# Twin Rivers Online Enrollment Guide for Families



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# An introduction to Aeries Online Enrollment

Welcome to Twin Rivers Unified School District Online Enrollment. Online enrollment allows you to quickly start the process of registering your child for school. Information about your child such as emergency contacts, medical and language information will be collected.

The online process typically takes between 20–30 minutes. Upon completion of the online registration, the student's information is electronically sent to the school, but registration is not complete until all required documentation is verified.

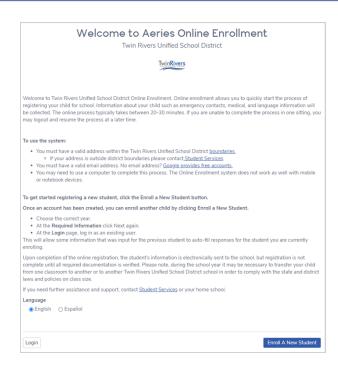
You can access Aeries Online Enrollment at <a href="http://www.twinriversusd.org/enrollment">http://www.twinriversusd.org/enrollment</a>

#### Information about Aeries Online Enrollment:

- This is not for TK-12th grade students currently enrolled in Twin Rivers. Charter Schools need to be contacted directly for registration and enrollment.
- Aeries Online Enrollment System is designed for pre-enrolling new students to the district. To pre-enroll your child, you will be required to create a new student enrollment account.
- Please note, this is not Aeries Parent Portal. If you have a child currently attending a school in the district, do not attempt to use your Aeries Parent Portal account login; you must create a new online pre-enrollment account.
- After creating your enrollment account, you will be able to navigate through the online system with clear instructions and enter student information with ease. You may logout at any point during the process and login later to resume the pending enrollment session.
- In the DOCUMENTS section of the online enrollment, you must download, complete, print/date and sign each required document. If you are unable to save and/or print any or all required downloadable documents to your electronic device during the online session, logout and resume the session when you're able to do so. All downloaded documents will be unavailable once you've advanced to the next section. Be sure to save all completed or blank documents before advancing from the Documents section.
- Please read directions on all screens as there is important information provided to insure a smooth enrollment for your student. Within these instructions, links are provided to specific TRUSD enrollment webpages and registration documents.

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# **Creating an Aeries Online Enrollment Account**



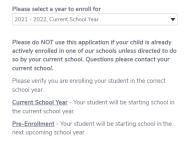
Aeries Online Enrollment allows a parent/guardian to start the registration process and provide information such as emergency contacts, medical and language information.

To begin the process, select a language (English or Spanish) to view Aeries Online Enrollment in and then click the mouse on the **Enroll a New Student** button.

The **Year Selection** screen will provide the option to enroll for the **Current School Year** or **Pre-Enrollment** (if available) for the upcoming school year.

Please verify you are enrolling your student in the correct school year.

#### Year Selection



Next

#### Required Information

The following information is required to finalize enrollment, however you are invited to start the enrollment process with what you have available now. Homeless, Foster or Unaccompanied Youth, should contact your school site:

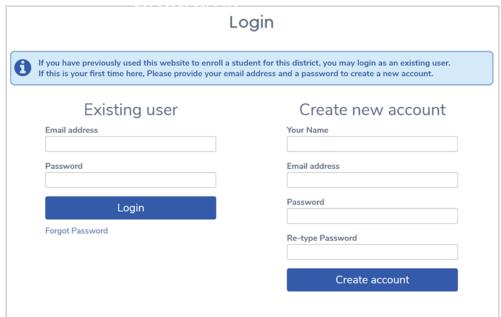
- A valid address within school district boundaries
- Proof of Residence (Lease/Rental Agreement or utility bill)
- Immunization dates Shot records
- Birth Certificate
- Last report card/transcript (Grades 9-12 only)
- 504 Plan/IEP
- Court Order of Custody or Restraining Order

After making a year selection, the Required Information screen will display the documents necessary to complete the enrollment process. After reviewing the information, click the mouse on **Next**.

#### To use the system:

- You must have a valid address within the Twin Rivers Unified School District boundaries.
  - If your address is outside district boundaries, please contact Student Services.
- You must have a valid email address. No email address? Google provides free accounts.
- You may need to use a computer to complete this process. The Online Enrollment system does not work as well with mobile or notebook devices.

# cont. Creating an Aeries Online Enrollment Account

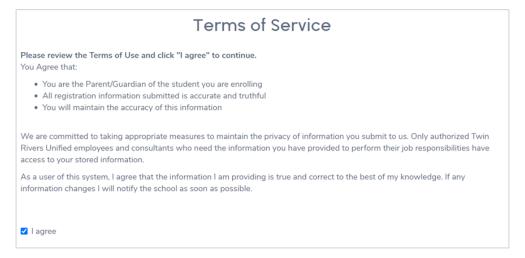


Please provide your full name, email address, and password to create a new account.

If you have previously used this website to enroll a student for this district, you may login as an existing user.

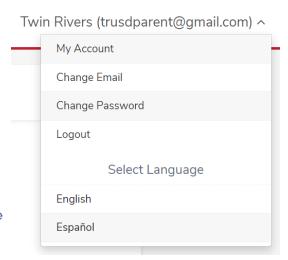
Click on the **Forgot Password** link under the **Existing User** area in case you need to reset your password.

**Please note:** You will be prompted to agree to the **Terms of Service** that you are the Parent/Guardian of the student you are enrolling, all registration information submitted is accurate and truthful, and you will maintain the accuracy of this information

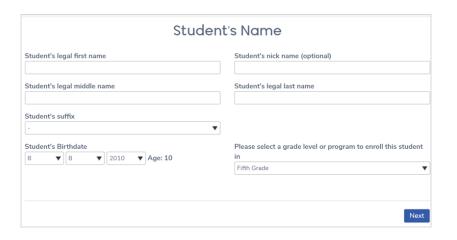


The Aeries Online Enrollment Menu provides access to:

- My Account Will bring the user back to their account page, which lists pending and completed enrollment information.
- **Change Email** Provides a way for the user to change the email address associated with their account.
- Change Password Provides a way for the user to change their account password
- **Logout** Allows the user to logout of their current session. When the user logs back in, their enrollment will resume at the step in the enrollment process they were last on.
- **Select Language** Allows the user to select the preferred language available to complete the enrollment process.

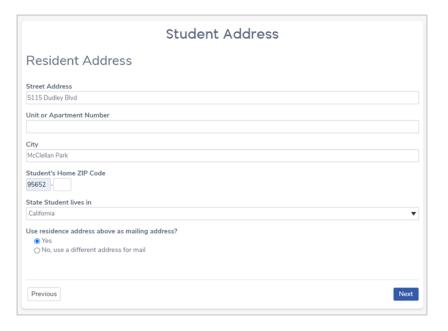


# cont. Creating an Aeries Online Enrollment Account



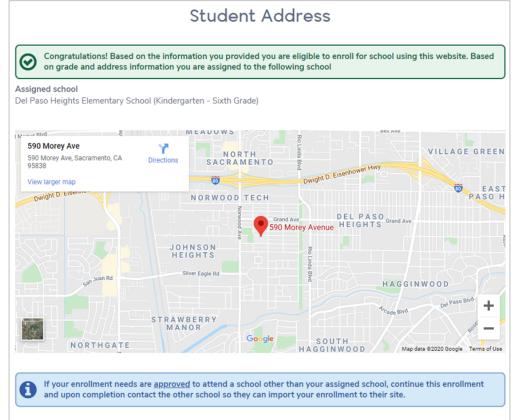
**Tip:** Please make sure to provide the name as written on their birth certificate.

After the student birthdate is entered, it will display a calculation of the student's current age and grade level based on the birth date provided.



Provide the residential address where you are currently residing in the **Student Address** section.

**Note:** The enrollment process will not be able to continue until a valid address is entered that matches an address in the Street table.



You will be notified which school is assigned based on your home address.

Note: If your enrollment needs are <u>approved</u> to attend a school other than your assigned school, please continue with this enrollment. Upon completion, contact the other school so they can import your enrollment to their site.

# cont. Creating an Aeries Online Enrollment Account

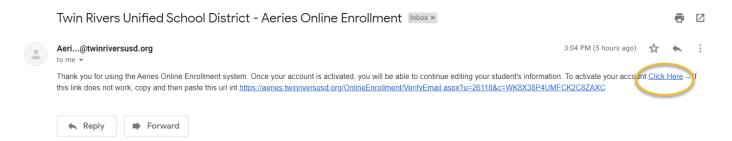
#### **Account Created**



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.

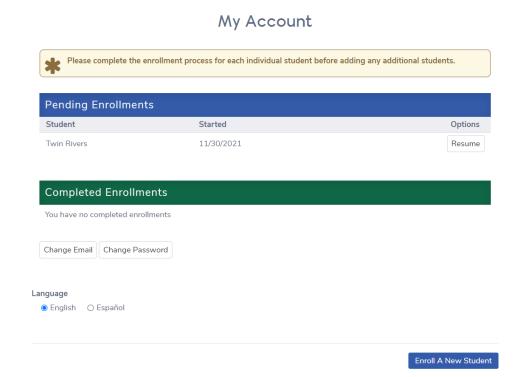
**Note:** You will need to log into your email address and look for the email titled "Twin Rivers Unified School District - Aeries Online Enrollment" sent from <u>AeriesEnrollment@twinriversusd.org</u>



This email will contain a link that will need to be clicked on for Account Authorization.

Once verified, you will be able to re-enter Aeries Online Enrollment at a later time with the email address and password by using the Login button.

You can access Aeries Online Enrollment at <a href="http://www.twinriversusd.org/enrollment">http://www.twinriversusd.org/enrollment</a>.



This will display the My

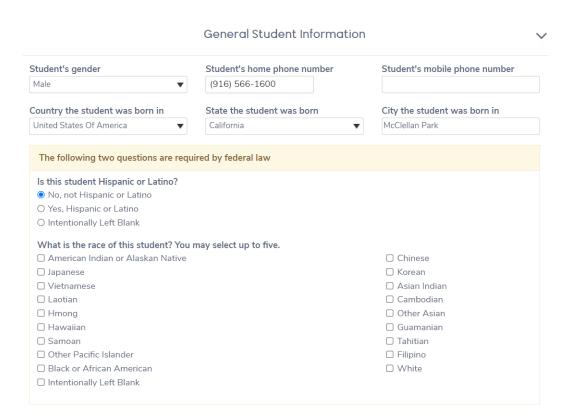
Account page which has both

Pending and Completed

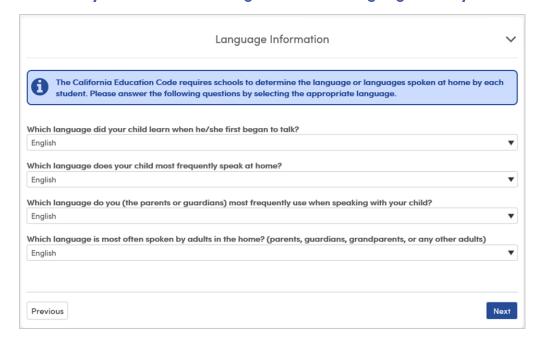
Enrollment applications in your
account.

**Tip:** You will be able to use the stored information (parent/guardian information, emergency contacts, etc.) should you need to enroll more than one student.

#### **Student Information**



Note: Federal law requires a response to the student's race and ethnicity. In addition, California Education Code requires schools to determine the language or languages spoken at home by each student through the Home Language Survey.

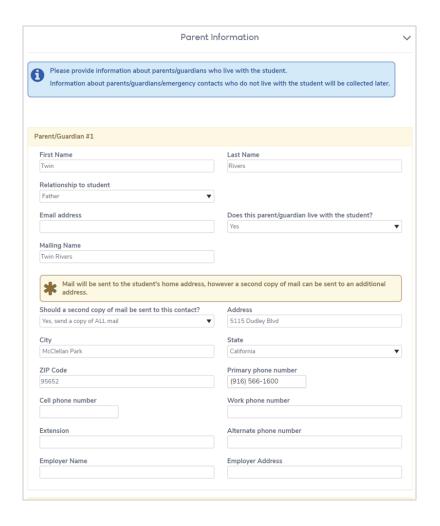


The Home Language Survey prompts you to answer the following questions:

- 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)

#### **Parent/Guardian Information**

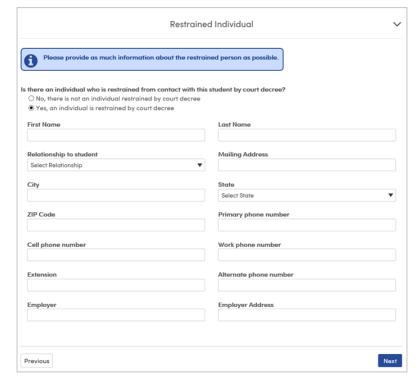
The **Parent/Guardian Information** page provides the option to include for contact information for 2 parents/guardians. This page requires that information is filled in for at least one parent/guardian before the person can proceed with the enrollment process.



**Reminder:** Please provide as much information about the parent/guardian/caregiver who lives with the student.

Certain information such as a **primary phone number** will be required to provide in order to proceed with the application.

Information about emergency contacts who do not live with the student will be collected later.



The **Restrained Individual** allows the opportunity to disclose whether an individual needs to be prevented from communicating with the student.

You can upload the court order/restraining order documents at the end of this enrollment process (in the **Documents Uploads** section) as we cannot enforce an order unless proof is provided.

Ex. A person with a court issued restraining order preventing them from interacting with the student.

#### **Student Medical Information**

The **Local Physician Information** page is an optional page to include the contact information for your child's physician and medical facility.

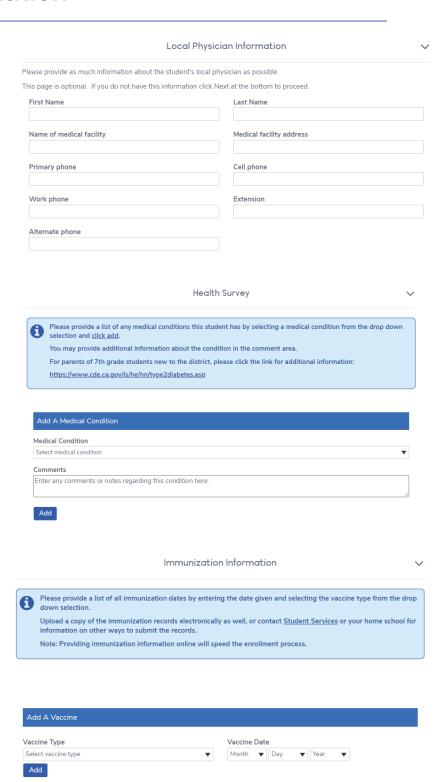
Visit the **Health Services** website at <a href="https://bit.ly/TRUSDHealthServices">https://bit.ly/TRUSDHealthServices</a>

for immunization requirements, medication release forms, and health care/clinic resources.

Note: The Health Survey page informs the school site and the District of any medical conditions the student has.

Comments can be added to provide further details for each medical condition.

Tip: You can upload a copy (PDF or image) of the Immunization Records in the Documents Uploads section.

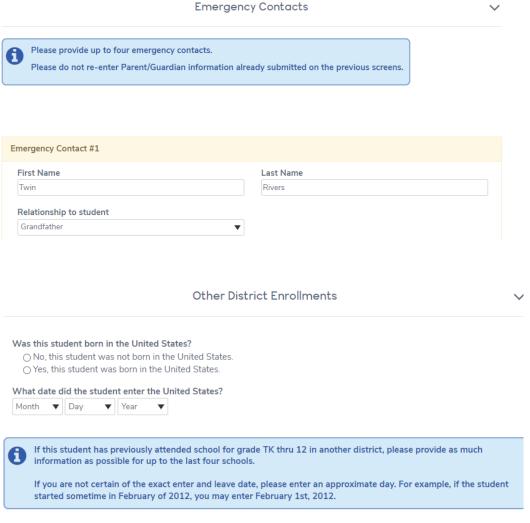


#### Students Admitted at TK or K Need:

- **Diphtheria, Tetanus, and Pertussis (DTaP, DTP)** 5 doses (4 doses OK if one was given on or after 4th Birthday)
- Polio (OPV or IPV 4 doses (doses OK if one was given on or after 4th birthday)
- **Hepatitis B** 3 doses
- Measles, Mumps and Rubella (MMR) 2 doses (Both given on or after 1st birthday)
- Varicella (Chicken Pox) 2 doses

Please note that Personal Beliefs Exemption from required vaccinations will not be accepted. Only a licensed Medical Doctor (MD) or Doctor of Osteopathic Medicine (DO) may provide a medical exemption.

# **Emergency Contacts & Other District Enrollments**



This page requires that information is filled in for at least one emergency contact before the parent can proceed with the

The **Emergency Contacts** page

has the option to add up to four emergency contacts (and not re-

entering the information for the

parent/guardian).

enrollment process.

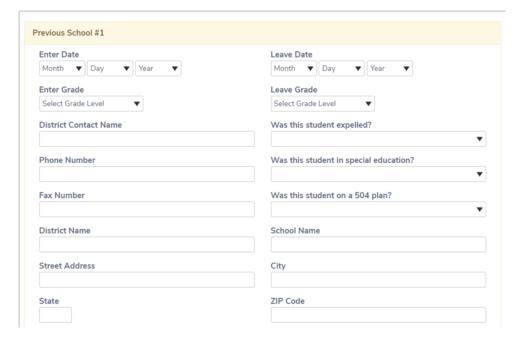
The Other District Enrollments section allows the parent/guardian to add any information regarding the student's previous school enrollments for grade

Transitional Kindergarten (TK)-12.

In addition, the Other District Enrollments page will ask the following question:

"Was this student born in the United States?"

- If **Yes** is selected, you will be prompted to enter the date (their date of birth) the student entered the United States.
- If **No** response is selected, please provide the date the student entered the United States.



Note: If the student has previously attended school for grade Transitional Kindergarten (TK) thru 12 in 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.

# **Documents and Document Uploads**

The **Documents** section informs the parent/guardian the required documents and policies pertaining to Twin Rivers Unified School District.

These documents will require the parent/guardian to click on each document to acknowledge (*I have read and agree to the content of the document*) before being able continue to the next step in the enrollment process.

For example:

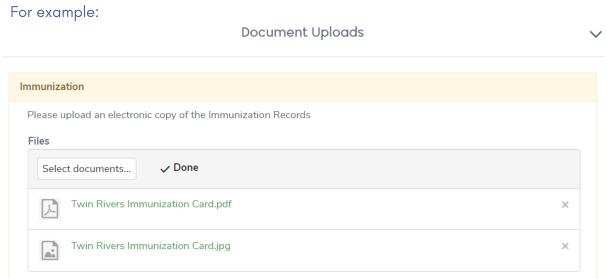


Below is a description for each document you will be required to click and review:

- The **Student and Family Handbook** assists families and students in obtaining information they need for a positive and successful educational experience in our schools.
- The **Handbook Addendum** provides an update to policies and information to the District's Student and Family Handbook and course catalogs.
- Student Technology Acceptable Use Policy notifies both parent/guardian and students on the guidelines for the Code of Conduct to have access to the Internet through their district-provided technology devices.
- The **Pupil School-Teacher Assignment Acknowledgement** informs the parent/guardian the possibility their student might be overflowed to another school based on class size policies.
- The **Twin Rivers Housing Questionnaire** identifies students who may be eligible for additional educational services through Title 1, Part A and/or federal McKinney-Vento Homeless assistance. For more information, visit the Child Welfare and Attendance website at <a href="https://bit.ly/TwinRiversCWA">https://bit.ly/TwinRiversCWA</a>
- The **Uniform Complaint Form (UCP)** provides the individual to make a complaint based on unlawful discrimination, harassment, intimidation, and/or bullying.
- A Williams Uniform Complaint Form, another type of UCP complaint, regards instructional materials, emergency or urgent facilities conditions that pose a threat to the health and safety of pupils, and teacher vacancy or misassignment and may be filed anonymously. Williams Complaints are filed with the principal, or their designee, of the school in which the complaint arises.
- The **Suspected Bullying Report** allows a person to report a bullying incident by completing this document, and forwarding it to the school site administrator.
- The Hero Parent Portal app allows parents and students to keep track of their tardy and detentions.
   Students may also receive electronic late pass using this application.

# cont. Documents and Document Uploads

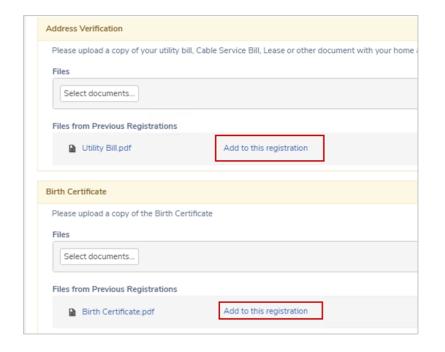
The **Document Uploads** section provides the parent/guardian/caregiver a list of documents to upload, and may upload multiple documents per item such as PDF file or image.



Documents can be removed by clicking on the 'X' to the right of the document.

#### In addition, the following documents will be able to be uploaded:

- Address Verification: Acceptable documents are utility bills or payment receipts; rental or lease agreements; property tax receipts; pay stubs; voter registration; correspondence from a government agency; or declaration of residency executed by the parent/guardian.
- **Birth Certificate**: Acceptable documents are a birth certificate, baptismal certificate, passport, immigration certificate, Bible record, or when none of these documents are available, an affidavit from the parent/guardian.
- Court Order/Restraining Order Documents (If Applicable)
- Transcripts/Report Cards for 9th-12th Grade Students (If Applicable)
- Special Education Documents such as 504/Medical 540/IEP (If Applicable)

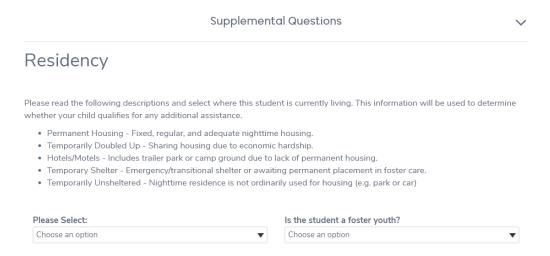


**Tip:** The Parent/Guardian/Caregiver will be able to access uploaded documents (from a previous enrollment) when enrolling another student on the Aeries Online Enrollment application.

These documents will appear in the Document Uploads section, and click (*Add to this registration*) to upload for the new student.

# **Supplemental Questions**

Families will be asked their current living situation (Residency Survey) and whether the student is a foster youth. Both supplemental questions will determine whether students will be able to receive additional resources and supports once enrolled and attending school.



Please read the following descriptions and select where the student is currently living. This information will be used to determine whether your child qualifies for any additional assistance.

- Permanent Housing Fixed, regular, and adequate nighttime housing.
- Temporarily Doubled Up Sharing housing due to economic hardship.
- Hotels/Motels Includes trailer park or camp ground due to lack of permanent housing.
- **Temporary Shelter** Emergency/transitional shelter or awaiting permanent placement in foster care.
- **Temporarily Unsheltered**'- Nighttime residence is not ordinarily used for housing (e.g. park or car)

For families currently experiencing homelessness, the McKinney Vento (MV) Homeless Act lessens the barriers for school enrollment. Contact Child Welfare Attendance (CWA) at (916) 566–1615 or visit <a href="https://bit.ly/TwinRiversCWA">https://bit.ly/TwinRiversCWA</a> for more information.

#### Who is considered a foster youth?

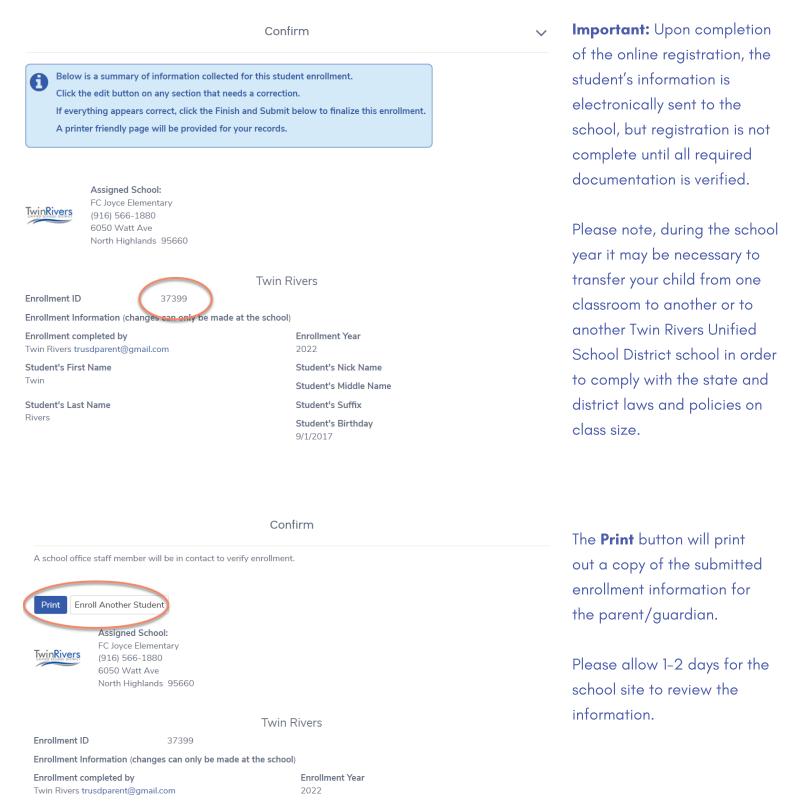
- A child or youth who is living at home while a dependent of the court as well as children who have been placed into protective custody.
- A child or youth who is declared a ward of the court due to the child's violation of certain criminal laws AND has been ordered by a court to be removed from home.
- For more information on the District's Foster Youth Services (FYS): <a href="https://bit.ly/TwinRiversFYS">https://bit.ly/TwinRiversFYS</a>



In addition, families are asked whether at least one parent/guardian is actively serving in the United States Armed Forces.

# **Confirming An Application and Next Steps**

After all sections has been entered, you will have the opportunity to review the information before submitting the online application. Any information that displays an **Edit** button can be edited before clicking on the **Finish and Submit** button.



For more information on registration and enrollment at Twin Rivers Unified School District: <a href="https://www.twinriversusd.org/enrollment">https://www.twinriversusd.org/enrollment</a>

Website: <a href="https://www.twinriversusd.org/">https://www.twinriversusd.org/</a>

Phone: (916) 566-1600

Address: 5115 Dudley Blvd, McClellan Park, CA 95652

