Online Enrollment Instructions

Scott Ramirez
Lead Technology Specialist
Lake Tahoe Unified School District

Introduction

Lake Tahoe Unified School District (LTUSD) has established an online enrollment process. This process can be completed online, over multiple days once an account has been established and can reduce the number of trips to your student’s school to complete the enrollment process and reduce the paper necessary for all concerned.

You will need a computer with Internet access and a printer.

How to get started

To get started, visit the LTUSD website at www.ltusd.org and select the Online Student Enrollment System from the PARENTS drop down menu.
Welcome page: Please select your preferred language and click on the **Enroll a New Student** button. Once you have created an account you can return here to continue the enrollment process by clicking on the **Login** button.

Year Selection: Please select the term you are registering your student to start school.
Required Information: This is a list of what documents you will need to bring with you to the school to complete the enrollment process. Please print this page.

Login: Use this page to create your account or login with a previously created account.
Terms of Service: Please read our terms of service and accept if you agree to them

Student’s Name: Please enter your student’s legal name (you can add a nickname if your student prefers a different name)
Student Address: Please enter both the physical and mailing address for your student. If you have a post office box, you must select the option to enter a different address.

Select School: Please select the school your student will be joining. For Elementary students, click on the Elementary School Boundaries link to identify which school your student should attend.
If you clicked on the **Elementary School Boundaries** link, you will be redirected to a Google Map. Click on the search button to enter your address and locate which boundary your residence falls in (Red for Bijou Community School, Yellow for Sierra House Elementary School and Blue for Tahoe Valley Elementary School). If you are interested in attending a different school, please complete the **Procedures for Open Enrollment**. You are required to enroll in your school of residence and apply for a transfer to your preferred school (this ensures you have a spot in a school until your application is processed and your space in your Once you have identified your school of residence, return to the previous screen and select that school.

Account Created: After you select your school of residence, your account is created. You need to open your email and confirm your account. An email from aeries@ltusd.org will be sent to the email address you entered previously. Please open your email and click on the **Click Here** link to confirm your account (you can close this window).
New Account: Once you click on the link to activate your account you will be redirected back to the web site to continue the enrollment process.

Student Information: On the next few screens, you will be asked to enter your student’s information. Please complete these forms to the best of your knowledge. You can stop
at any time and return to this process from the **Online Student Enrollment System** link on the LTUSD website.
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Local Physician: If you have not established a local doctor, please enter your own name, primary phone number and a temporary medical facility name, which will be changed once a local doctor has been established.

Emergency Contacts: Please include parent information in these screens
Immunizations: If you do not have these records, it can be added later but your student will not be allowed to start school until the immunization data is complete.
Other District Enrollment: If your student is starting school for the first time, please select “No, this student has not attended a school in the United States”. 

![Aeries Online Enrollment form screenshot](image.png)
Documents: Please download and print the documents. You will need to complete them and bring them to your school to complete the enrollment process.
Enrollment Confirmation: When you have completed all the forms, you will be given a summary of your information. Please review all information before clicking on the Finish and Submit button. You can click on the Edit button within each section if you need to correct each area. Please do not forget to click the Finish and Submit button to complete the online portion of the enrollment process.
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If the information above is correct, click Finish and Submit. After clicking this no further changes can be made online.
Enrollment Confirmation: Please print this final page and contact your school of residence to schedule your enrollment appointment (contact information is shown on the document).

Thank you for using our online enrollment system!