Online Enrollment Instructions

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Lake Tahoe Unified School District

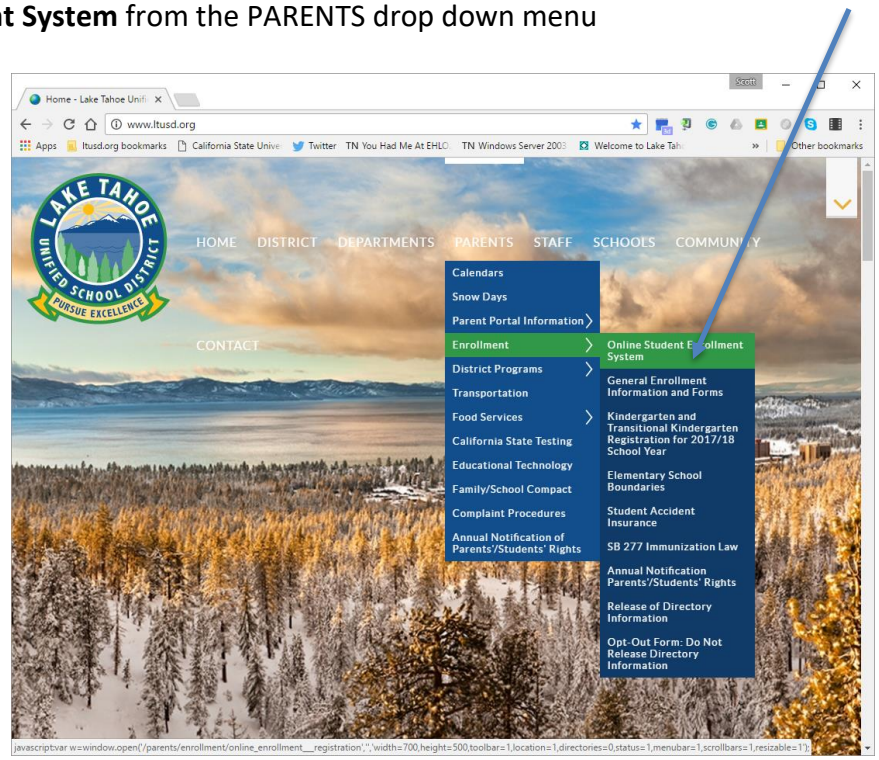
Introduction

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.

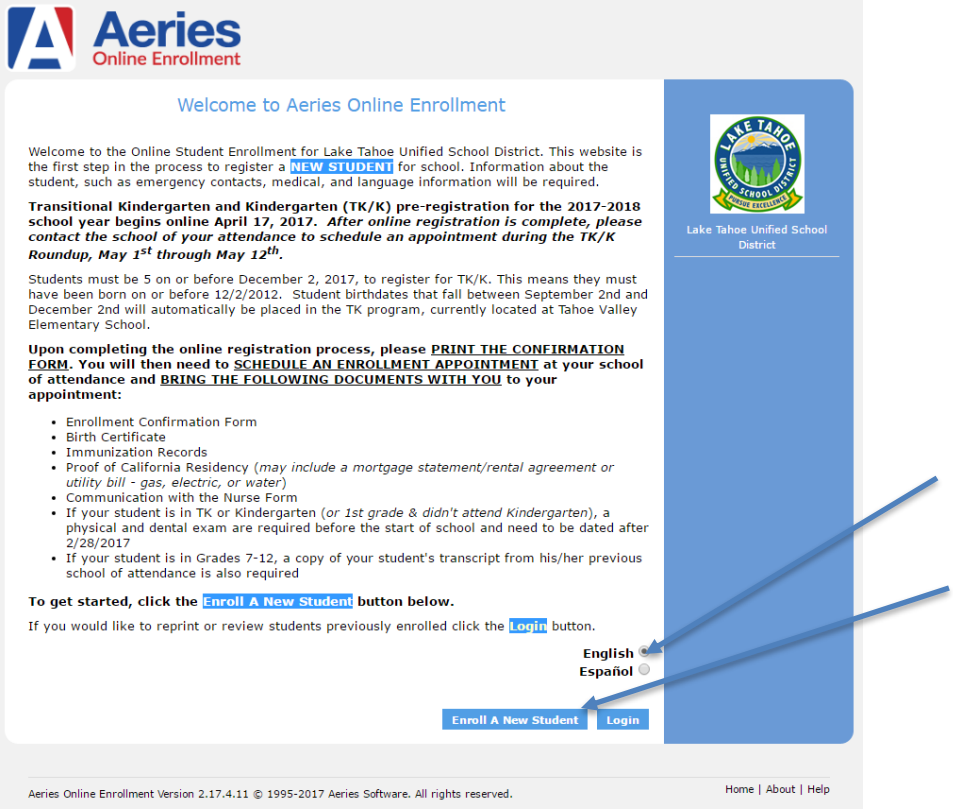
You will need a computer with Internet access and a printer.

How to get started

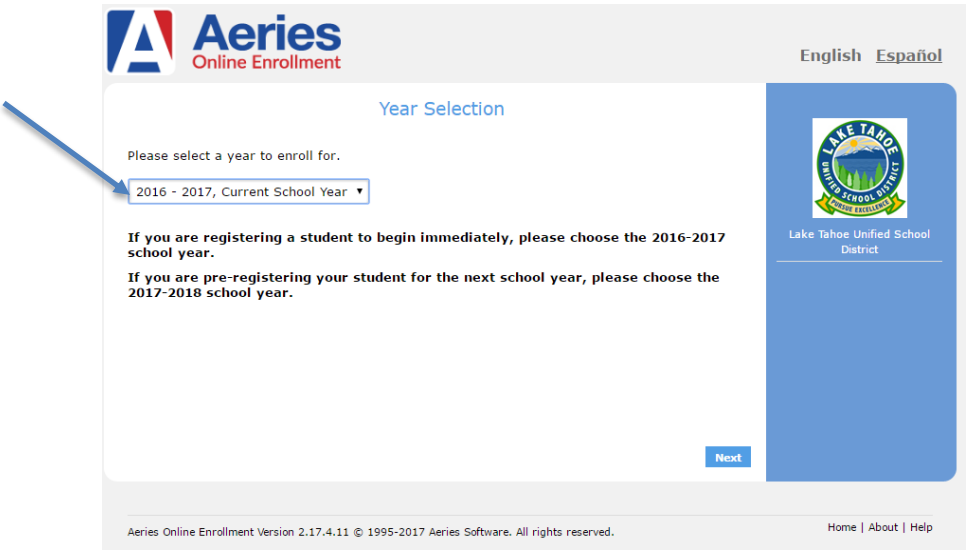
To get started, visit the LTUSD website at www.ltusd.org and select the **Online Student Enrollment System** from the PARENTS drop down menu



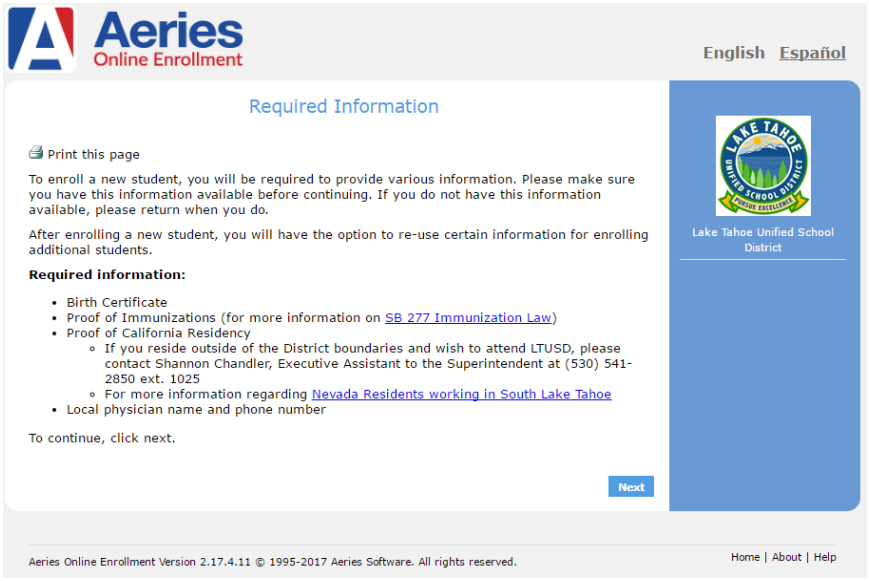
Welcome page: Please select your preferred language and click on the **Enroll a New Student** button. Once you have created an account you can return here to continue the enrollment process by clicking on the **Login** button.



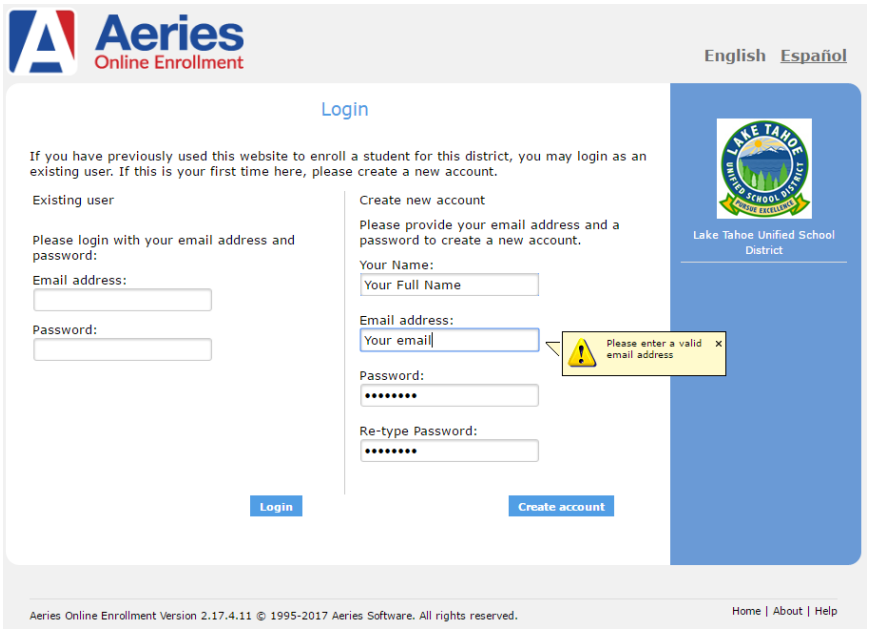
Year Selection: Please select the term you are registering your student to start school.



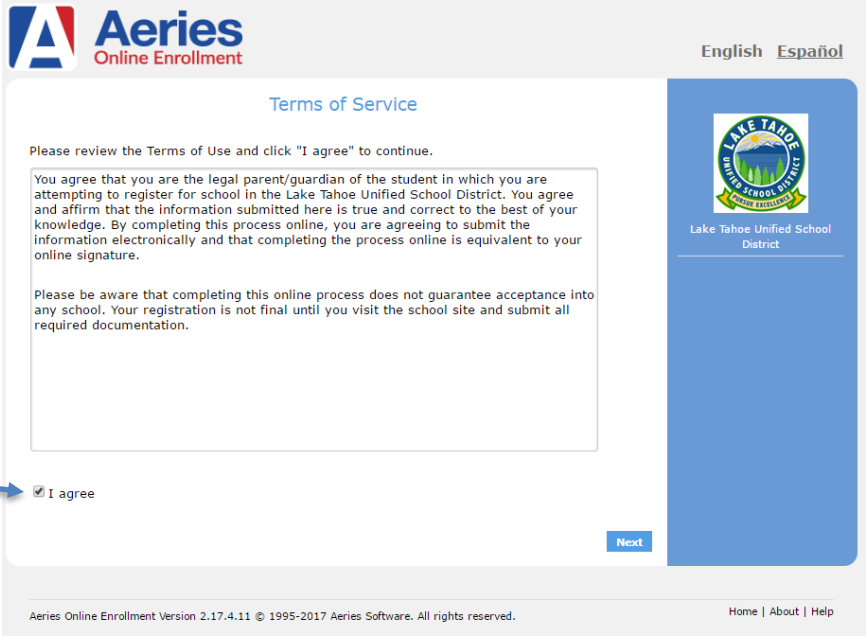
Required Information: This is a list of what documents you will need to bring with you to the school to complete the enrollment process. Please print this page.



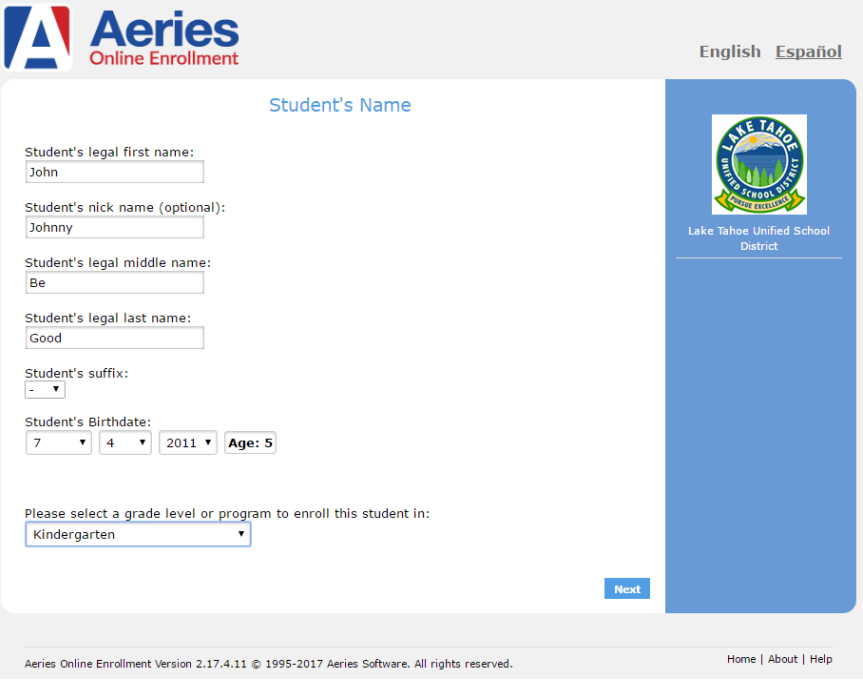
Login: Use this page to create your account or login with a previously created account.



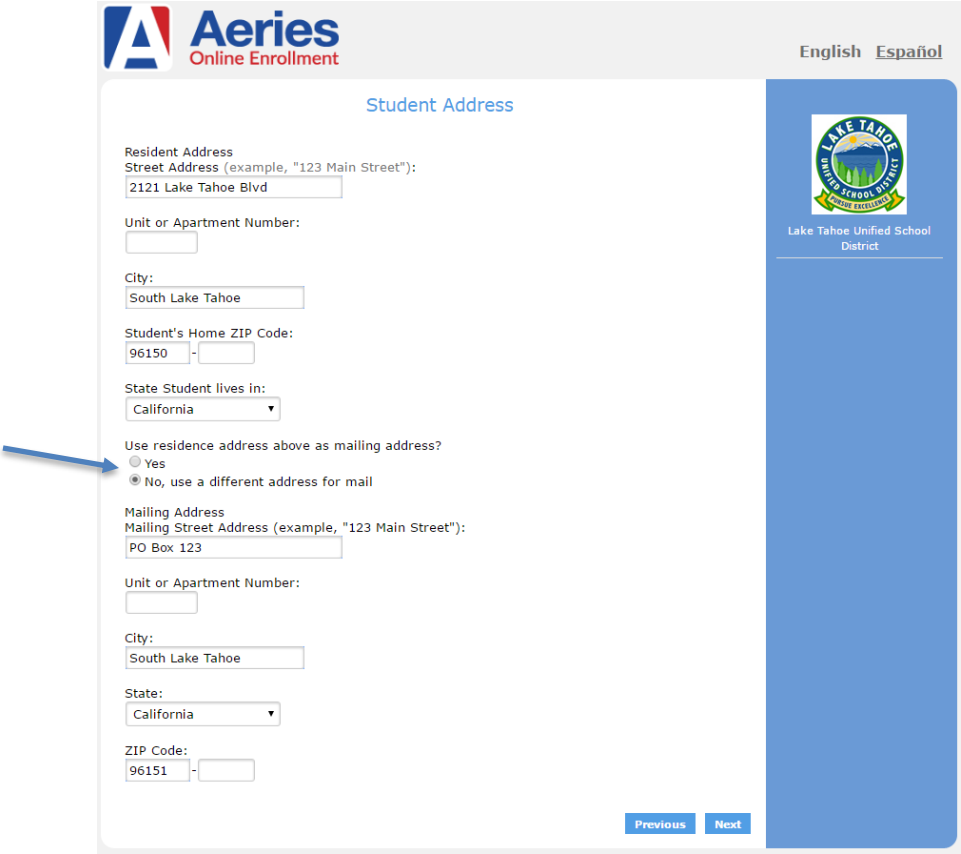
Terms of Service: Please read our terms of service and accept if you agree to them



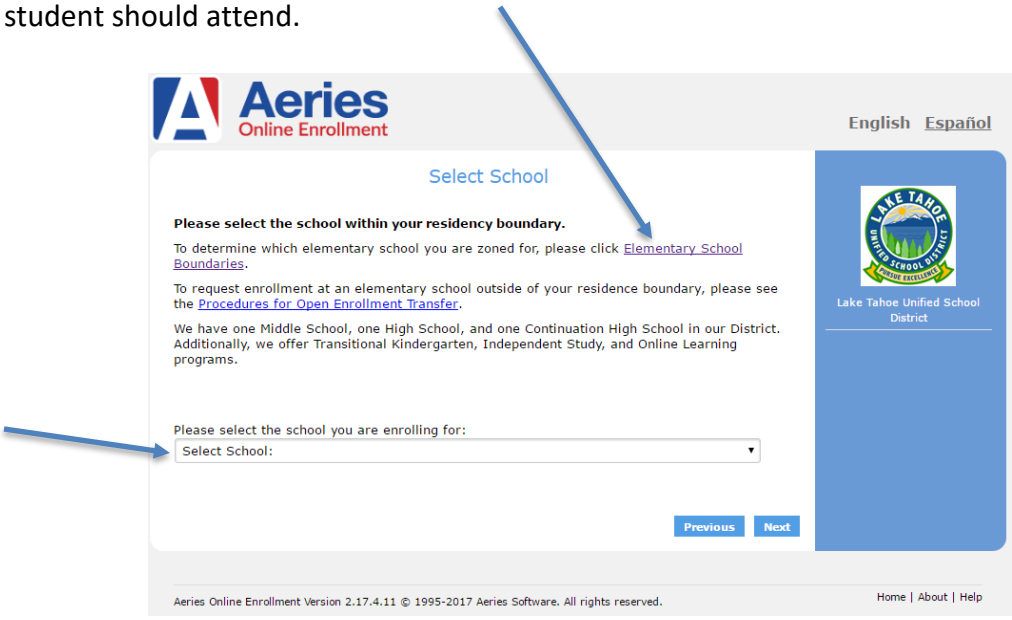
Student's Name: Please enter your student's legal name (you can add a nickname if your student prefers a different name)



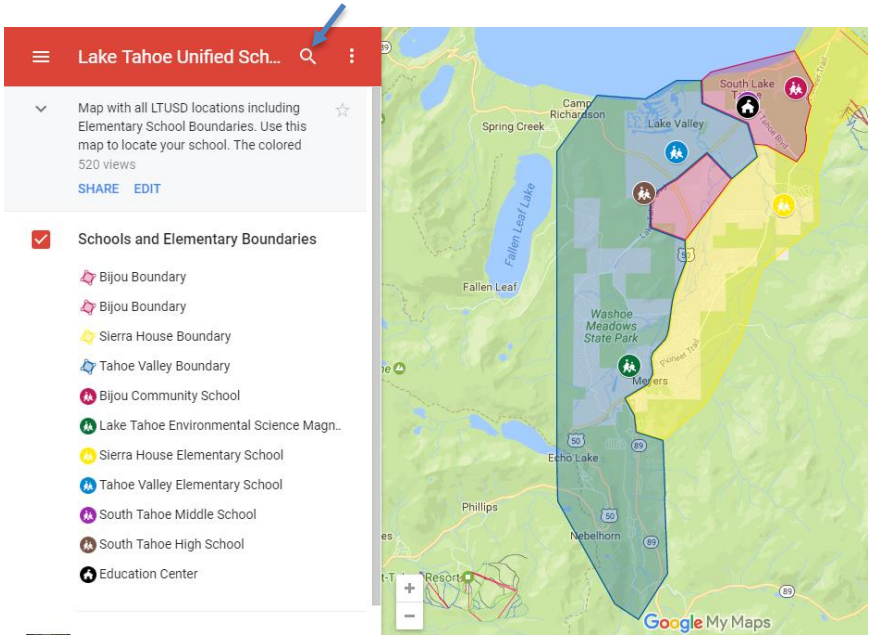
Student Address: Please enter both the physical and mailing address for your student. If you have a post office box, you must select the option to enter a different address.



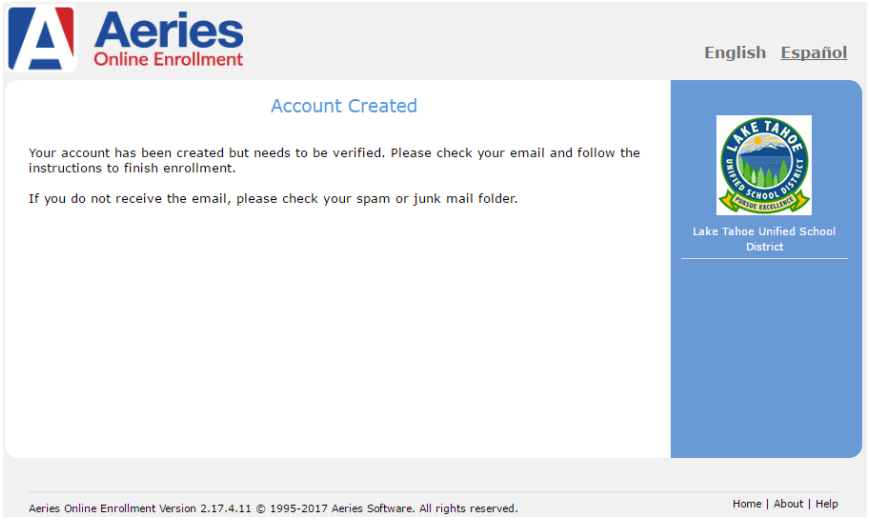
Select School: Please select the school your student will be joining. For Elementary students, click on the **Elementary School Boundaries** link to identify which school your student should attend.

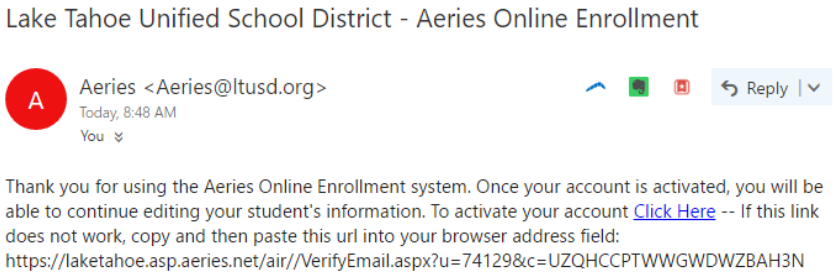


If you clicked on the **Elementary School Boundaries** link, you will be redirected to a Google Map. Click on the search button to enter your address and locate which boundary your residence falls in (Red for Bijou Community School, Yellow for Sierra House Elementary School and Blue for Tahoe Valley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

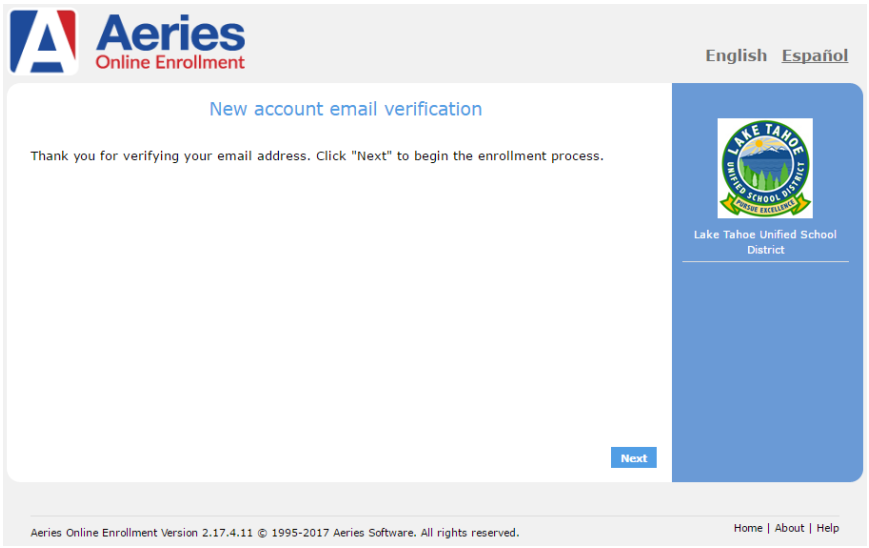


Account Created: After you select your school of residence, your account is created. You need to open your email and confirm your account. An email from aeries@ltusd.org will be sent to the email address you entered previously. Please open your email and click on the **Click Here** link to confirm your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



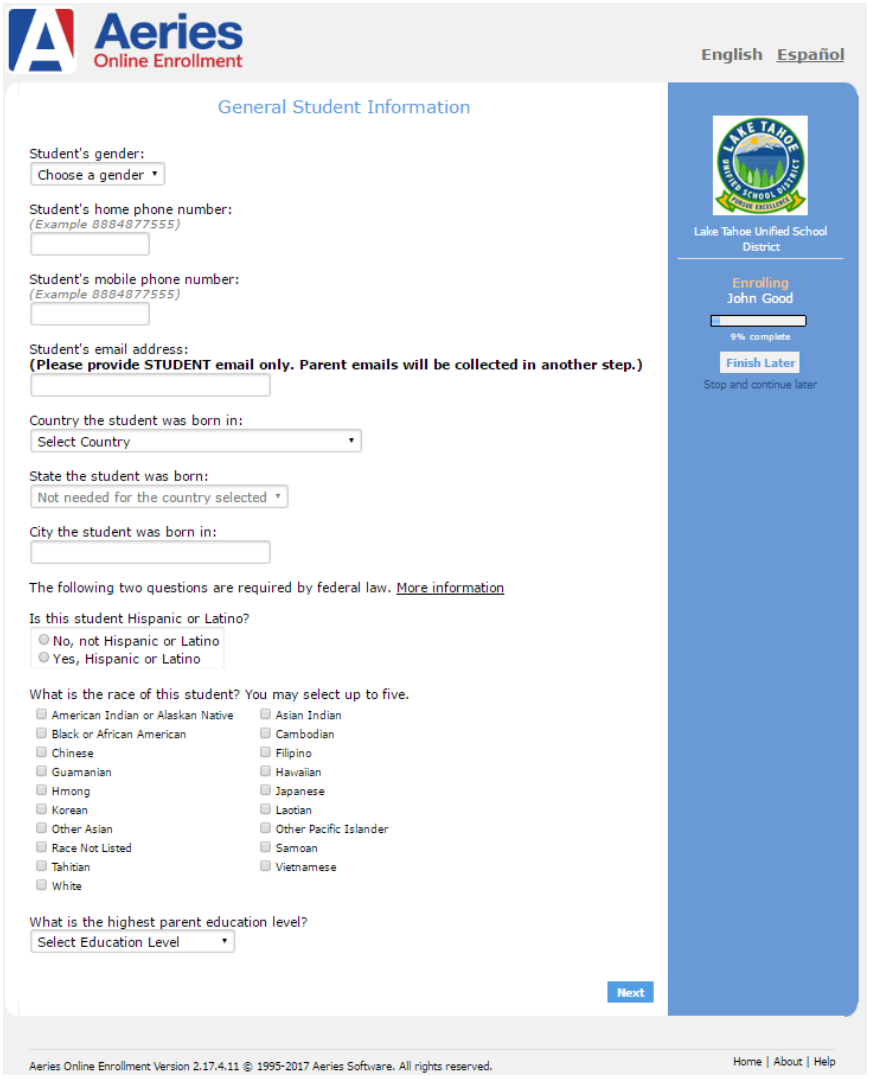


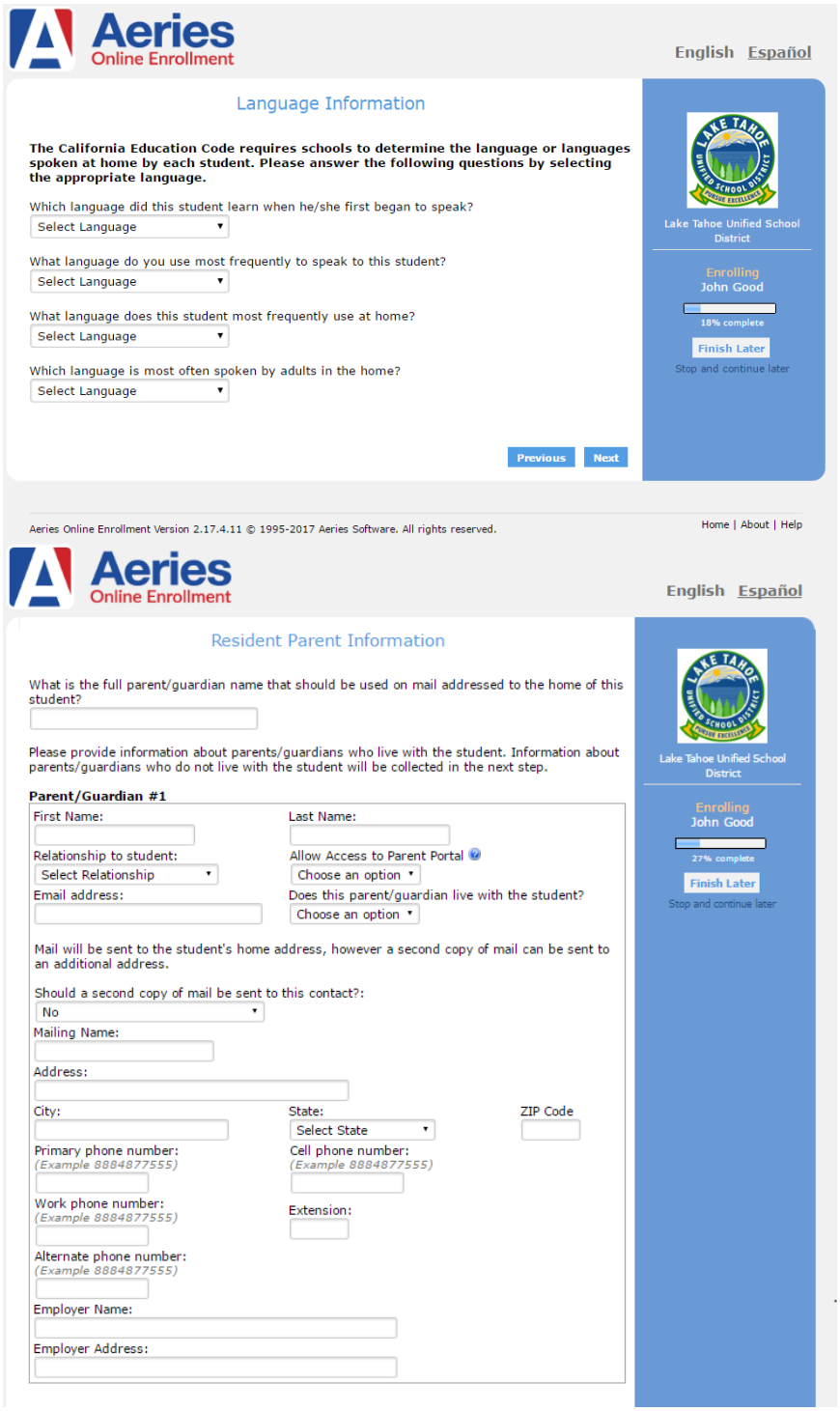
New Account: Once you click on the link to activate your account you will be redirected back to the web site to continue the enrollment process.



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.




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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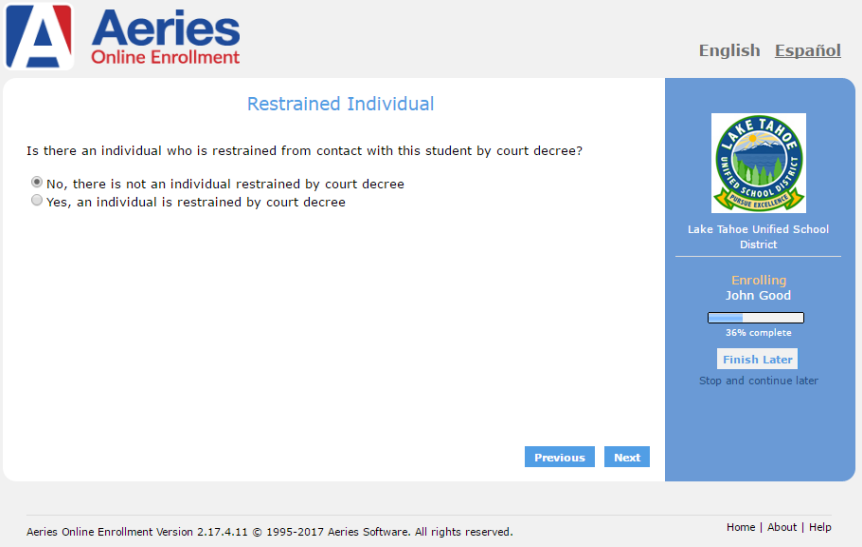
Aeries
Online Enrollment
English Español
Resident Parent Information
What is the full parent/guardian name that should be used on mail addressed to the home of this student?
Please provide information about parents/guardians who live with the student. Information about parents/guardians who do not live with the student will be collected in the next step.
Parent/Guardian #1
First Name:
Last Name:
Relationship to student:
Select Relationship
Allow Access to Parent Portal
Choose an option
Email address:
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:
State:
Select State
ZIP Code
Primary phone number:
(Example 8884877555)
Cell phone number:
(Example 8884877555)
Work phone number:
(Example 8884877555)
Extension:
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


Aeries
Online Enrollment
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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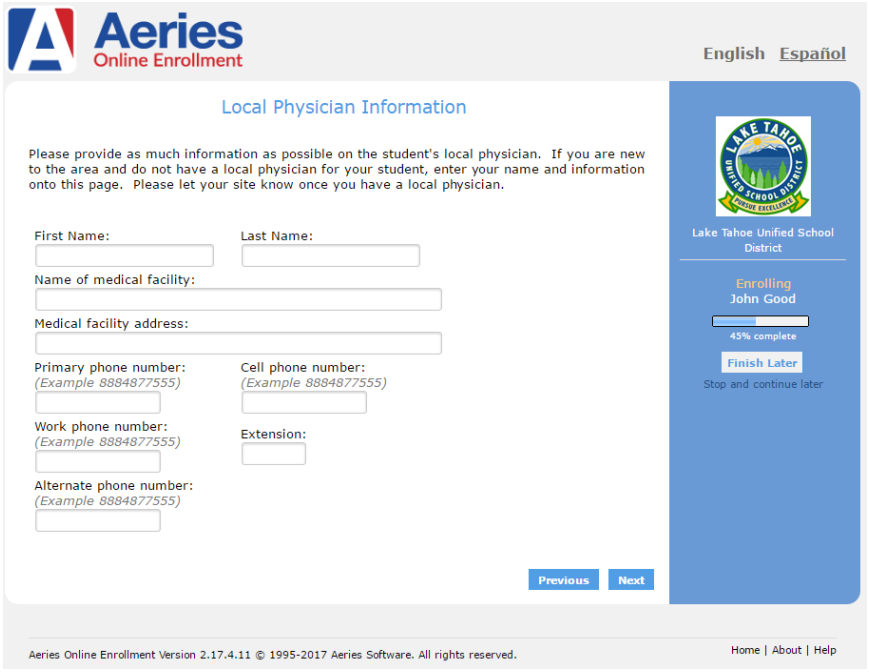
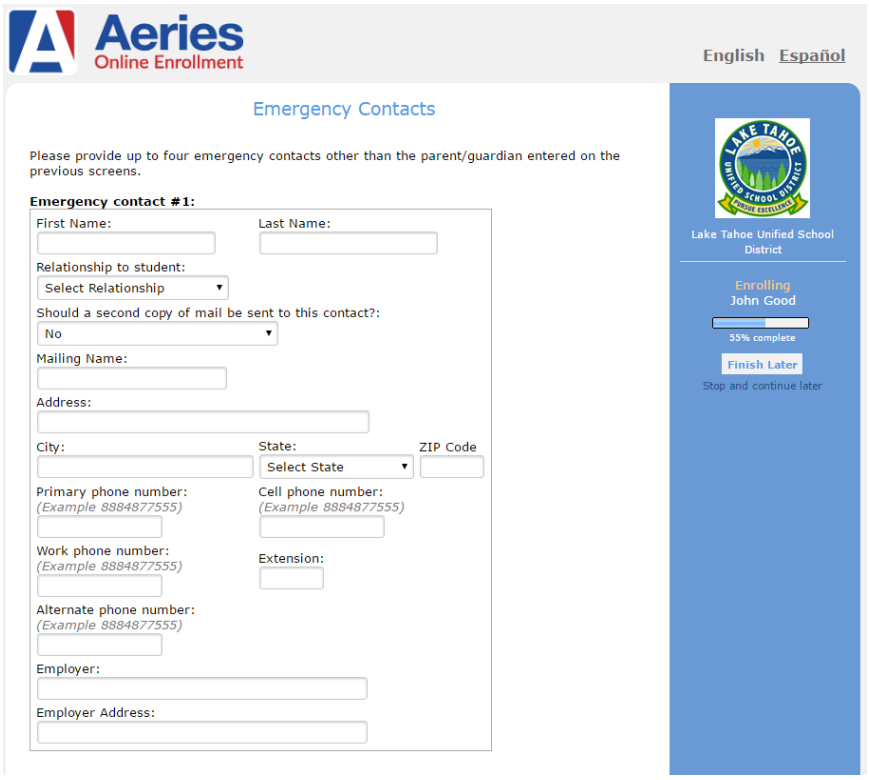
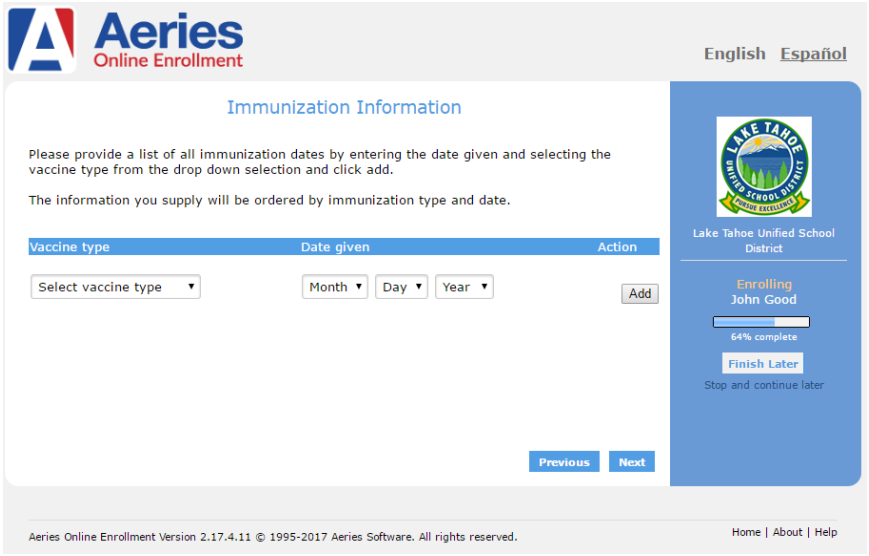
Local Physician: If you have not established a local doctor, please enter your own name, primary phone number and a temporary medical facility name, which will be changed once a local doctor has been established.



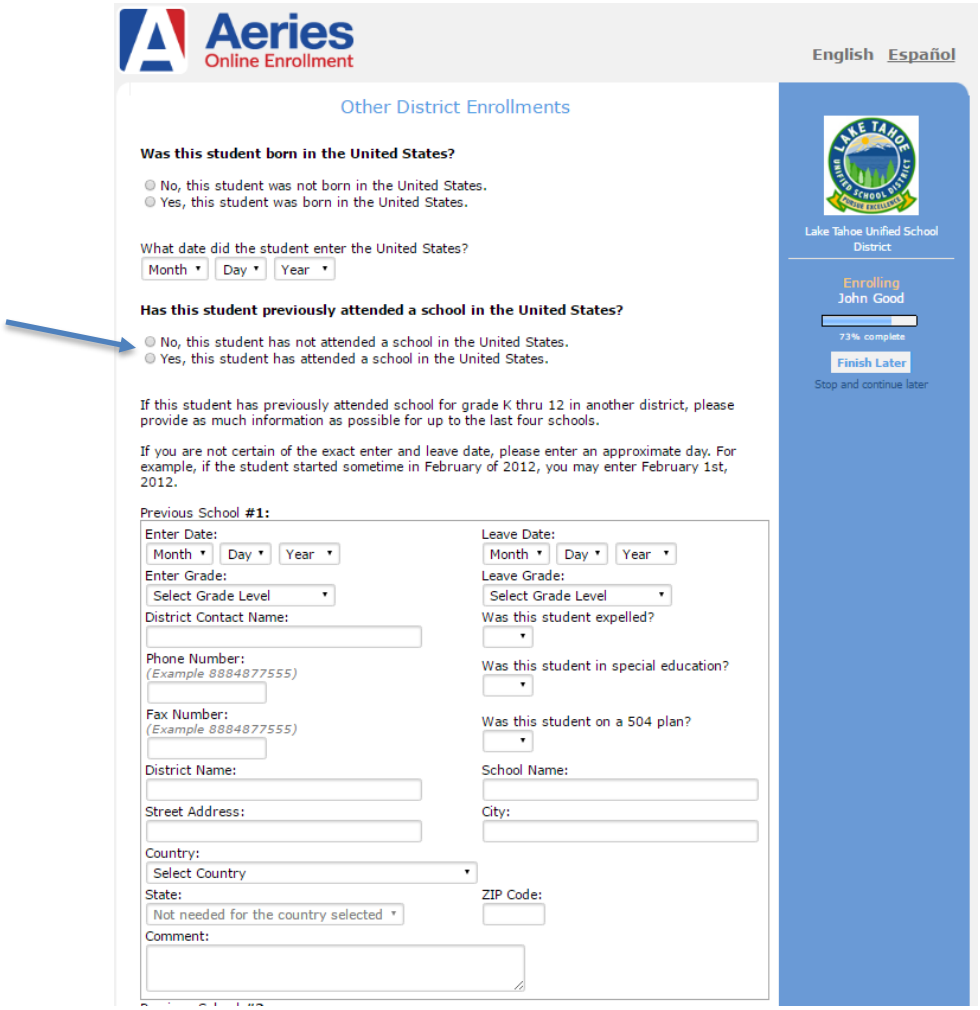
Emergency Contacts: Please include parent information in these screens

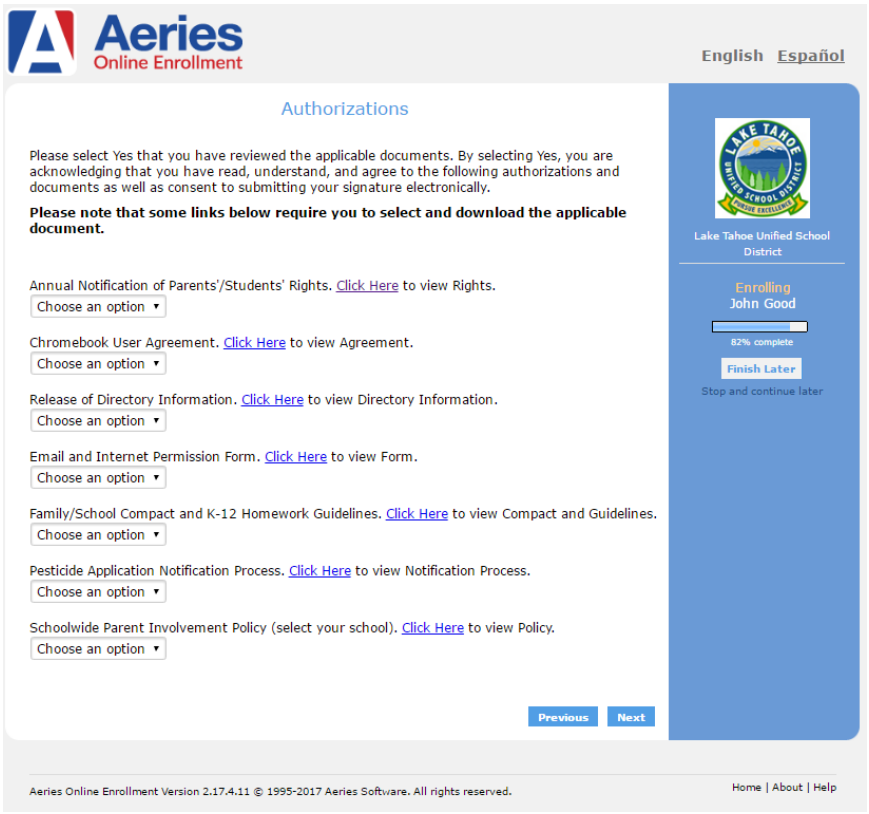


Immunizations: If you do not have these records, it can be added later but your student will not be allowed to start school until the immunization data is complete.

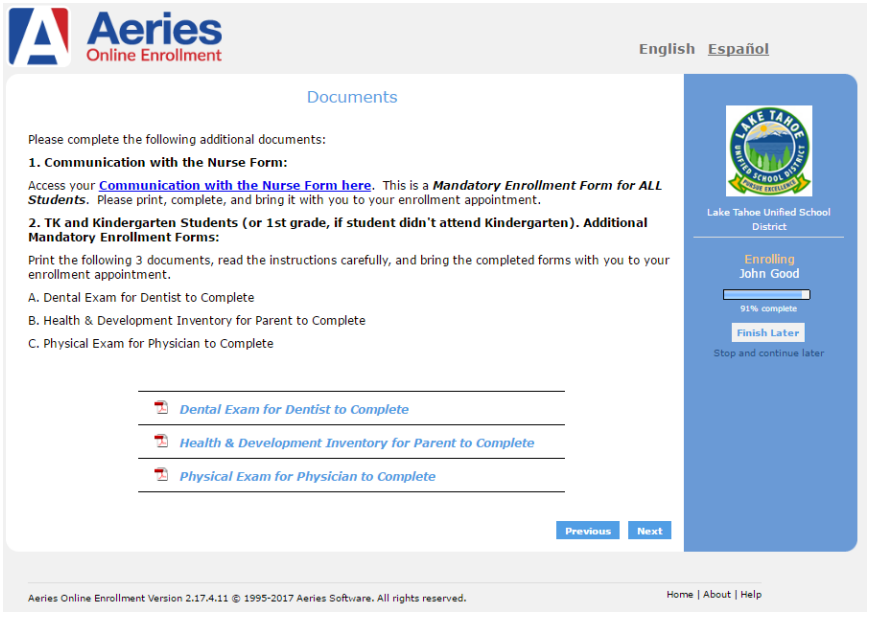


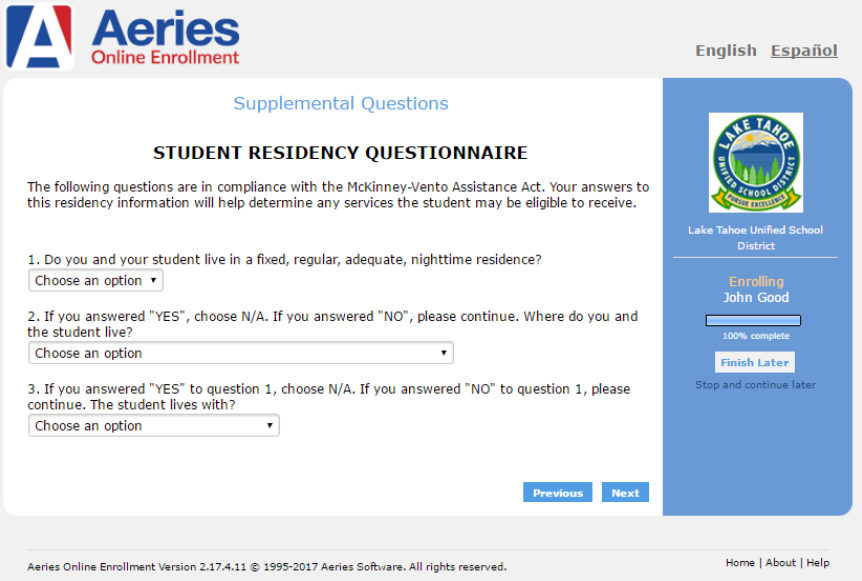
Other District Enrollment: If your student is starting school for the first time, please select “No, this student has not attended a school in the United States”.



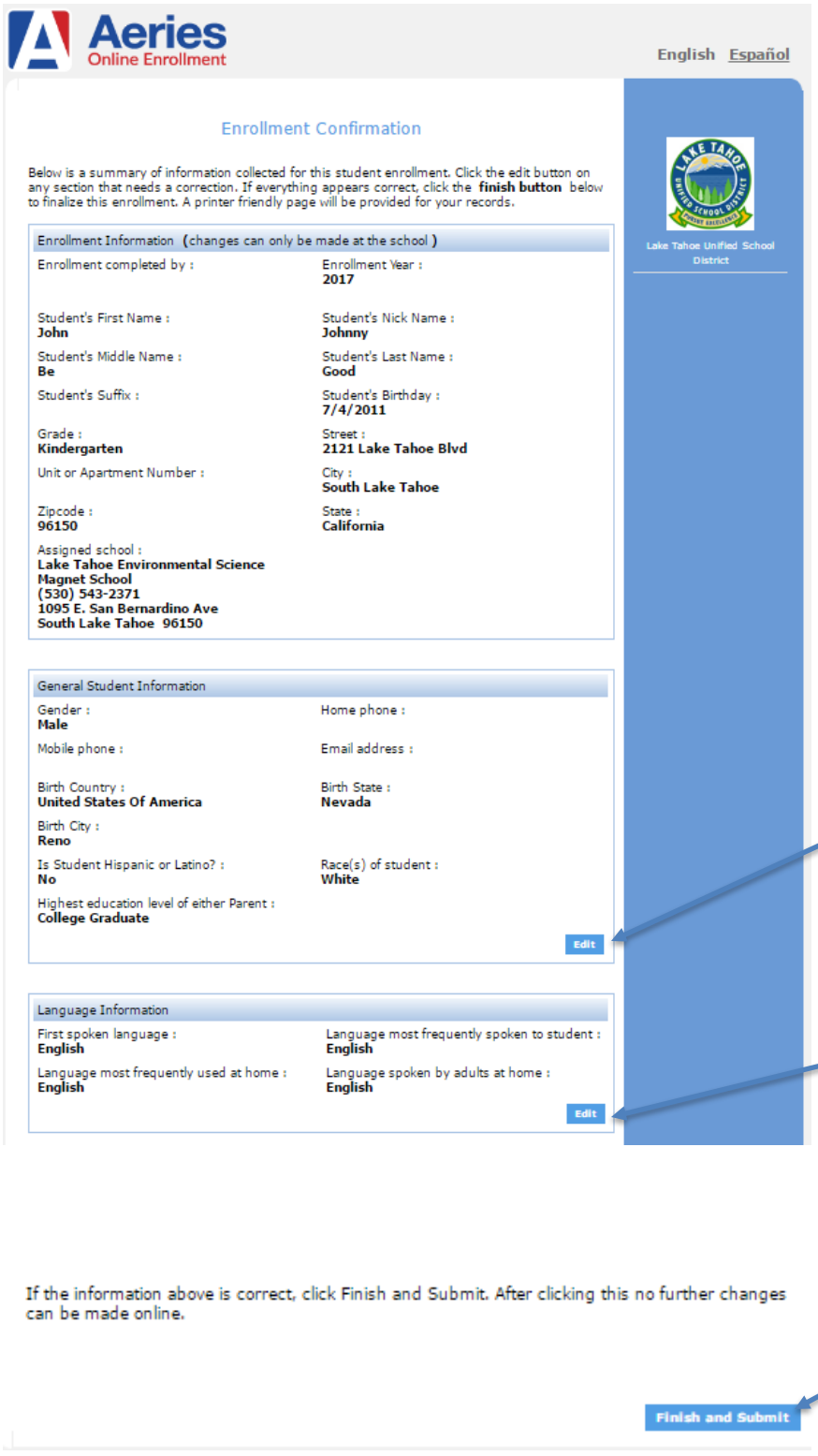


Documents: Please download and print the documents. You will need to complete them and bring them to your school to complete the enrollment process.

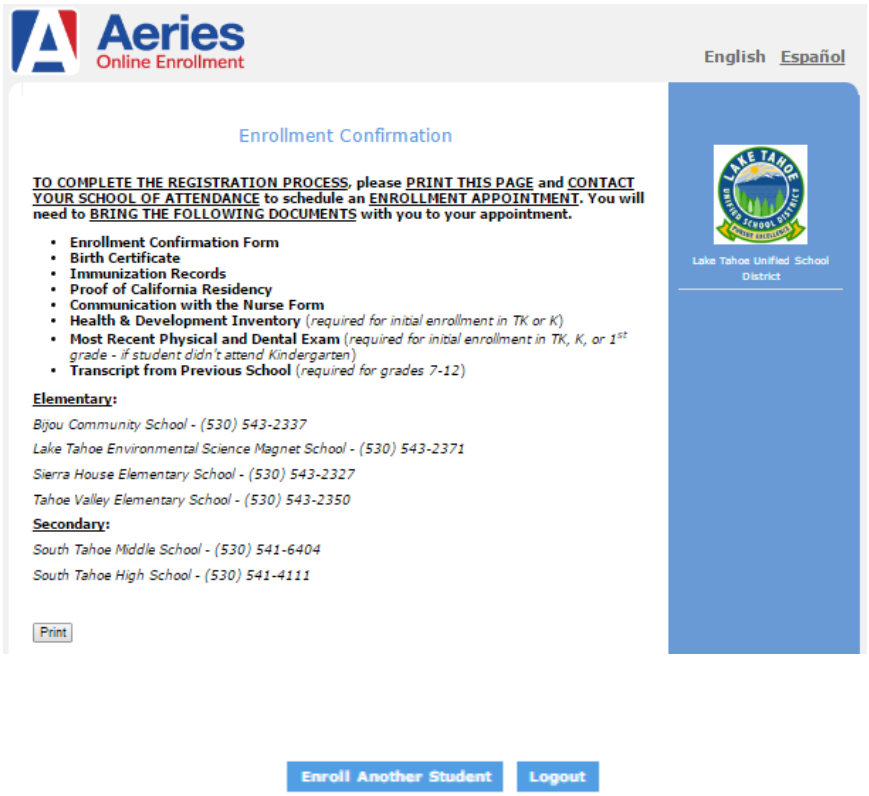




Enrollment Confirmation: When you have completed all the forms, you will given a summary of your information. Please review all information before clicking on the **Finish and Submit** button. You can click on the **Edit** button within each section if you need to correct each area. Please do not forget to click the **Finish and Submit** button to complete the online portion of the enrollment process.


Aeries
Online Enrollment
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.
Lake Tahoe Unified School District
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
Is Student Hispanic or Latino? : No
Race(s) of student : White
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
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).



Thank you for using our online enrollment system!