Online Pre-Enrollment

Step-by-Step Guide for Parents and Guardians

Entering New Student Information

These instructions are for the parent, guardian or caregiver 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. You can stop at any time and return later; the system saves your progress.

WHO THIS GUIDE IS FOR

The steps are the same for every new student. What happens after you submit depends on when your student is starting:

- **Incoming 9th graders (pre-enrollment):** complete these steps during the pre-enrollment window for the upcoming school year. You will hear from your school by the end of January.
- **Students enrolling during the school year:** complete these steps as soon as you can, then contact the school registrar so we can get your student into classes right away.

BEFORE YOU BEGIN

Having these items on hand will make the process faster:

- A parent/guardian **cell phone number**. We use it to verify your address electronically, so most families will not need to upload residency documents.
- Physician and emergency contact names and phone numbers.
- The name, address and approximate attendance dates of the last school your student attended.
- Immunization records, **only if** your student is not coming directly from C.T. English, Fisher or Redwood Middle School.

QUESTIONS?

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

Los Gatos High School
Terri Dewing, Registrar
tdewing@lgsuhsd.org
408-354-2730 x231

Saratoga High School
Jean Hsu, Registrar
jhsu@lgsuhsd.org
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) **or** log in to your existing account
- Review the Terms of Service
- Provide the student's name and address
- The system checks the address against school boundaries

B. Enter pre-enrollment information for the student

- Enter student details, parent/guardian information and emergency contacts

- Enter information about prior schools
- Review School District policies and documents
- Grant authorizations and permissions
- Upload immunization records (**not required** for students coming directly from C.T. English, Fisher or Redwood Middle School). Residency is verified electronically, so no residency upload is needed unless the registrar contacts you.
- Respond to supplemental questions and surveys
- Review, edit and confirm
- Print for your records (optional)
- **Submit** the enrollment information
- Log out **or** enroll another student

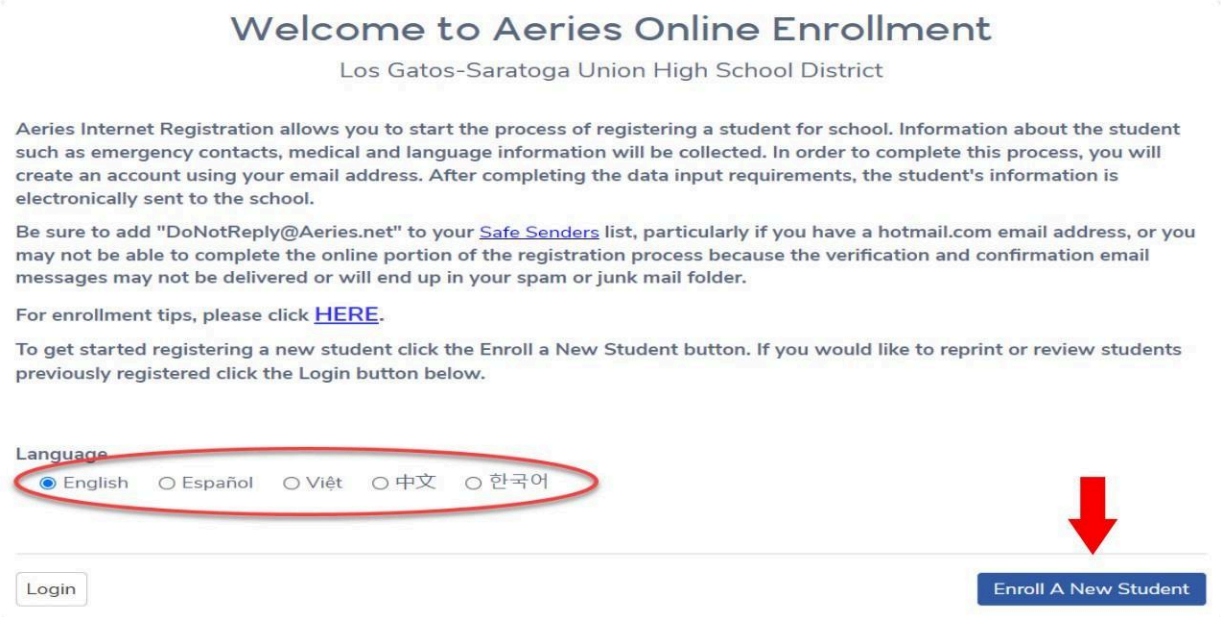
C. School review and confirmation

School personnel will review your student's information and let you know if there are any issues that must be addressed. When everything is complete, you will receive a confirmation email from school personnel that the enrollment is accepted. Incoming 9th graders can expect to hear from their school by the end of January. For students enrolling during the school year, the registrar will contact you promptly to complete enrollment and schedule classes.

STEP-BY-STEP INSTRUCTIONS

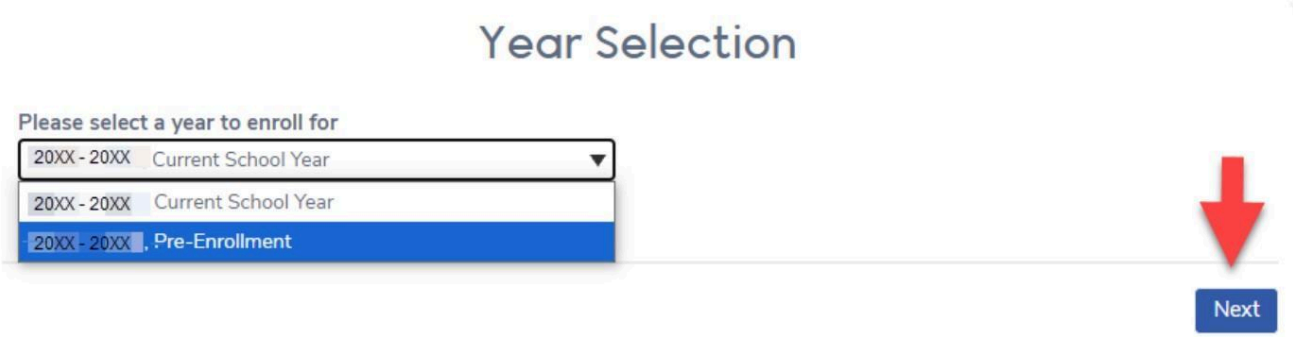
STEP 1 Open the enrollment site

Using a web browser on a computer, go to https://lgsuhsd.asp.aeries.net/enrollment. Choose your preferred language and select **Enroll a New Student**.



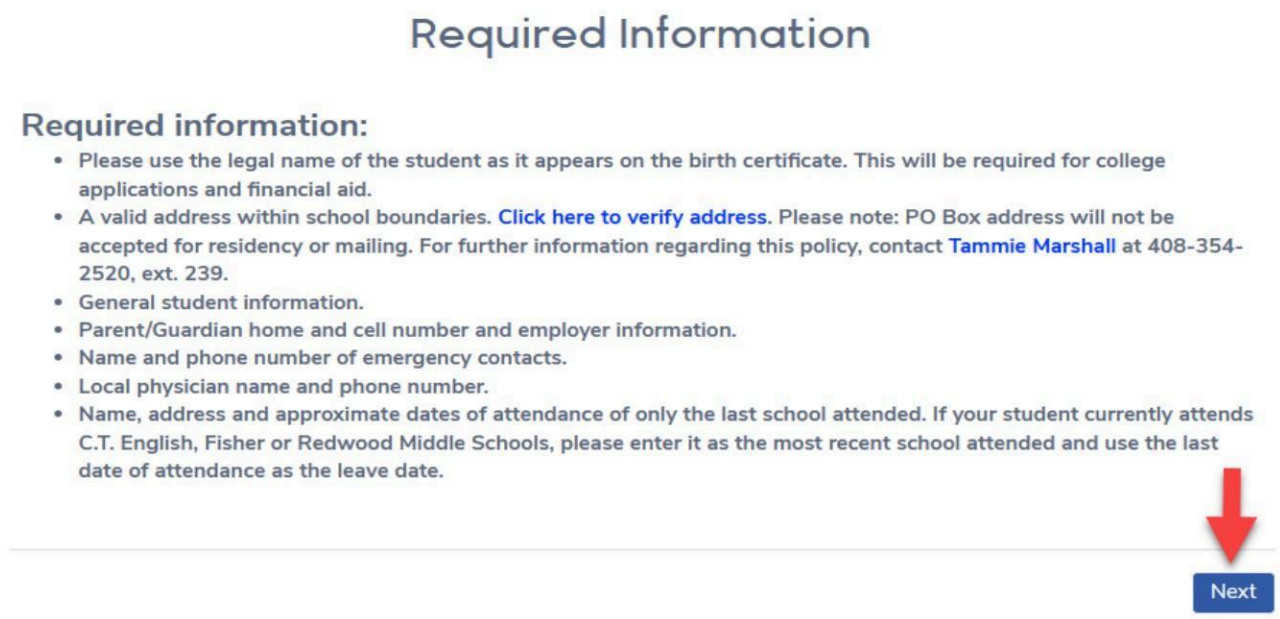
STEP 2 Select the enrollment year

Select the school year you are enrolling for, then select **Next**. Incoming 9th graders should choose the **Pre-Enrollment** option for the upcoming school year.



STEP 3 Review the required information

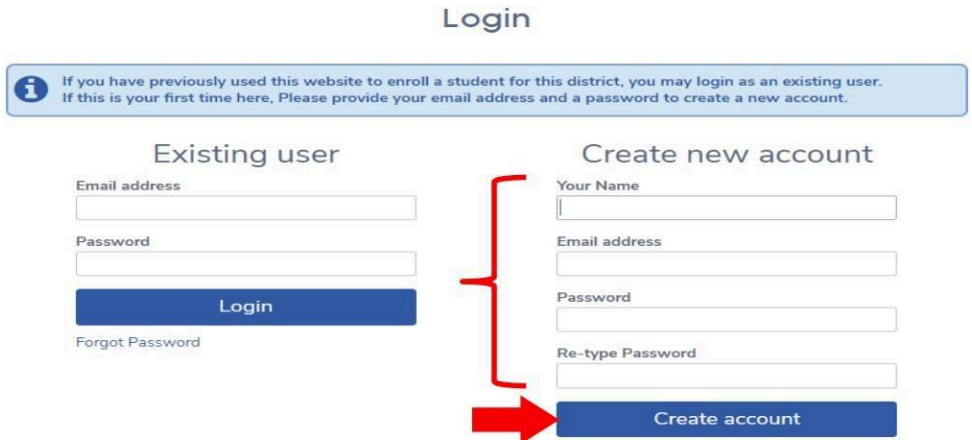
Read **Required Information** for an overview of what you will need. Select **Next**.



STEP 4 Create your account or log in

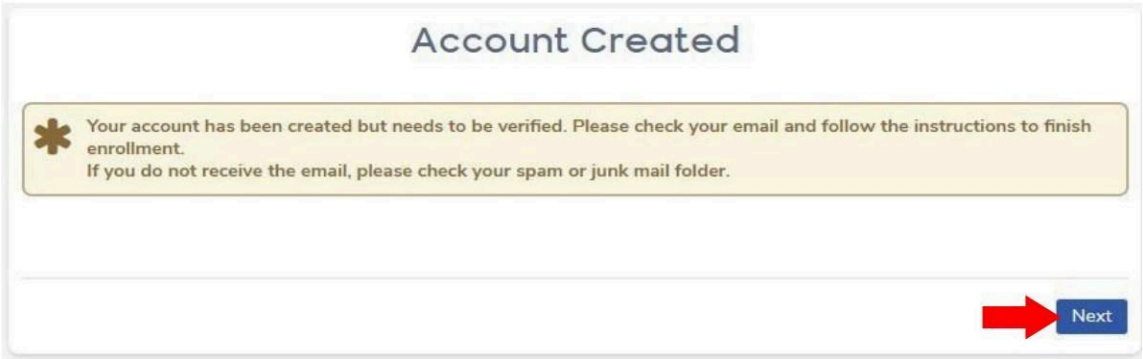
If this is your first time enrolling a student with us, complete the **Create new account** section, then select **Create account**.

> **Returning families:** If you have previously enrolled a student with us, enter your existing user information, select **Login**, and skip Step 5.

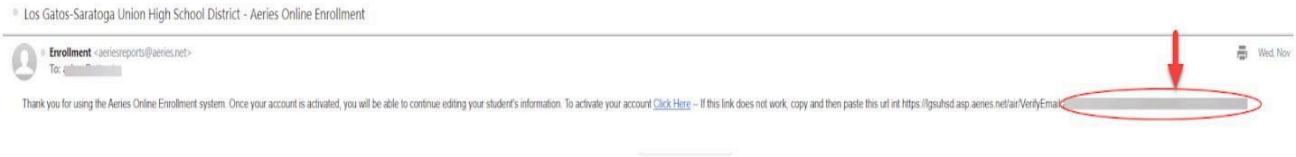


STEP 5 Verify your email and log in (new accounts only)

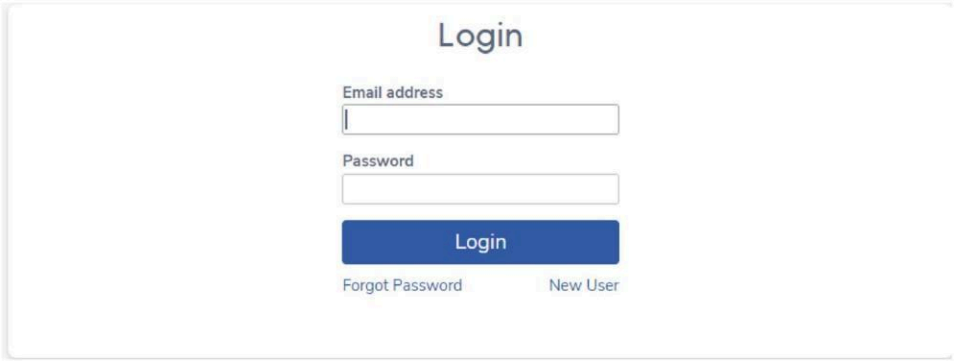
The system sends a confirmation message to the email address you provided in Step 4. Select **Next**, then check your email. If you do not see the message, check your spam or junk folder.



In the email, use the **Click Here** link to return to the login page, or copy the unique URL (circled in the example below) and paste it into your browser.

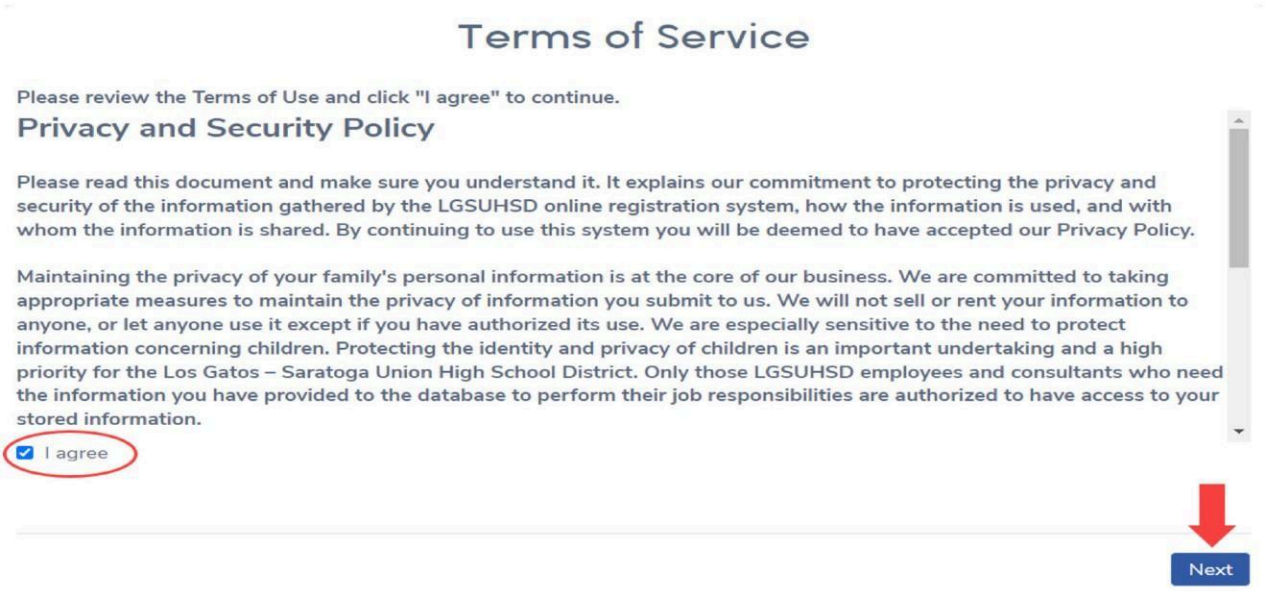


Then log in with your email address and password.



STEP 6 Accept the Terms of Service

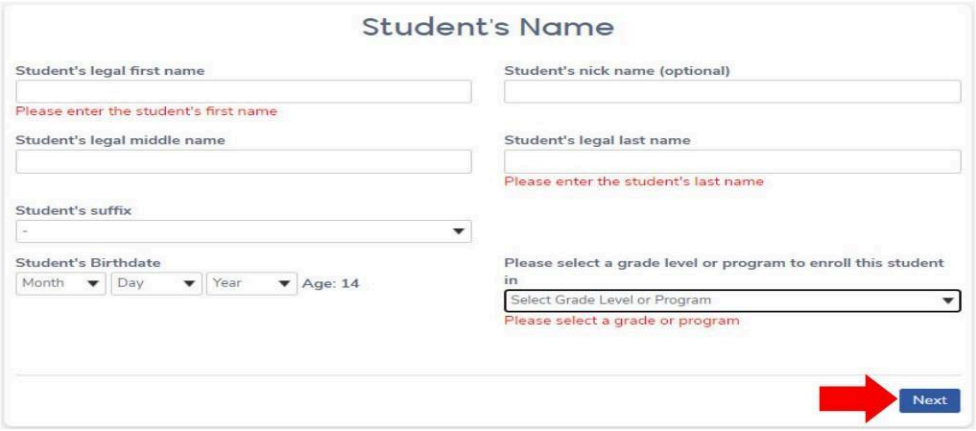
Read the Terms of Service and scroll to the bottom. Select **I agree**, then **Next**.



STEP 7 Enter the student's name

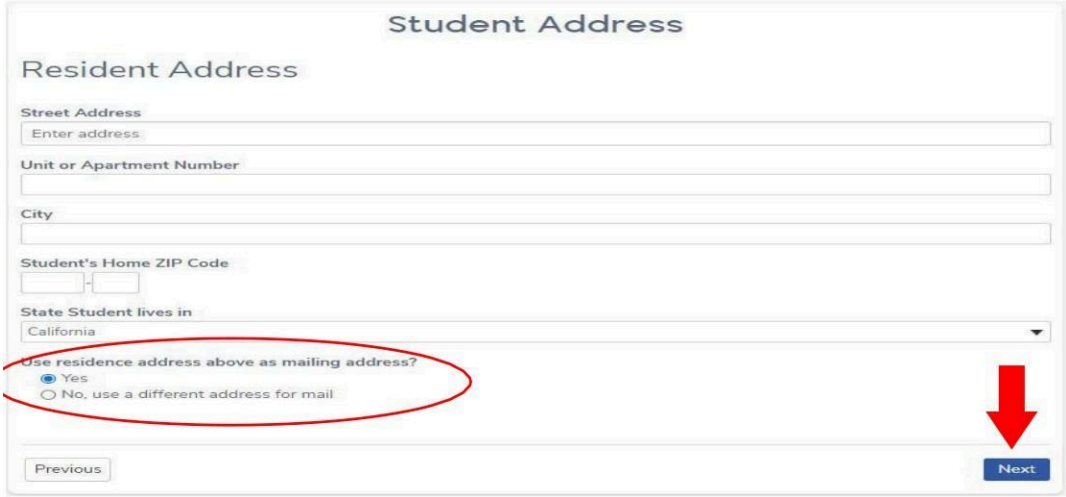
Complete the **Student's Name** page, using the student's legal name as it appears on the birth certificate. Select **Next**.

> **Note:** If you select **Next** but stay on the same page, red text shows the **required fields** that still need to be filled in before you can move on.



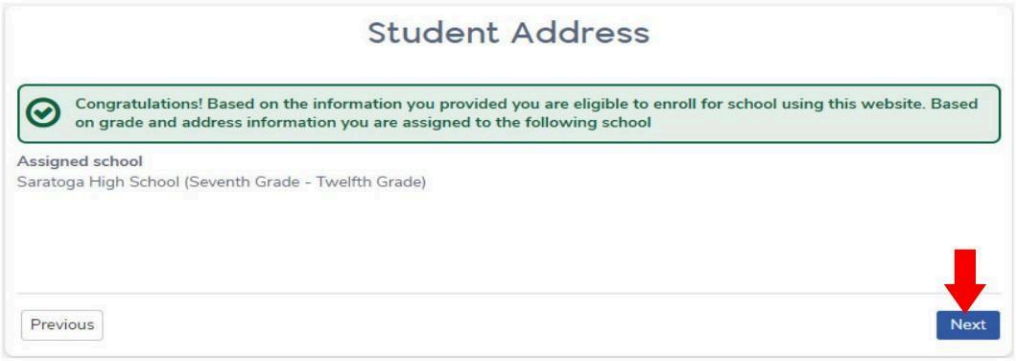
STEP 8 Enter the student's address

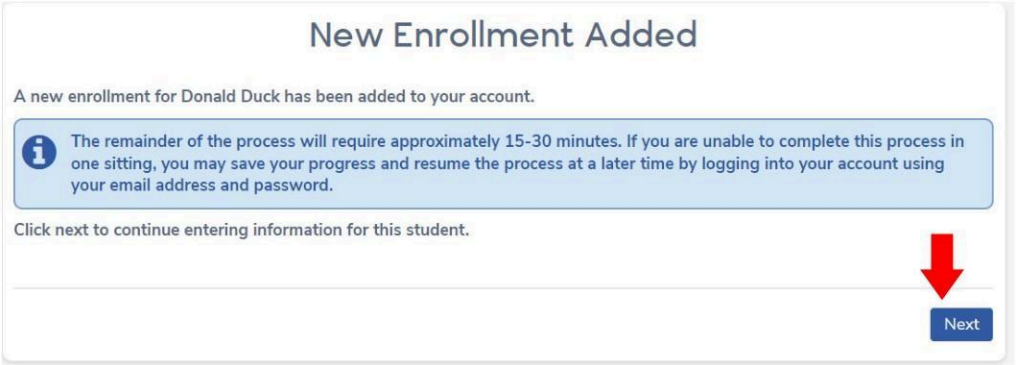
Enter the **student's place of residence**. If your mailing address is different from the residence address, provide it on this page. A PO Box cannot be used. Select **Next**.



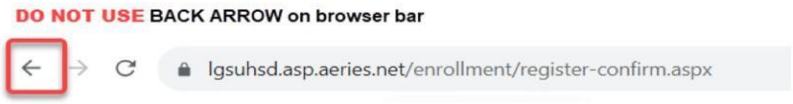
STEP 9 Confirm the assigned school

When the address you entered matches the school boundary tables, you will see the two messages below. Select **Next** on each.

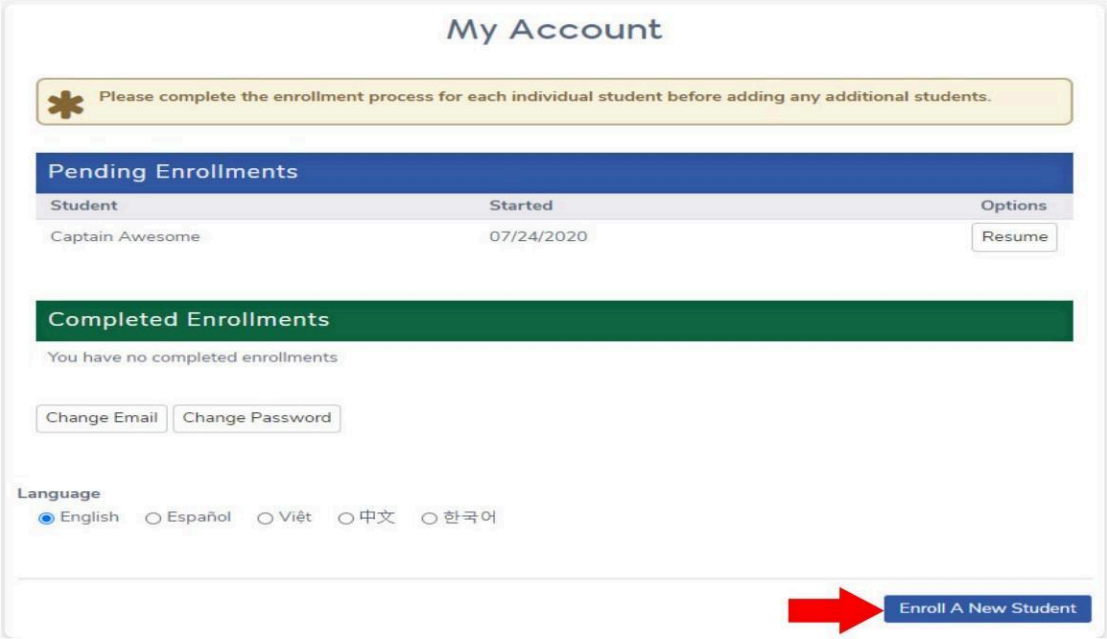




Tip: Do not use your browser's back arrow. Use the **Previous** button at the bottom of each screen where available. You will be able to review your responses and make changes at the end of the process, before you select **Finish and Submit**.

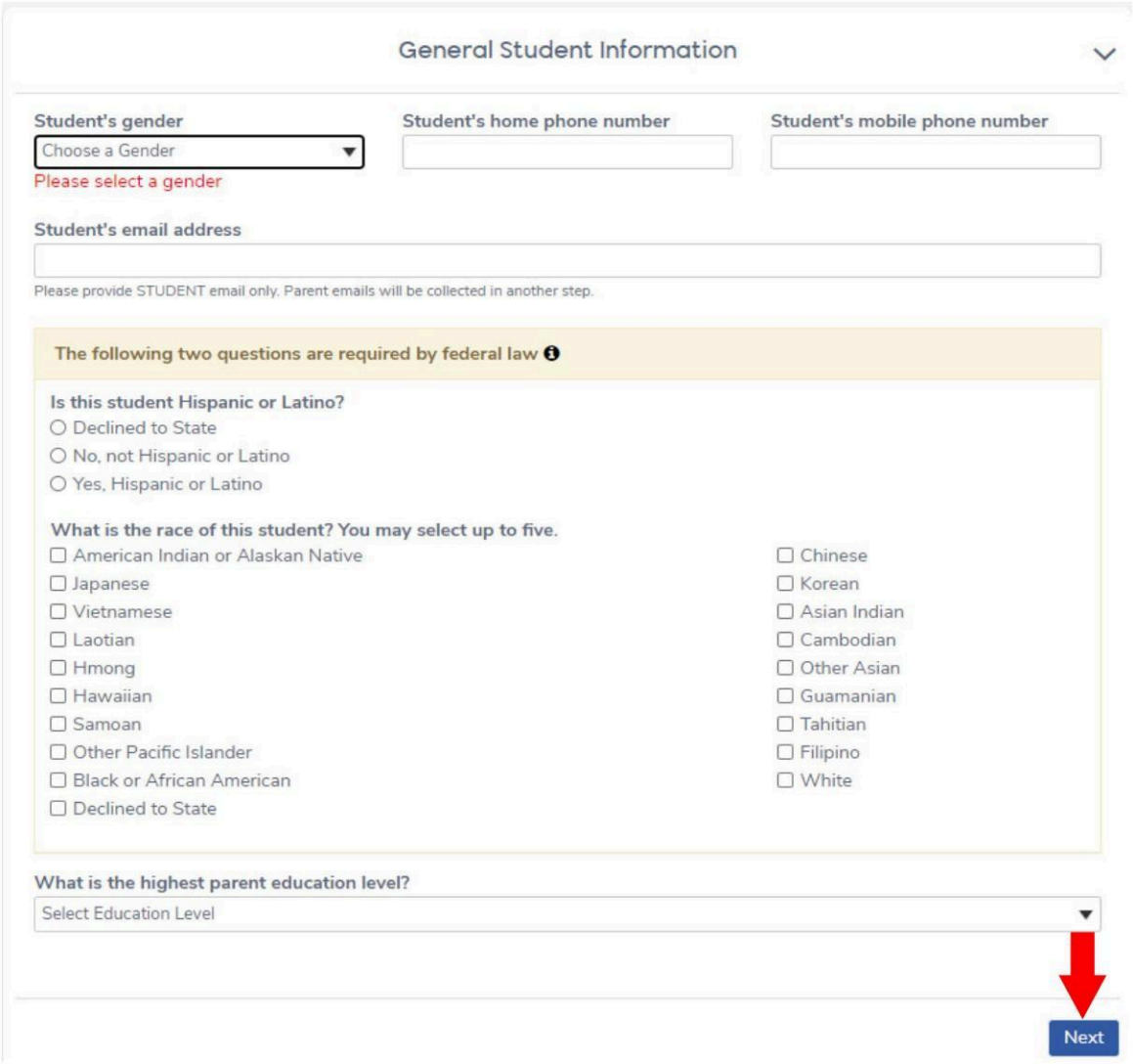


Tip: You can exit at any time and the system will remember the information you entered. When you return, you will see the **My Account** page. Select **Resume**.



STEP 10 General student information

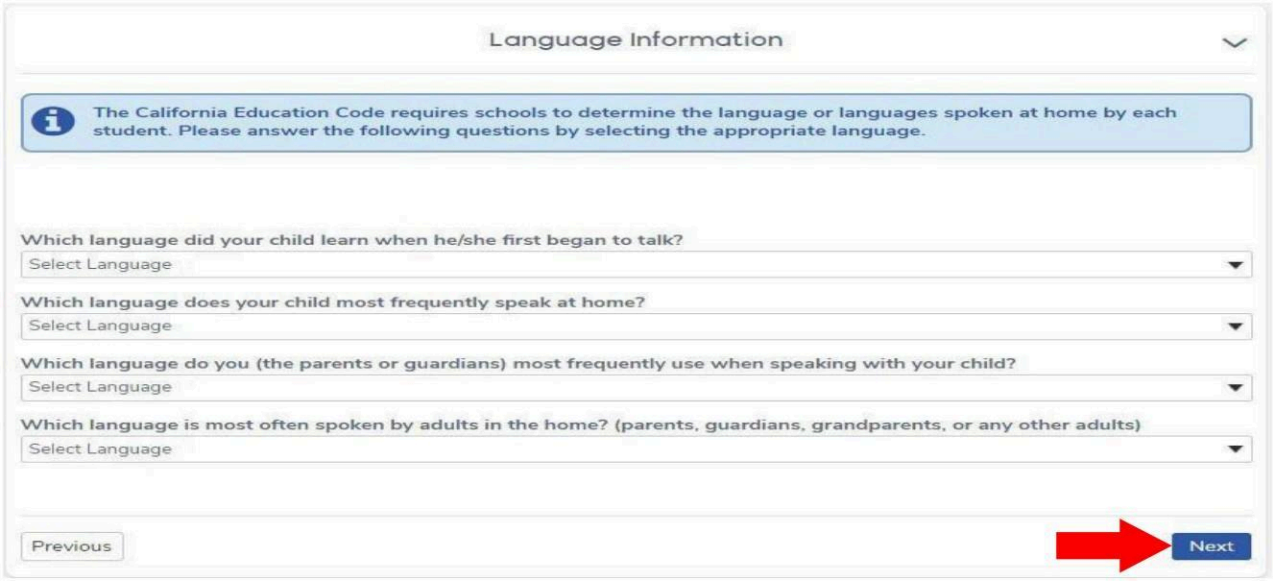
Enter **General Information** about your student. Select **Next**.



STEP 11 Language information

Enter **Language Information**, then select **Next**.

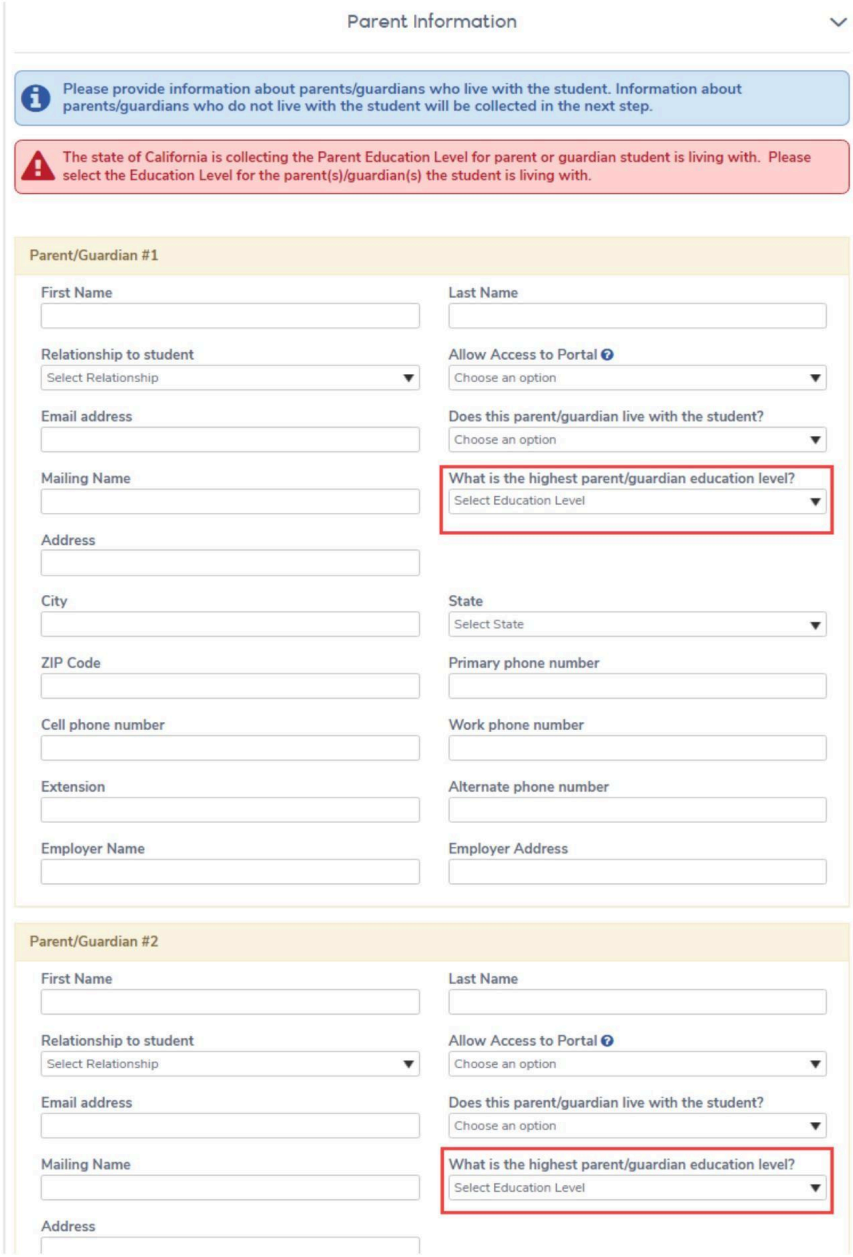
> **Note:** These questions are about the **student's** language experience, not that of the adult filling out this form.



STEP 12 Parent/guardian information

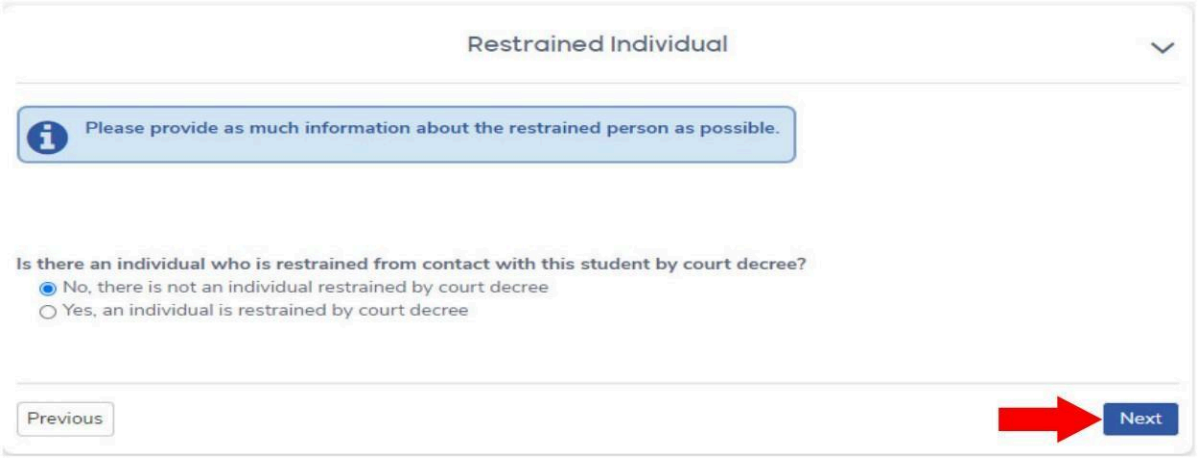
Enter information for **at least one** parent/guardian who has custodial rights. Parent/Guardian #1 will be the primary contact for school communications. Please do not skip the Parent Education Level if the parent/guardian lives with the student. Scroll to the bottom and select **Next**.

> **Important:** Be sure to enter a **cell phone number**. We use it to verify your address electronically. If you do not have a cell phone, contact the registrar and we will verify your address another way.



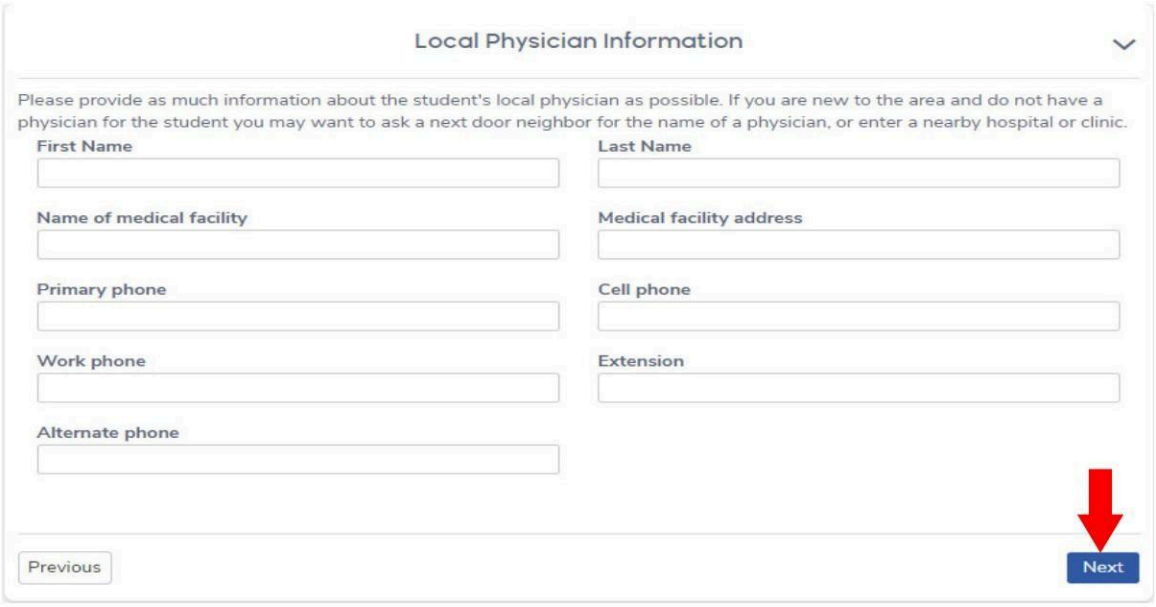
STEP 13 Restrained individual

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



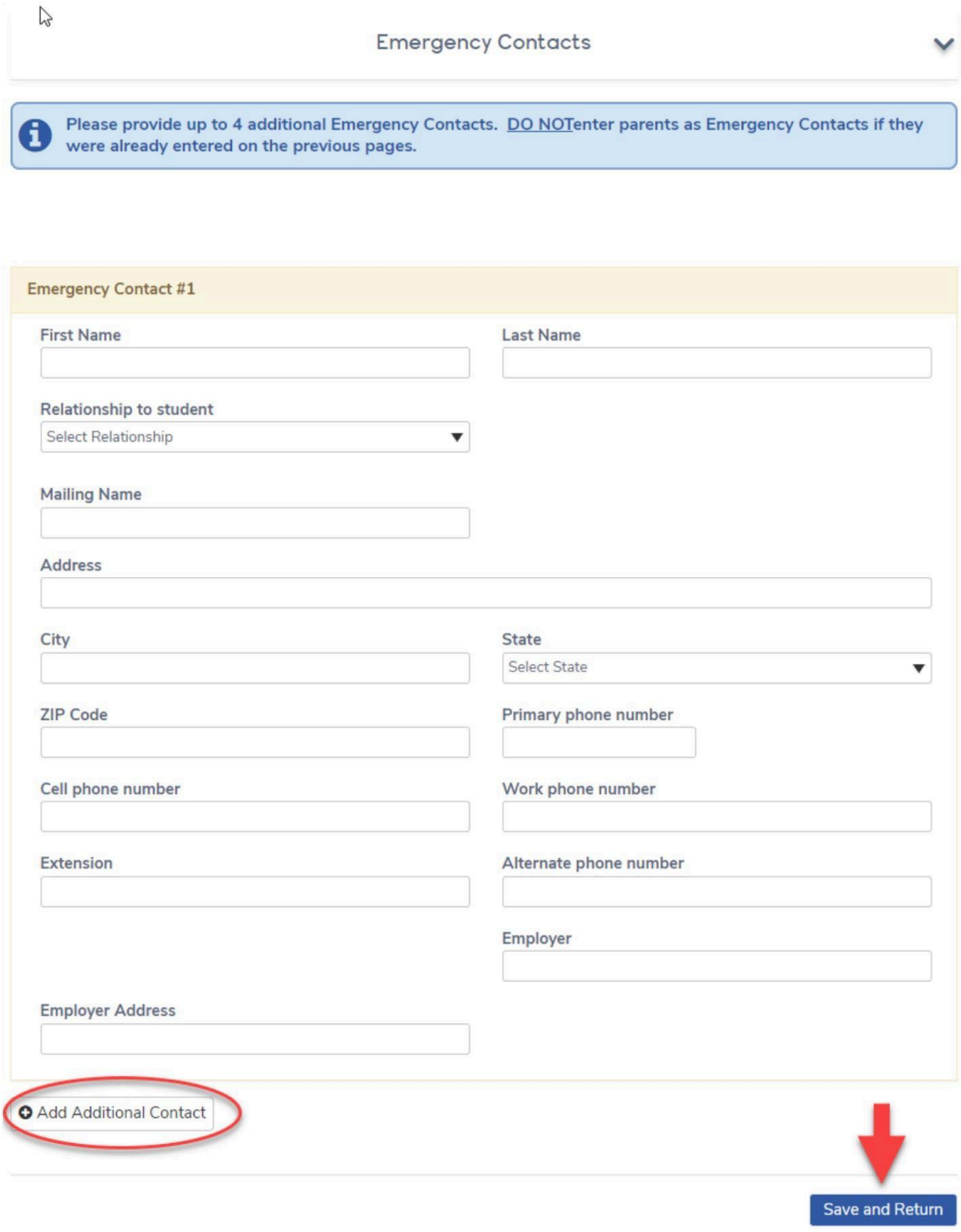
STEP 14 Local physician

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



STEP 15 Emergency contacts

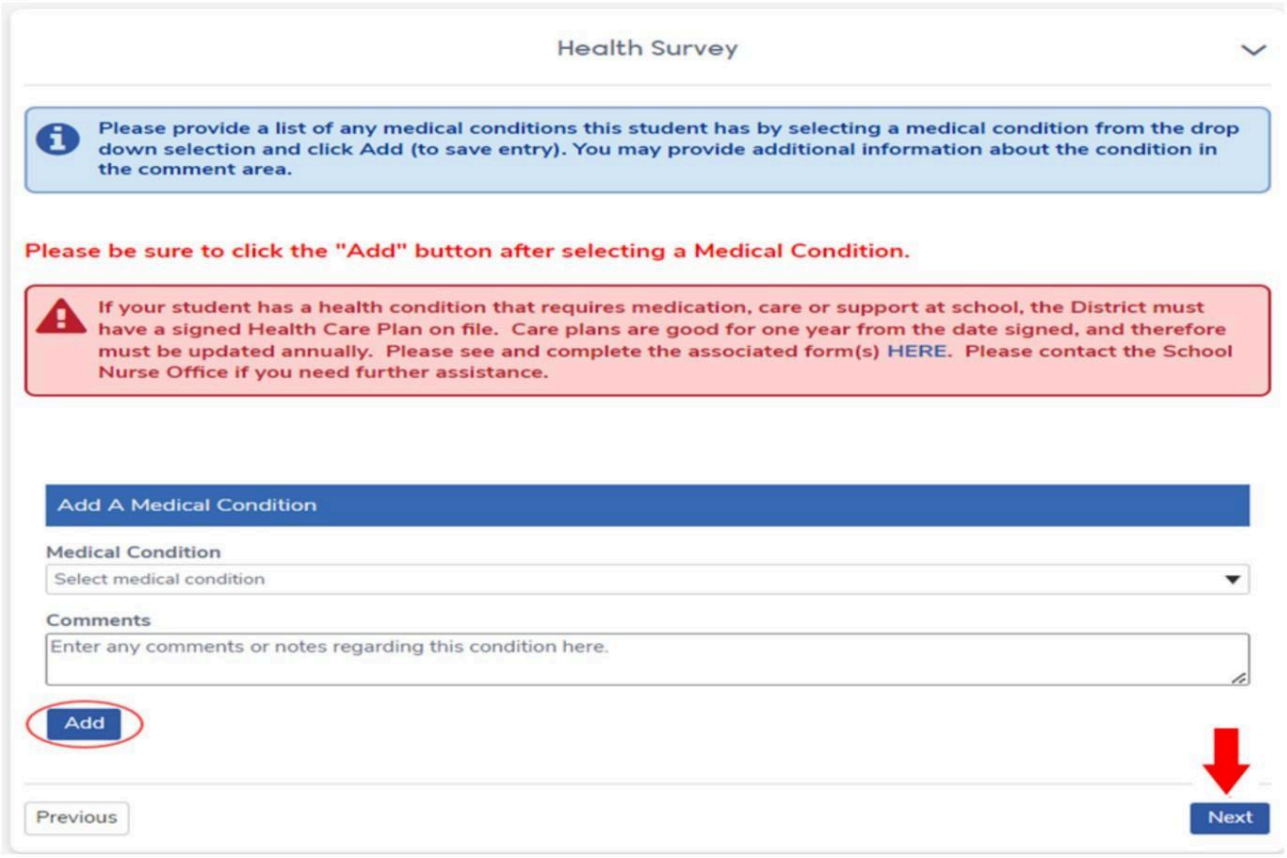
Provide **Emergency Contacts**. Please list **at least one local person who is not the parent/guardian**. Use **Add Additional Contact** to enter more (up to four). When you have finished all entries, scroll to the bottom and select **Next** (the button may read **Save and Return**).



STEP 16 Health survey

Complete the student **Health Survey**.

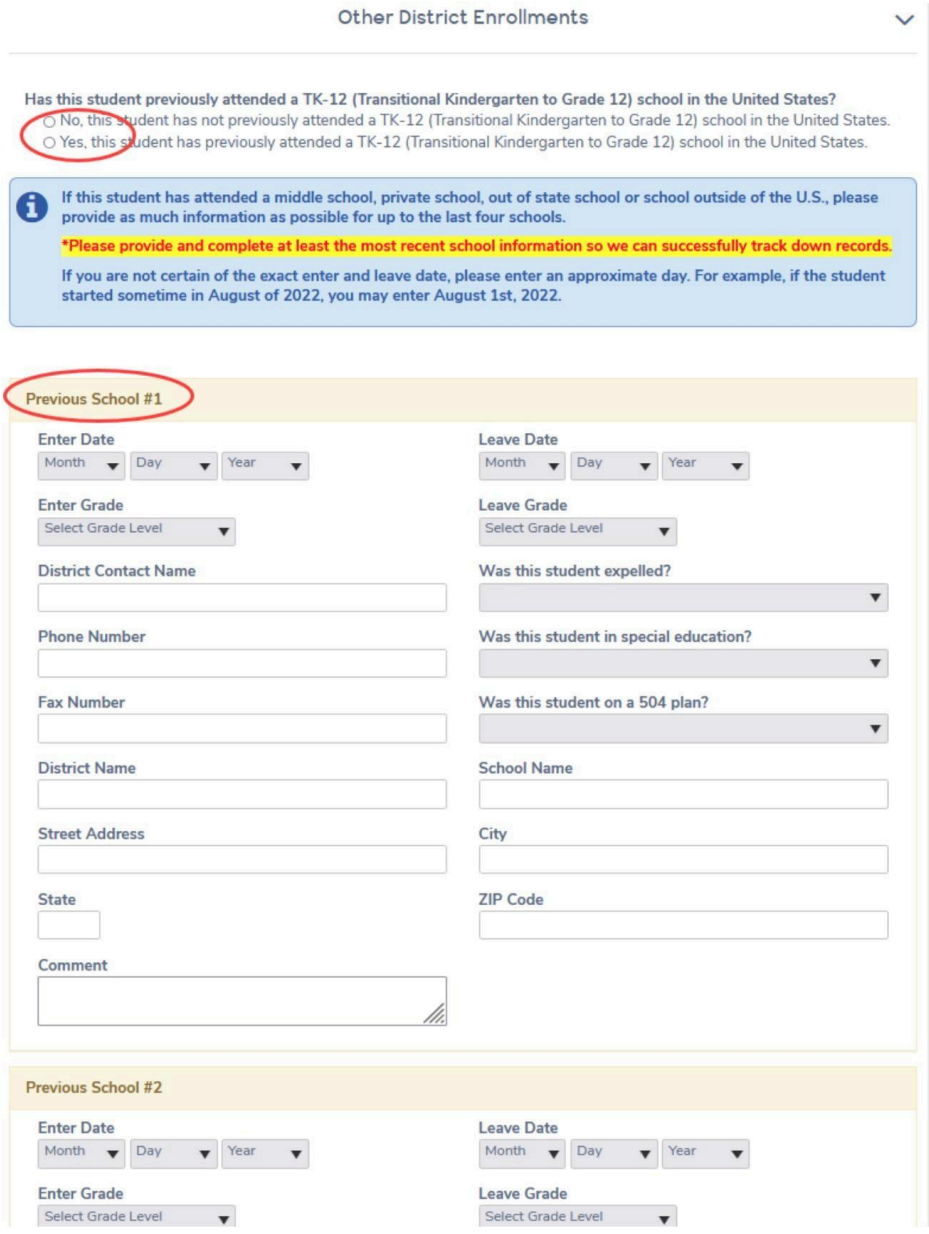
> **Important:** Select **Add** after each medical condition to save it. When you have finished entering all medical or health concerns, select **Next**.



STEP 17 Prior schools

Complete the **Other District Enrollments** page about prior schools. At the top, indicate whether your student has previously attended a TK–12 school in the United States (do not count preschools). You may enter up to four schools. If you are not sure of exact dates, an approximate date is fine. Scroll to the bottom and select **Next**.

> **Important:** Please complete **at least** the most recent school so we can successfully request your student's records.



STEP 18 School District policies and documents

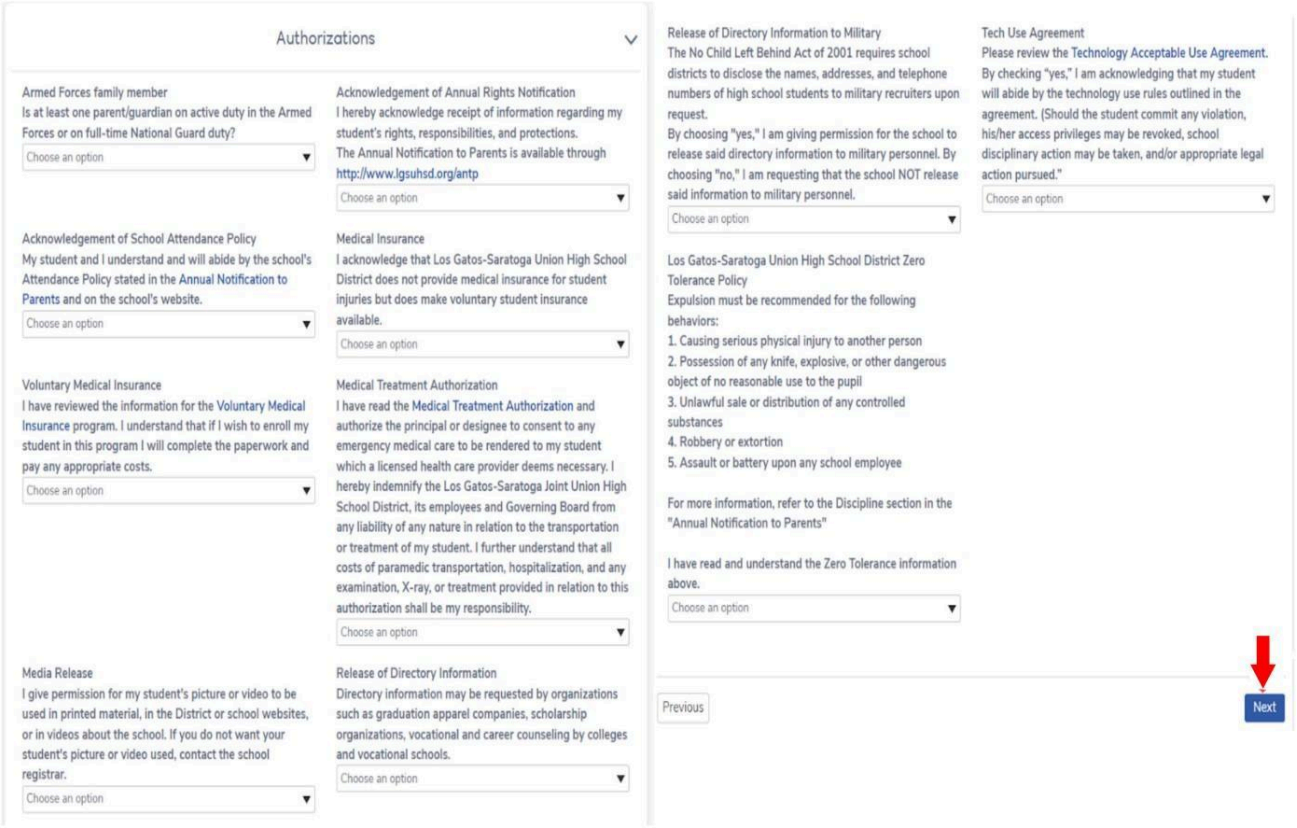
Review the **School District Policies and Documents**. Click each box to view the document. Each section turns green once it has been reviewed and its box is checked. After acknowledging every document, select **Next**.



STEP 19 Permissions and authorizations

Complete the **Annual Permissions and Authorizations** for School District policies and agreements by choosing an option for each item. Select **Next**.

> **Note:** Families pre-enrolling for next year will be notified before school starts and will have the opportunity to review and re-confirm these selections during the **Annual Parent Data Confirmation**.

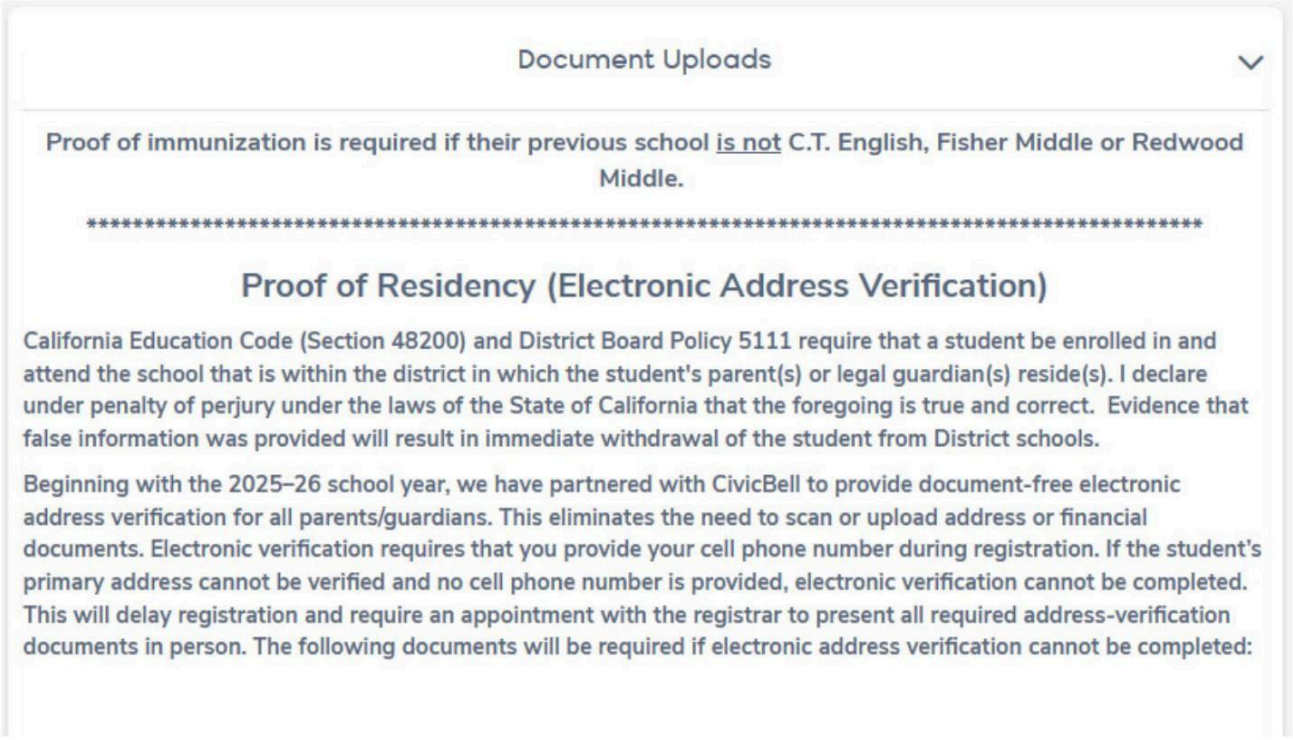


STEP 20 Document uploads

The **Document Uploads** page covers two items:

- **Proof of residency:** no upload is needed. Your address is verified electronically using the cell phone number you provided. The registrar will contact you only if further proof of residency is needed.
- **Proof of immunization:** upload a copy of your student's immunization record. Skip this if your student is coming from C.T. English, Fisher or Redwood Middle School.

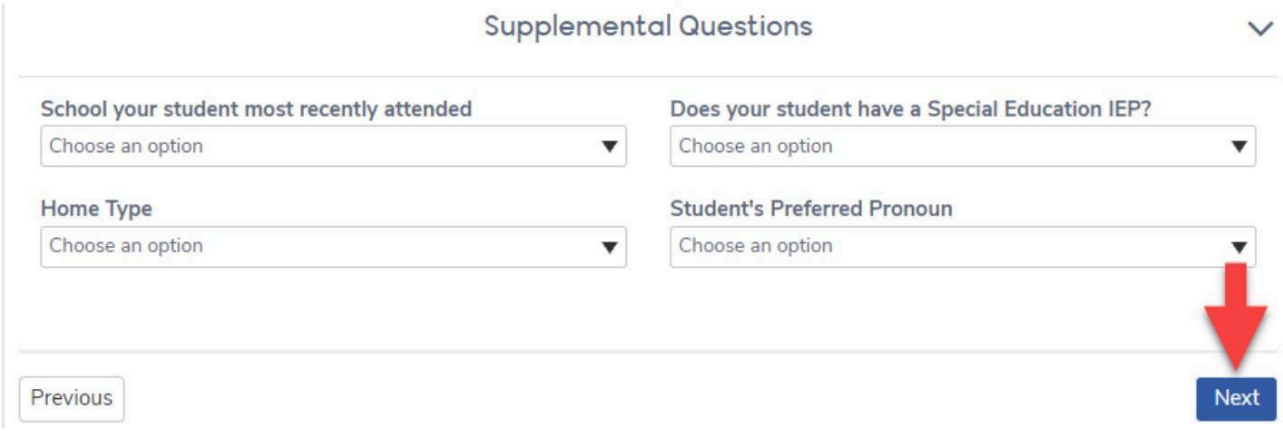
Select **Next**.





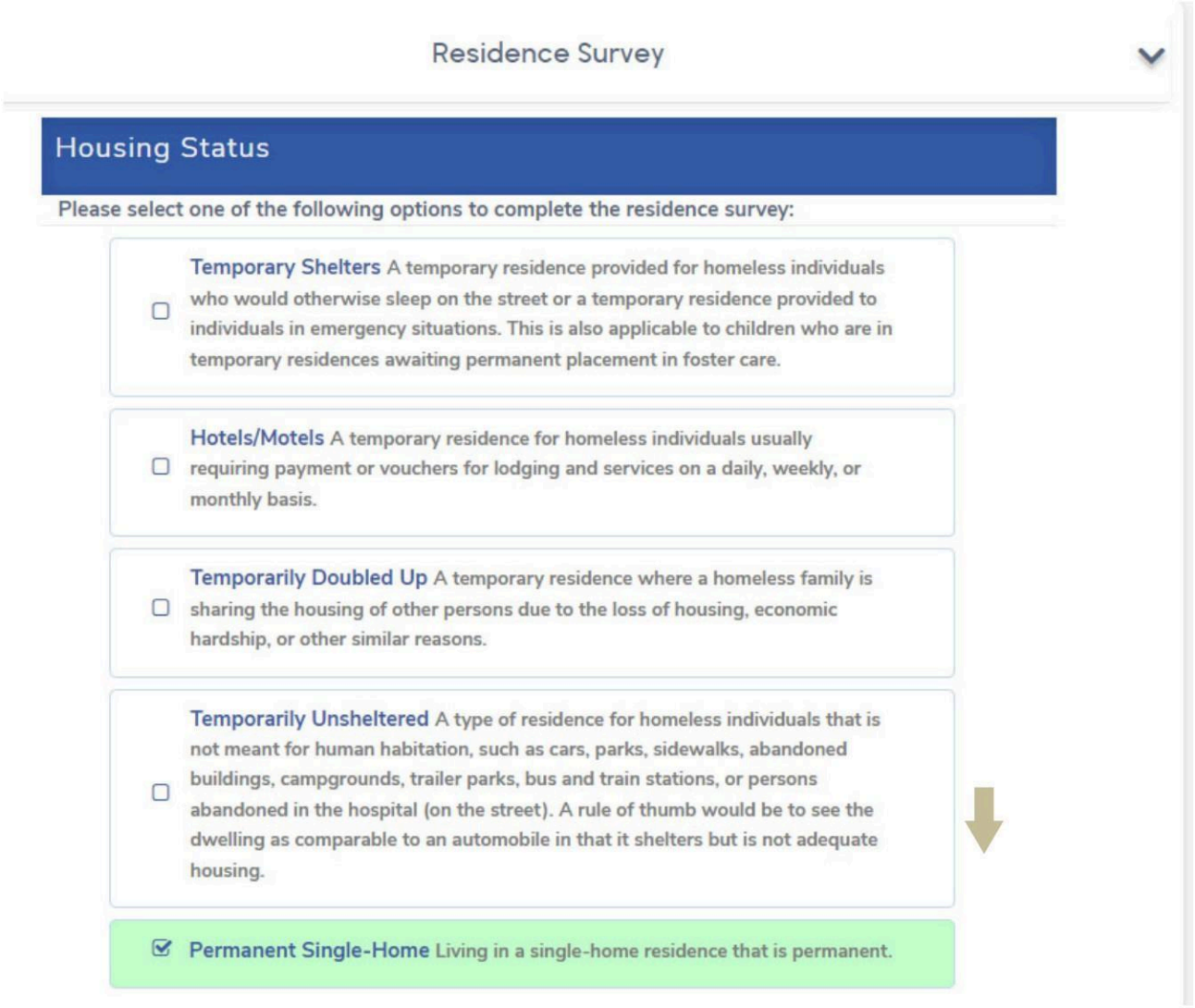
STEP 21 Supplemental questions

Respond to the **Supplemental Questions**. Select **Next**.

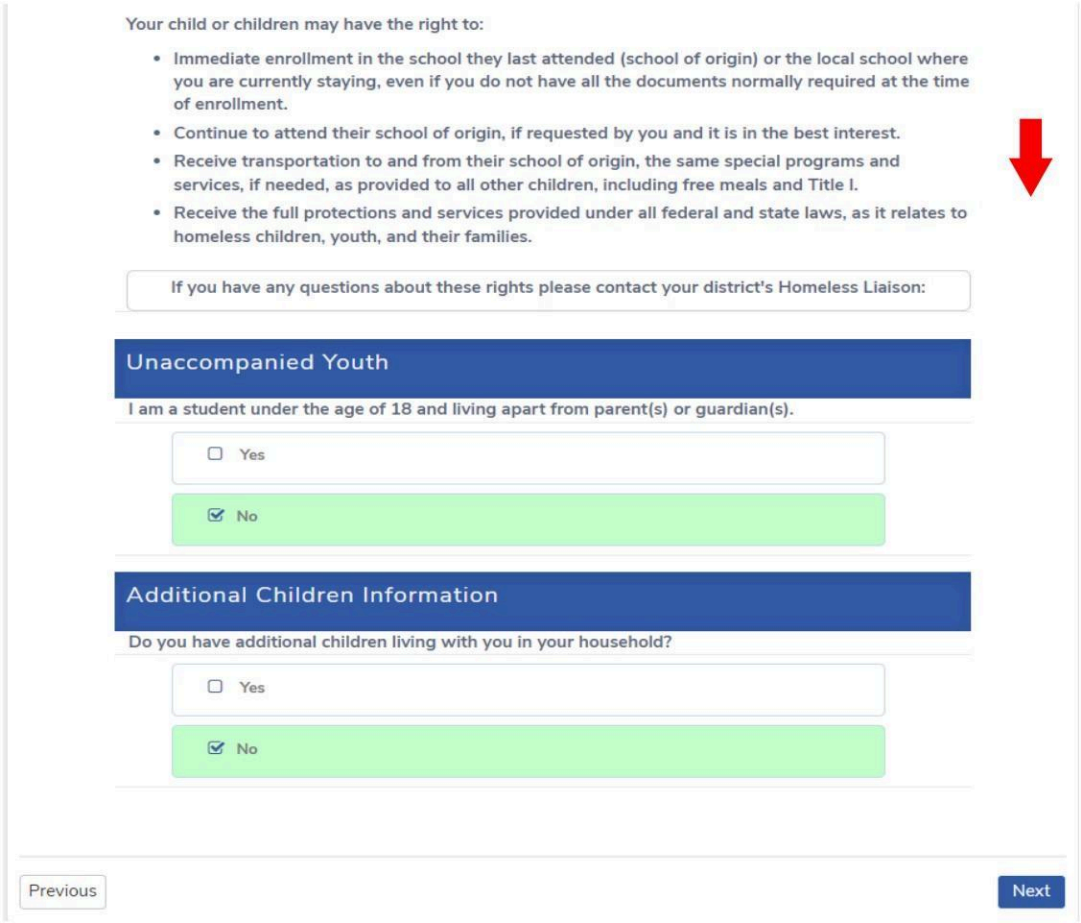


STEP 22 Residence survey

Respond to the **Residence Survey**. Your selection should match the **Home Type** you chose in the Supplemental Questions. For example, if you selected Permanent Housing there, select **Permanent Single-Home** here.

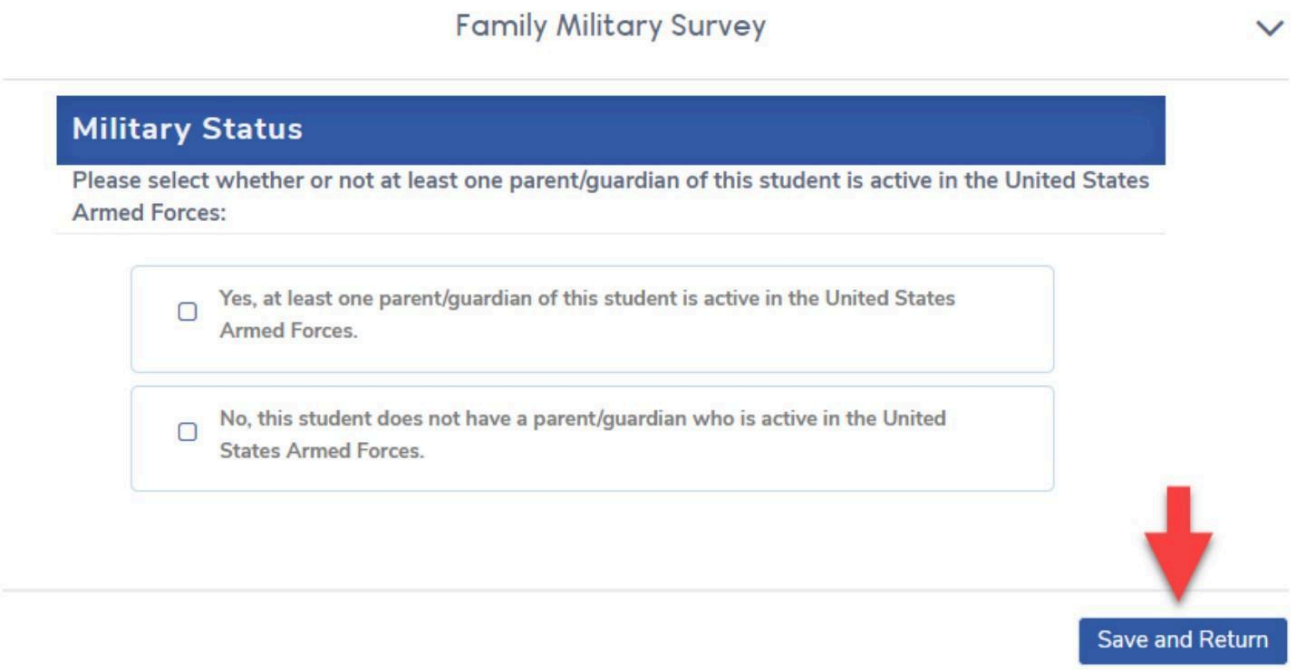


Continue scrolling down the page to complete the **Unaccompanied Youth** and **Additional Children Information** sections. Select **Next**.



STEP 23 Family military survey

Respond to the **Family Military Survey**. Select **Next** (the button may read **Save and Return**).



STEP 24 Foster survey

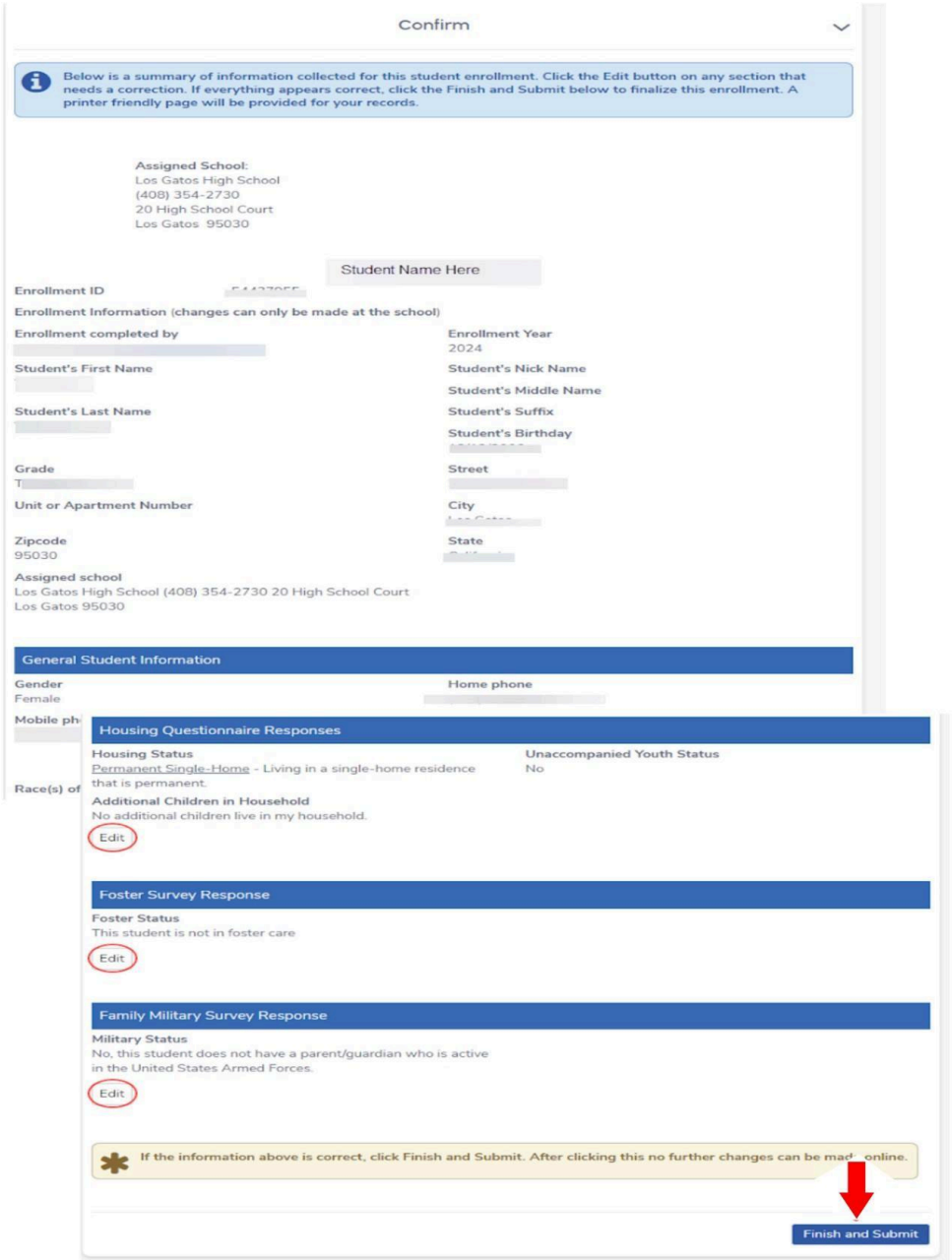
Respond to the **Foster Survey**. Select **Next** (the button may read **Save and Return**).



STEP 25 Review and submit

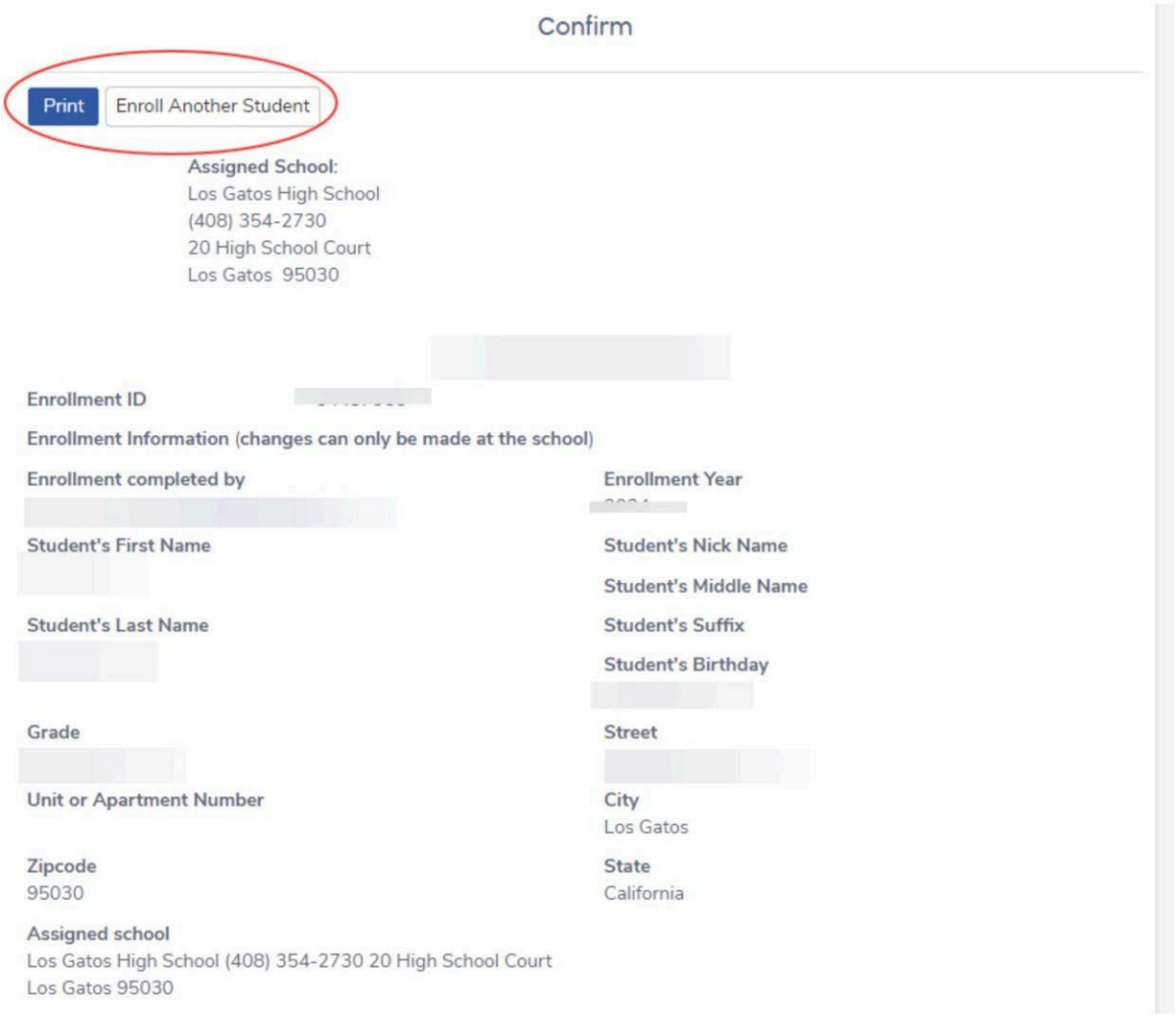
Almost done! This is your chance to review and change the information you provided. Review every item and select **Edit** where needed. Then scroll to the bottom and select **Finish and Submit**.

> **Important:** After you select **Finish and Submit**, no further changes can be made online.

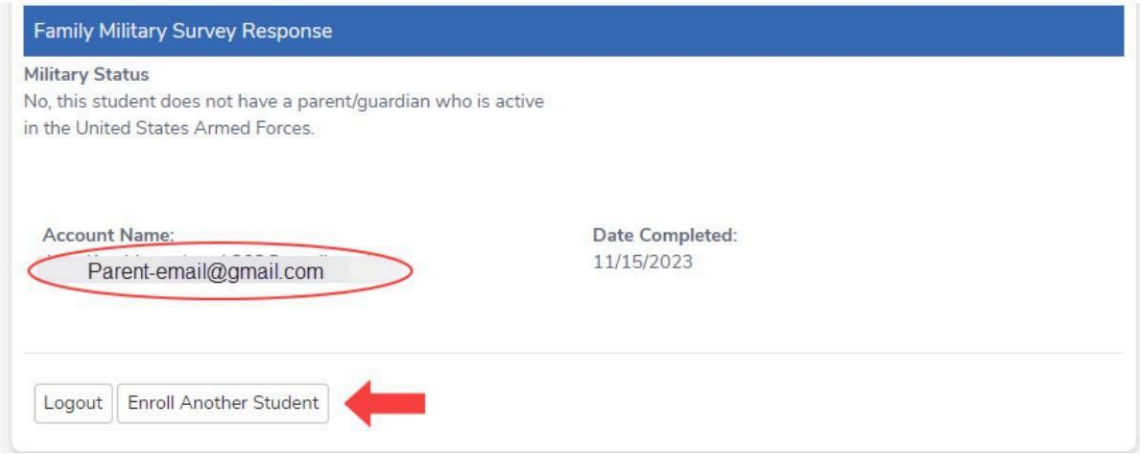


STEP 26 Print, enroll another student, or log out

On the **Confirm** page, you may select **Print** to make a copy for your records.



Scroll to the bottom of the page and select **Enroll Another Student** or **Logout**.



The system will send an automatic notice confirming that you have submitted your information.

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 when everything has been reviewed and accepted.

- **Address verification:** after you submit, the district verifies your address electronically. If it cannot be verified, the registrar will contact you and ask for proof of residency.
- **Incoming 9th graders (pre-enrollment):** you will receive a response by the end of January. If you do not, please follow up with the registrar at your student's school.
- **Course requests:** incoming 9th graders may not be able to request courses until pre-enrollment is complete and their address has been verified.
- **Students enrolling during the school year:** the registrar will contact you promptly to complete enrollment and schedule classes. If you have not heard from us within two school days, please call or email the registrar.

Los Gatos High School
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Thank you for taking the time and care to complete this important online pre-enrollment information.