. You will receive a personal confirmation email message when all has been reviewed and accepted.

Please note:

- If you are pre-enrolling your student for the 2025-2026 Academic Year, you will receive a response by the end of January, 2025. If not, please follow up with the Registrar of each respective school.
- For year-round enrollments for incoming students and families, please follow up with the School Registrar if you do not receive a response within 10 business days.

Los Gatos High School: Terri Dewing at tdewing@lgsuhsd.org or 408-354-2730 x231

Saratoga High School: Jean Hsu at jhsu@lgsuhsd.org or 408-867-3411 x214.

Thank you for taking the time and care in completing this important online pre-enrollment information.