



Online Enrollment Instructions

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Lake Tahoe Unified School District

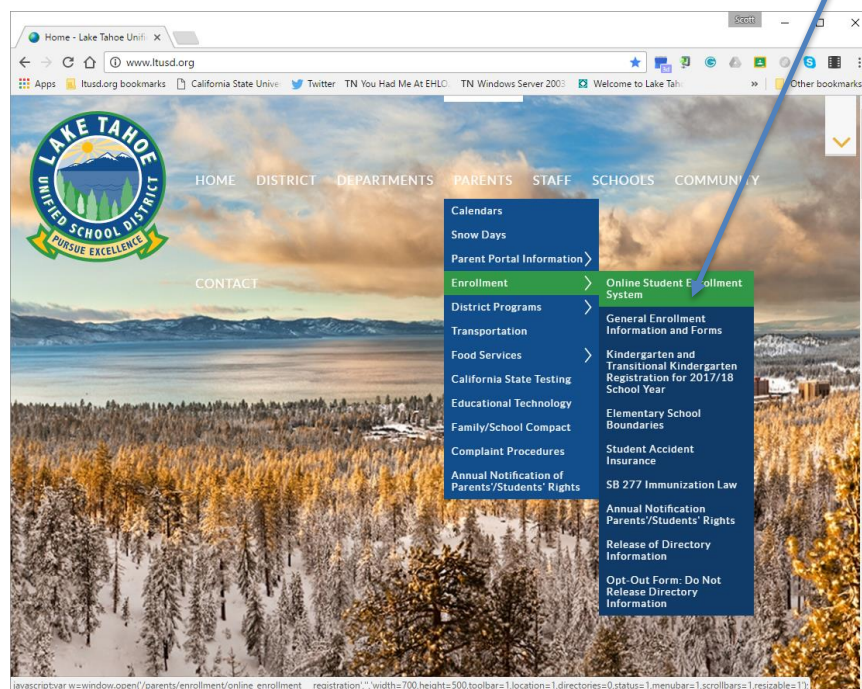
Introduction

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.

Aeries
Online Enrollment

Welcome to Aeries Online Enrollment

Welcome to the Online Student Enrollment for Lake Tahoe Unified School District. This website is the first step in the process to register a **NEW STUDENT** for school. Information about the student, such as emergency contacts, medical, and language information will be required.

Transitional Kindergarten and Kindergarten (TK/K) pre-registration for the 2017-2018 school year begins online April 17, 2017. After online registration is complete, please contact the school of your attendance to schedule an appointment during the TK/K Roundup, May 1st through May 12th.

Students must be 5 on or before December 2, 2017, to register for TK/K. This means they must have been born on or before 12/2/2012. Student birthdates that fall between September 2nd and December 2nd will automatically be placed in the TK program, currently located at Tahoe Valley Elementary School.

Upon completing the online registration process, please **PRINT THE CONFIRMATION FORM**. You will then need to **SCHEDULE AN ENROLLMENT APPOINTMENT** at your school of attendance and **BRING THE FOLLOWING DOCUMENTS WITH YOU** to your appointment:

- Enrollment Confirmation Form
- Birth Certificate
- Immunization Records
- Proof of California Residency (may include a mortgage statement/rental agreement or utility bill - gas, electric, or water)
- Communication with the Nurse Form
- If your student is in TK or Kindergarten (or 1st grade & didn't attend Kindergarten), a physical and dental exam are required before the start of school and need to be dated after 2/28/2017
- If your student is in Grades 7-12, a copy of your student's transcript from his/her previous school of attendance is also required

To get started, click the **Enroll A New Student** button below.

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

English ☒ Español ☐

Enroll A New Student **Login**

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Year Selection: Please select the term you are registering your student to start school.

Aeries
Online Enrollment

English Español

Year Selection

Please select a year to enroll for.

2016 - 2017, Current School Year

If you are registering a student to begin immediately, please choose the 2016-2017 school year.

If you are pre-registering your student for the next school year, please choose the 2017-2018 school year.

Next

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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.

Aeries Online Enrollment English [Español](#)

Required Information

Print this page

To enroll a new student, you will be required to provide various information. Please make sure you have this information available before continuing. If you do not have this information available, please return when you do.

After enrolling a new student, you will have the option to re-use certain information for enrolling additional students.

Required information:

- Birth Certificate
- Proof of Immunizations (for more information on [SB 277 Immunization Law](#))
- Proof of California Residency
 - If you reside outside of the District boundaries and wish to attend LTUSD, please contact Shannon Chandler, Executive Assistant to the Superintendent at (530) 541-2850 ext. 1025
 - For more information regarding [Nevada Residents working in South Lake Tahoe](#)
- Local physician name and phone number

To continue, click next.

[Next](#)

Lake Tahoe Unified School District

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Login: Use this page to create your account or login with a previously created account.

Aeries Online Enrollment English [Español](#)

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 create a new account.

Existing user

Please login with your email address and password:

Email address:

Password:

[Login](#)

Create new account

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

Your Name:

Email address:

Password:

Re-type Password:

[Create account](#)

Please enter a valid email address

Lake Tahoe Unified School District

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Terms of Service: Please read our terms of service and accept if you agree to them

The screenshot shows the 'Terms of Service' page in the Aeries Online Enrollment system. The page has a header with the Aeries logo and 'Online Enrollment' text, and language options for 'English' and 'Español'. The main content area is titled 'Terms of Service' and contains a paragraph of text explaining the enrollment process and a disclaimer. Below the text is a checkbox labeled 'I agree', which is checked. A blue arrow points to this checkbox. To the right of the text is a sidebar with the Lake Tahoe Unified School District logo and name. At the bottom right of the main content area is a 'Next' button. The footer contains the version number 'Aeries Online Enrollment Version 2.17.4.11 © 1995-2017 Aeries Software. All rights reserved.' and links for 'Home | About | Help'.

Aeries Online Enrollment English Español

Terms of Service

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

You agree that you are the legal parent/guardian of the student in which you are attempting to register for school in the Lake Tahoe Unified School District. You agree and affirm that the information submitted here is true and correct to the best of your knowledge. By completing this process online, you are agreeing to submit the information electronically and that completing the process online is equivalent to your online signature.

Please be aware that completing this online process does not guarantee acceptance into any school. Your registration is not final until you visit the school site and submit all required documentation.

☒ I agree

Next

Lake Tahoe Unified School District

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Student's Name: Please enter your student's legal name (you can add a nickname if your student prefers a different name)

The screenshot shows the 'Student's Name' page in the Aeries Online Enrollment system. The page has a header with the Aeries logo and 'Online Enrollment' text, and language options for 'English' and 'Español'. The main content area is titled 'Student's Name' and contains several input fields for the student's name and birthdate. The fields are: 'Student's legal first name' (John), 'Student's nick name (optional)' (Johnny), 'Student's legal middle name' (Be), 'Student's legal last name' (Good), 'Student's suffix' (a dropdown menu with a minus sign), 'Student's Birthdate' (7/4/2011, Age: 5), and 'Please select a grade level or program to enroll this student in:' (Kindergarten). A 'Next' button is located at the bottom right of the main content area. To the right of the form is a sidebar with the Lake Tahoe Unified School District logo and name. The footer contains the version number 'Aeries Online Enrollment Version 2.17.4.11 © 1995-2017 Aeries Software. All rights reserved.' and links for 'Home | About | Help'.

Aeries Online Enrollment English Español

Student's Name

Student's legal first name:
John

Student's nick name (optional):
Johnny

Student's legal middle name:
Be

Student's legal last name:
Good

Student's suffix:
-

Student's Birthdate:
7/4/2011 Age: 5

Please select a grade level or program to enroll this student in:
Kindergarten

Next

Lake Tahoe Unified School District

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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.

Aeries Online Enrollment English Español

Student Address

Resident Address
Street Address (example, "123 Main Street"):
2121 Lake Tahoe Blvd
Unit or Apartment Number:
City:
South Lake Tahoe
Student's Home ZIP Code:
96150 -
State Student lives in:
California

Use residence address above as mailing address?
☐ Yes
☒ No, use a different address for mail

Mailing Address
Mailing Street Address (example, "123 Main Street"):
PO Box 123
Unit or Apartment Number:
City:
South Lake Tahoe
State:
California
ZIP Code:
96151 -

Previous Next

Lake Tahoe Unified School District

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.

Aeries Online Enrollment English Español

Select School

Please select the school within your residency boundary.
To determine which elementary school you are zoned for, please click [Elementary School Boundaries](#).
To request enrollment at an elementary school outside of your residence boundary, please see the [Procedures for Open Enrollment Transfer](#).
We have one Middle School, one High School, and one Continuation High School in our District. Additionally, we offer Transitional Kindergarten, Independent Study, and Online Learning programs.

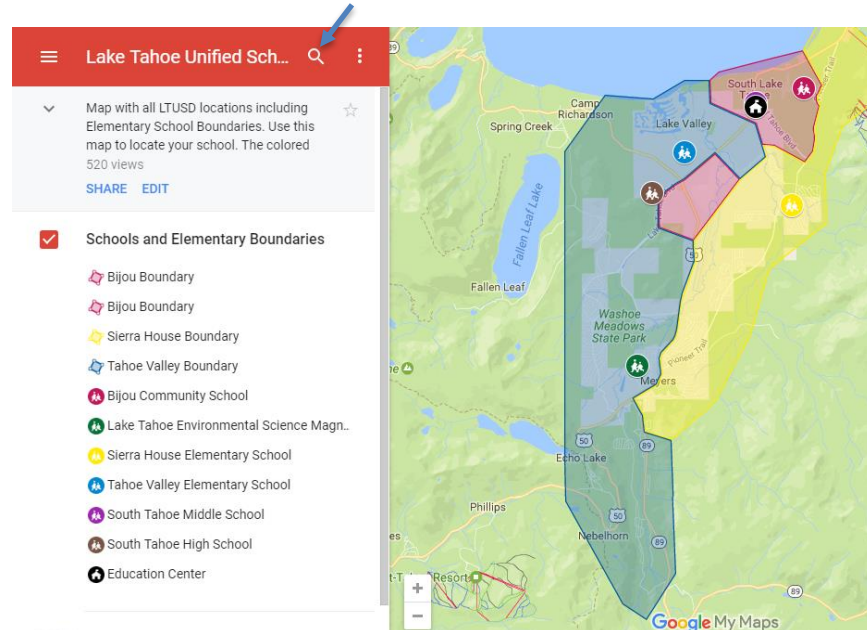
Please select the school you are enrolling for:
Select School:

Previous Next

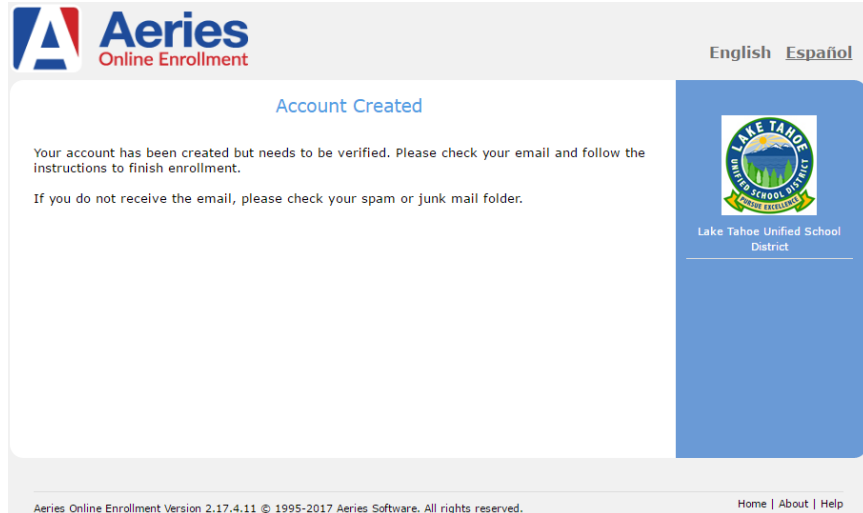
Lake Tahoe Unified School District

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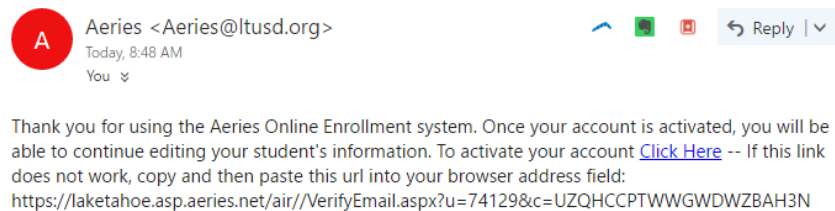
If you clicked on the **Elementary School Boundaries** link, you will be redirected to a Google Map. Click on the search button to enter your address and locate which boundary your residence falls in (Red for Bijou Community School, Yellow for Sierra House Elementary School and Blue for Tahoe Valley 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.



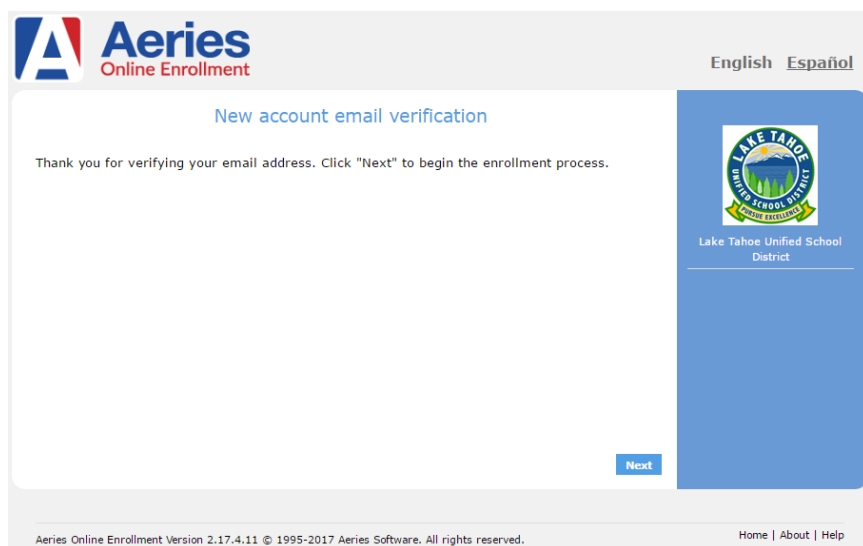
Account Created: After you select your school of residence, your account is created. You need to open your email and confirm your account. An email from aeries@ltusd.org will be sent to the email address you entered previously. Please open your email and click on the **Click Here** link to confirm your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



Lake Tahoe Unified School District - Aeries Online Enrollment



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.

The screenshot shows the 'General Student Information' page of the Aeries Online Enrollment System. The page is for Lake Tahoe Unified School District and is currently being used by John Good, who is 9% complete with the enrollment process. The form includes fields for student gender, home and mobile phone numbers, email address, country and state of birth, city of birth, and race. It also includes a section for parent education level and a 'Next' button at the bottom right. The footer contains the version number 2.17.4.11 and copyright information for Aeries Software.

Aeries
Online Enrollment

English Español

General Student Information

Student's gender:

Student's home phone number:
(Example 8884877555)

Student's mobile phone number:
(Example 8884877555)

Student's email address:
(Please provide STUDENT email only. Parent emails will be collected in another step.)

Country the student was born in:

State the student was born:

City the student was born in:

The following two questions are required by federal law. [More information](#)

Is this student Hispanic or Latino?
☐ 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"/> Asian Indian
<input type="checkbox"/> Black or African American	<input type="checkbox"/> Cambodian
<input type="checkbox"/> Chinese	<input type="checkbox"/> Filipino
<input type="checkbox"/> Guamanian	<input type="checkbox"/> Hawaiian
<input type="checkbox"/> Hmong	<input type="checkbox"/> Japanese
<input type="checkbox"/> Korean	<input type="checkbox"/> Laotian
<input type="checkbox"/> Other Asian	<input type="checkbox"/> Other Pacific Islander
<input type="checkbox"/> Race Not Listed	<input type="checkbox"/> Samoan
<input type="checkbox"/> Tahitian	<input type="checkbox"/> Vietnamese
<input type="checkbox"/> White	


What is the highest parent education level?

[Next](#)

Lake Tahoe Unified School District

Enrolling John Good
9% complete
[Finish Later](#)
Stop and continue later

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Aeries
 Online Enrollment

[English](#) [Español](#)

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 this student learn when he/she first began to speak?

Select Language ▼

What language do you use most frequently to speak to this student?

Select Language ▼


What language does this student most frequently use at home?

Select Language ▼

Which language is most often spoken by adults in the home?

Select Language ▼

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



Lake Tahoe Unified School District

Enrolling
John Good


18% complete

[Finish Later](#)

Stop and continue later

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[English](#) [Español](#)

Resident Parent Information

What is the full parent/guardian name that should be used on mail addressed to the home of this student?

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: <input style="width: 80%;" type="text"/>	Last Name: <input style="width: 80%;" type="text"/>
Relationship to student: Select Relationship ▼	Allow Access to Parent Portal Choose an option ▼
Email address: <input style="width: 80%;" type="text"/>	Does this parent/guardian live with the student? Choose an option ▼

Mail will be sent to the student's home address, however a second copy of mail can be sent to an additional address.

Should a second copy of mail be sent to this contact?:
No ▼

Mailing Name:

Address:


City: <input style="width: 80%;" type="text"/>	State: Select State ▼	ZIP Code: <input style="width: 60%;" type="text"/>
--	---	--

Primary phone number: <small>(Example 8884877555)</small> <input style="width: 80%;" type="text"/>	Cell phone number: <small>(Example 8884877555)</small> <input style="width: 80%;" type="text"/>
Work phone number: <small>(Example 8884877555)</small> <input style="width: 80%;" type="text"/>	Extension: <input style="width: 60%;" type="text"/>

Alternate phone number:
(Example 8884877555)

Employer Name:

Employer Address:




Lake Tahoe Unified School District

Enrolling
John Good

27% complete

[Finish Later](#)

Stop and continue later

English Español


Restrained Individual

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](#)



Lake Tahoe Unified School District

Enrolling
John Good

36% complete

[Finish Later](#)

Stop and continue later

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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.

The screenshot shows the 'Local Physician Information' screen in the Aeries Online Enrollment system. The header includes the Aeries logo and 'Online Enrollment' text, with language options for English and Español. The main content area contains a form for entering local physician information, with instructions to provide as much information as possible. The form fields include First Name, Last Name, Name of medical facility, Medical facility address, Primary phone number, Cell phone number, Work phone number, Extension, and Alternate phone number. A progress bar on the right indicates 45% completion. The footer shows the version number 2.17.4.11 and copyright information for 1995-2017 Aeries Software.

Aeries Online Enrollment English Español

Local Physician Information

Please provide as much information as possible on the student's local physician. If you are new to the area and do not have a local physician for your student, enter your name and information onto this page. Please let your site know once you have a local physician.

First Name: Last Name:

Name of medical facility:

Medical facility address:

Primary phone number: Cell phone number:
(Example 8884877555) (Example 8884877555)

Work phone number: Extension:
(Example 8884877555)

Alternate phone number:
(Example 8884877555)

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Emergency Contacts: Please include parent information in these screens

The screenshot shows the 'Emergency Contacts' screen in the Aeries Online Enrollment system. The header includes the Aeries logo and 'Online Enrollment' text, with language options for English and Español. The main content area contains a form for entering emergency contact information, with instructions to provide up to four emergency contacts other than the parent/guardian entered on the previous screens. The form fields include First Name, Last Name, Relationship to student, Should a second copy of mail be sent to this contact?, Mailing Name, Address, City, State, ZIP Code, Primary phone number, Cell phone number, Work phone number, Extension, Alternate phone number, Employer, and Employer Address. A progress bar on the right indicates 55% completion. The footer shows the version number 2.17.4.11 and copyright information for 1995-2017 Aeries Software.

Aeries Online Enrollment English Español

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:

Relationship to student:

Should a second copy of mail be sent to this contact?:

Mailing Name:

Address:

City: State: ZIP Code:

Primary phone number: Cell phone number:
(Example 8884877555) (Example 8884877555)

Work phone number: Extension:
(Example 8884877555)

Alternate phone number:
(Example 8884877555)

Employer:

Employer Address:

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

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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.

The screenshot shows the 'Immunization Information' page in the Aeries Online Enrollment system. The page is for the Lake Tahoe Unified School District and is currently enrolling a student named John Good. The immunization progress is 64% complete. The main form area has a table with columns for Vaccine type, Date given, and Action. The Vaccine type column has a dropdown menu labeled 'Select vaccine type'. The Date given column has three dropdown menus for Month, Day, and Year. There is an 'Add' button to the right of the Date given fields. At the bottom of the form area are 'Previous' and 'Next' buttons. The footer of the page includes the Aeries Online Enrollment Version 2.17.4.11 copyright notice and links for Home, About, and Help.

Aeries
Online Enrollment

English Español

Immunization Information

Please provide a list of all immunization dates by entering the date given and selecting the vaccine type from the drop down selection and click add.

The information you supply will be ordered by immunization type and date.

Vaccine type	Date given	Action
Select vaccine type ▼	Month ▼ Day ▼ Year ▼	Add

Previous Next

Lake Tahoe Unified School District

Enrolling
John Good

64% complete

Finish Later
Stop and continue later

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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

English Español

Other District Enrollments

Was this student born in the United States?

☐ No, this student was not born in the United States.
☐ Yes, this student was born in the United States.

What date did the student enter the United States?

Month Day Year

Has this student previously attended a school in the United States?

☐ No, this student has not attended a school in the United States.
☐ Yes, this student has attended a school in the United States.

If this student has previously attended school for grade K 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. For example, if the student started sometime in February of 2012, you may enter February 1st, 2012.

Previous School #1:

Enter Date: Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>	Leave Date: Month <input type="text"/> Day <input type="text"/> Year <input type="text"/>
Enter Grade: Select Grade Level <input type="text"/>	Leave Grade: Select Grade Level <input type="text"/>
District Contact Name: <input type="text"/>	Was this student expelled? <input type="text"/>
Phone Number: (Example 8884877555) <input type="text"/>	Was this student in special education? <input type="text"/>
Fax Number: (Example 8884877555) <input type="text"/>	Was this student on a 504 plan? <input type="text"/>
District Name: <input type="text"/>	School Name: <input type="text"/>
Street Address: <input type="text"/>	City: <input type="text"/>
Country: Select Country <input type="text"/>	ZIP Code: <input type="text"/>
State: Not needed for the country selected <input type="text"/>	
Comment: <input type="text"/>	


Lake Tahoe Unified School District

Enrolling John Good

73% complete

Finish Later

Stop and continue later


English **Español**

Authorizations

Please select Yes that you have reviewed the applicable documents. By selecting Yes, you are acknowledging that you have read, understand, and agree to the following authorizations and documents as well as consent to submitting your signature electronically.

Please note that some links below require you to select and download the applicable document.

Annual Notification of Parents'/Students' Rights. [Click Here](#) to view Rights.

Chromebook User Agreement. [Click Here](#) to view Agreement.


Release of Directory Information. [Click Here](#) to view Directory Information.

Email and Internet Permission Form. [Click Here](#) to view Form.

Family/School Compact and K-12 Homework Guidelines. [Click Here](#) to view Compact and Guidelines.

Pesticide Application Notification Process. [Click Here](#) to view Notification Process.

Schoolwide Parent Involvement Policy (select your school). [Click Here](#) to view Policy.



Lake Tahoe Unified School District


Enrolling John Good

82% complete

Stop and continue later

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Home | About | Help

Documents: Please download and print the documents. You will need to complete them and bring them to your school to complete the enrollment process.


English **Español**


Documents


Please complete the following additional documents:


1. Communication with the Nurse Form:
 Access your [Communication with the Nurse Form here](#). This is a **Mandatory Enrollment Form for ALL Students**. Please print, complete, and bring it with you to your enrollment appointment.


2. TK and Kindergarten Students (or 1st grade, if student didn't attend Kindergarten). Additional Mandatory Enrollment Forms:
 Print the following 3 documents, read the instructions carefully, and bring the completed forms with you to your enrollment appointment.

A. Dental Exam for Dentist to Complete
 B. Health & Development Inventory for Parent to Complete
 C. Physical Exam for Physician to Complete

 [Dental Exam for Dentist to Complete](#)

 [Health & Development Inventory for Parent to Complete](#)

 [Physical Exam for Physician to Complete](#)



Lake Tahoe Unified School District

Enrolling John Good

91% complete

Stop and continue later

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The screenshot shows the Aeries Online Enrollment interface. At the top left is the Aeries logo with the text "Online Enrollment". To the right are links for "English" and "Español". The main heading is "Supplemental Questions" followed by "STUDENT RESIDENCY QUESTIONNAIRE". Below this is an explanatory paragraph: "The following questions are in compliance with the McKinney-Vento Assistance Act. Your answers to this residency information will help determine any services the student may be eligible to receive." There are three numbered questions, each with a dropdown menu labeled "Choose an option". Question 1 asks about fixed, regular, adequate, nighttime residence. Question 2 asks where the student lives. Question 3 asks who the student lives with. At the bottom right of the question area are "Previous" and "Next" buttons. On the right side of the page, there is a blue sidebar with the Lake Tahoe Unified School District logo, the name "Lake Tahoe Unified School District", the enrolling person "Enrolling John Good", a progress bar at "100% complete", a "Finish Later" button, and the text "Stop and continue later". At the very bottom, there is a footer with the version "Aeries Online Enrollment Version 2.17.4.11 © 1995-2017 Aeries Software. All rights reserved." and links for "Home | About | Help".

Enrollment Confirmation: When you have completed all the forms, you will 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.

English [Español](#)

Enrollment Confirmation

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 button** below to finalize this enrollment. A printer friendly page will be provided for your records.

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

Enrollment completed by :	Enrollment Year : 2017
Student's First Name : John	Student's Nick Name : Johnny
Student's Middle Name : Be	Student's Last Name : Good
Student's Suffix :	Student's Birthday : 7/4/2011
Grade : Kindergarten	Street : 2121 Lake Tahoe Blvd
Unit or Apartment Number :	City : South Lake Tahoe
Zipcode : 96150	State : California
Assigned school : Lake Tahoe Environmental Science Magnet School (530) 543-2371 1095 E. San Bernardino Ave South Lake Tahoe 96150	

General Student Information

Gender : Male	Home phone :
Mobile phone :	Email address :
Birth Country : United States Of America	Birth State : Nevada
Birth City : Reno	Race(s) of student : White
Is Student Hispanic or Latino? : No	
Highest education level of either Parent : College Graduate	

Edit

Language Information

First spoken language : English	Language most frequently spoken to student : English
Language most frequently used at home : English	Language spoken by adults at home : English

Edit


Lake Tahoe Unified School District

If the information above is correct, click Finish and Submit. After clicking this no further changes can be made online.

Finish and Submit

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).

English Español

Enrollment Confirmation

TO COMPLETE THE REGISTRATION PROCESS, please PRINT THIS PAGE and CONTACT YOUR SCHOOL OF ATTENDANCE to schedule an ENROLLMENT APPOINTMENT. You will need to BRING THE FOLLOWING DOCUMENTS with you to your appointment.

- Enrollment Confirmation Form
- Birth Certificate
- Immunization Records
- Proof of California Residency
- Communication with the Nurse Form
- Health & Development Inventory (required for initial enrollment in TK or K)
- Most Recent Physical and Dental Exam (required for initial enrollment in TK, K, or 1st grade - if student didn't attend Kindergarten)
- Transcript from Previous School (required for grades 7-12)

Elementary:

Bijou Community School - (530) 543-2337

Lake Tahoe Environmental Science Magnet School - (530) 543-2371

Sierra House Elementary School - (530) 543-2327

Tahoe Valley Elementary School - (530) 543-2350

Secondary:

South Tahoe Middle School - (530) 541-6404

South Tahoe High School - (530) 541-4111

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