

## Aeries New Student Online Registration

Rocklin Unified School District has implemented an Online Registration process for new students. Aeries Online Registration allows you to quickly start the process of registering a student for school. Information about the student such as emergency contacts, medical and language information will be collected. Upon completion, the student's information is electronically sent to the school.

If a student is new to the district or was previously enrolled at RUSD in a prior year, complete Online Registration.

You can access Aeries Online Enrollment at this web address: <https://rocklinusd.aeries.net/enrollment>

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 RUSD enrollment webpages and registration documents.

The first time you access the Aeries Online Enrollment webpage, after reviewing instructions, select **Enroll A New Student**. If you are unable to complete registration, you can return at another time and select **Login** to enter your login and password and continue the registration.

The screenshot shows the 'Welcome to Aeries Online Enrollment' page for Rocklin Unified School District. The page includes a welcome message, instructions on how to use the registration process, and options for logging in or enrolling a new student. At the bottom, there is a language selection section with radio buttons for 'English' (selected) and 'Español', and two buttons: 'Login' and 'Enroll A New Student'.

**Welcome to Aeries Online Enrollment**  
Rocklin Unified School District

Welcome to Rocklin Unified School District's Aeries Online Registration.

Aeries Online Registration allows you to quickly start the process of registering a student for school. Information about the student such as emergency contacts, medical and language information will be collected. Upon completion, the student's information is electronically sent to the school.

You will need a valid email address to create an account to enroll your student.

This process should take 20 to 30 minutes to complete. If you are unable to complete the process at one sitting, you may logout, and resume the process at a later time by selecting the **Login** button.

To get started registering a new student click the **Enroll A New Student** button. Once an account has been created, you can enroll another student by clicking **Enroll A New Student**.

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

RUSD Registration Information

**Interdistrict (transfer) Students**

If parents or guardians request that a student attend a school that is not in their district of residence, the Interdistrict process should be initiated with the district of residence. An Online Registration may be entered for Rocklin Unified School District; however, the student **will not** be enrolled until approvals from both school districts have been granted.

If your family is living in transitional/temporary housing or supporting a foster youth and you need assistance registering, please reach out to our District Office at (916) 624-2428.

**TK/K Spanish Dual Language Program at Quarry Trail Elementary**

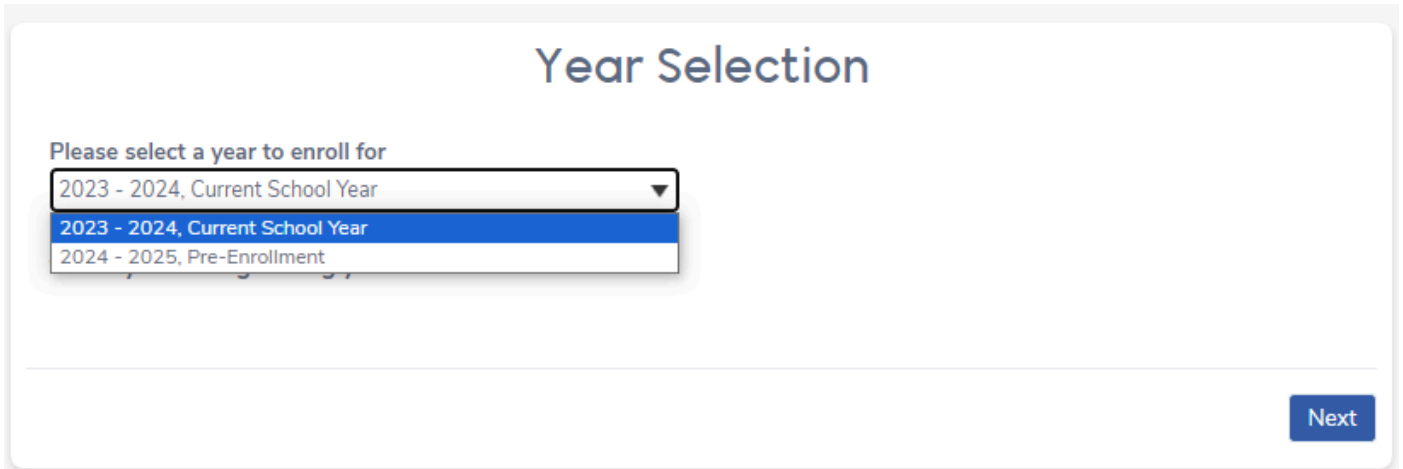
This program is open to ALL RUSD students entering Transitional Kindergarten and Kindergarten regardless of their home school.

Language  
 English  Español

Login Enroll A New Student

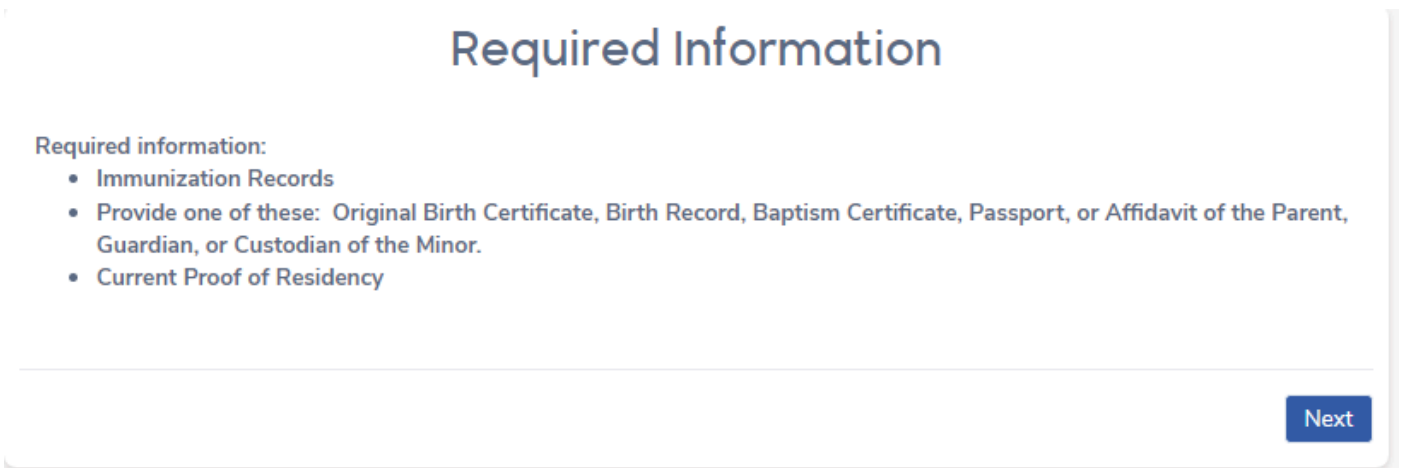
## Year Selection

Select the appropriate year from the dropdown menu – the current school year or pre-enrolled for the next school year. Select **Next**.



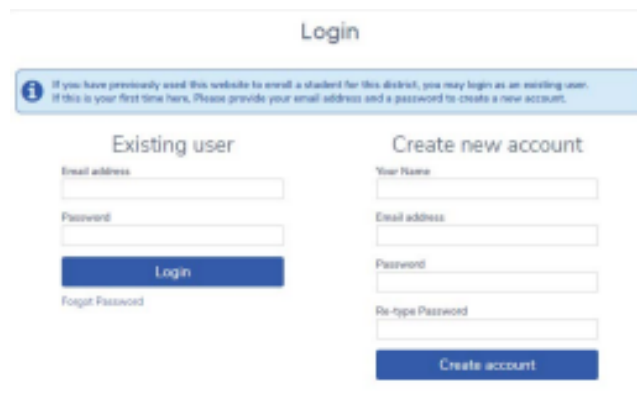
## Required Information

There are three required documents you will need to upload to complete your registration. Information is provided on the Documents Upload screen for additional documentation to upload for Special Education, 504 students and individuals with current restraining orders.

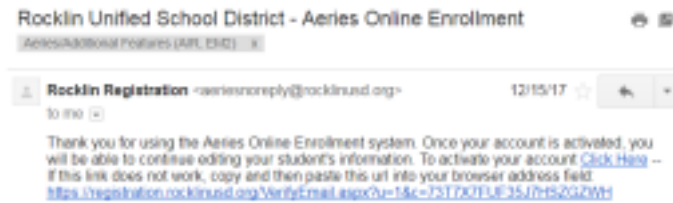


## Login

First time users, under **Create new account**, enter your name, email and create a password. Select **Create account**. You will receive an email from “Rocklin Registration”.



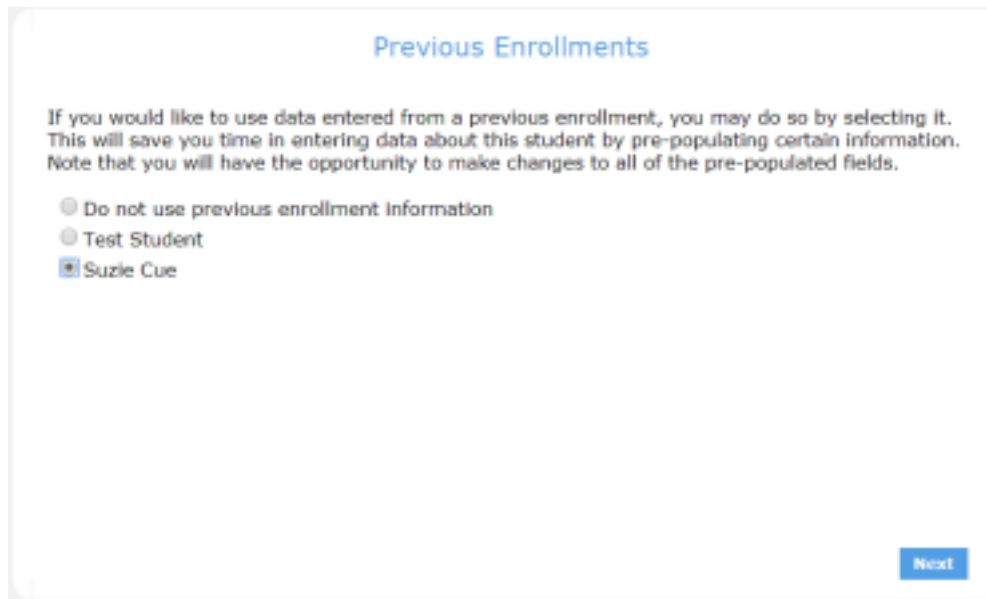
Click on the [Click Here](#) within the email to activate your account.



If you are returning to the website to complete a registration or add an additional student, enter your email and password in the **Existing user** section on the left of the screen.

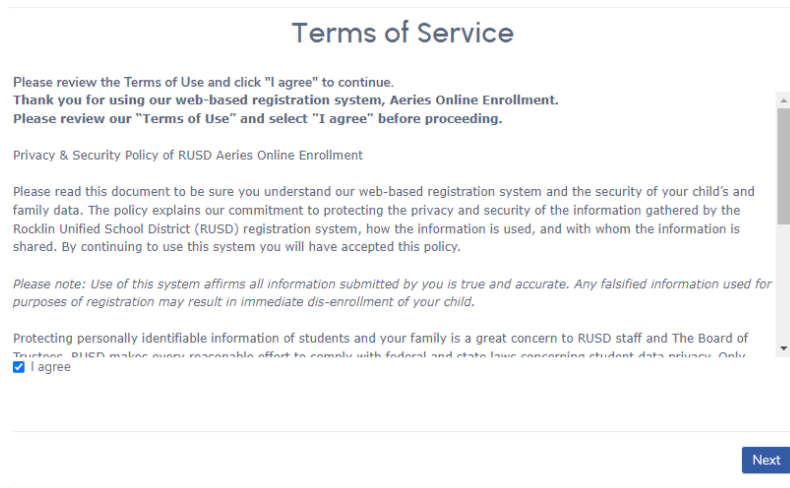
### Previous Enrollments

If you have completed an Online Registration for another child, you will have the option to select that student which will pre-populate certain information saving time in adding multiple students.



### Terms of Service

Please review the Terms of Use and check the box to Agree. To continue, click **Next**.



## Student's Name

It is required to enter the Student's legal name. If the student has a nick name, please enter it. This is the name that will be shown on teacher's class lists and reports. If your student has a suffix, please select from the dropdown menu. Add the student's birthdate. Once added, the appropriate grade level will display. This field can be manually adjusted.

### Student's Name

<p>Student's legal first name <input type="text"/></p>	<p>Student's nick name (optional) <input type="text"/></p>
<p>Student's legal middle name <input type="text"/></p>	<p>Student's legal last name <input type="text"/></p>
<p>Student's suffix - <input type="text"/></p>	
<p>Student's Birthdate Month <input type="text"/> Day <input type="text"/> Year <input type="text"/></p>	<p>If you are interested in <b>general education preschool program</b> options, do not register your student here. Contact these programs directly:</p> <ul style="list-style-type: none"><li>• For CDI preschool - <a href="http://www.rocklinusd.org/Schools/Rocklin-Preschool">http://www.rocklinusd.org/Schools/Rocklin-Preschool</a></li><li>• for PCOE Preschool - <a href="https://www.placercoe.k12.ca.us">https://www.placercoe.k12.ca.us</a></li></ul> <p>Preschool students who are Rocklin Residents and are being referred for special education eligibility or have a current IEP, should select the Special Education Assessment School.</p> <p>If you do not have a case manager, please contact the RUSD special education department at 916-624-2428.</p> <p>Please select a grade level or program to enroll this student in <input type="text" value="Select Grade Level or Program"/></p>

## Student Address

Enter the resident address information. Only the first 5 digits of the zip code are required. If you have a separate mailing address, select NO and additional fields will display.

### Student Address

#### Resident Address

Street Address <input type="text"/>
Unit or Apartment Number <input type="text"/>
City <input type="text"/>
Student's Home ZIP Code <input type="text"/> - <input type="text"/>
State Student lives in <input type="text" value="California"/>
Use residence address above as mailing address? <input checked="" type="radio"/> Yes <input type="radio"/> No, use a different address for mail

## Select School

This screen provides valuable information regarding school selection. For Grades Transitional Kindergarten through 12<sup>th</sup> grade, click on the Residence School Locator to enter your address and find the Residence School for your location. Then from the dropdown menu, select your school of residence.

Students wanting to enroll at Rocklin Alternative Education Center (RAEC), please contact the school at the phone number shown. After your intake meeting, you can select RAEC and enter your online registration information.

## Select School

As a parent new to our school district, please be aware that our district's enrollment is growing due to ongoing construction of new homes in Rocklin. Consequently, it is extremely difficult to guarantee that your child will be able to enroll in the school that serves your residence (referred to as "school of residence"). We understand that parents buying a home in Rocklin often do so in order to be in a certain school area. Unfortunately, because of the volume of enrollment and in order to comply with state laws and district policies on class size, your child may not be able to attend the school of residence.

Select school based on Grade level directions:

**Preschool, please select the school provided by your case manager.**

**Grades TK - 12, please select the appropriate assigned school for your address.** Refer to the Residence School Locator to locate your school of residence.

Students wanting to enroll at **Rocklin Alternative Education Center (Rocklin Independent Study Program)** or **Victory High**, must first arrange to attend an informational Intake meeting by contacting the school at 916-632-3195. After attending an Intake meeting, you can select RAEC or Victory and complete your online registration.

Please select the school you are enrolling for

Select School: ▼


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## New Enrollment Added

Once you get to New Enrollment Added message, your information has been saved.

## New Enrollment Added

A new enrollment for Test Test has been added to your account.

 The remainder of the process will require approximately 15-30 minutes. If you are unable to complete this process in one sitting, you may save your progress and resume the process at a later time by logging into your account using your email address and password.

Click next to continue entering information for this student.

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If you are unable to finish registering your students or need to go back to a previous page, click on the dropdown arrow in the upper right corner. At this time you can leave the website and return at another time to complete your student's registration.

General Student Information



**General Student Information**  
Enter your student's information

The first question is about ethnicity, not race. The second question can have one or more boxes checked to indicate what you consider your child's race to be.

General Student Information



Student's gender

Choose a Gender ▼

Please select a gender

Student's home phone number

(916) 555-5555

Student's mobile phone number

The following two questions are required by federal law ⓘ

Is this student Hispanic or Latino?

- Intentionally Left Blank
- 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"/> Chinese      |
| <input type="checkbox"/> Japanese                          | <input type="checkbox"/> Korean       |
| <input type="checkbox"/> Vietnamese                        | <input type="checkbox"/> Asian Indian |
| <input checked="" type="checkbox"/> Laotian                | <input type="checkbox"/> Cambodian    |
| <input type="checkbox"/> Hmong                             | <input type="checkbox"/> Other Asian  |
| <input type="checkbox"/> Hawaiian                          | <input type="checkbox"/> Guamanian    |
| <input type="checkbox"/> Samoan                            | <input type="checkbox"/> Tahitian     |
| <input type="checkbox"/> Other Pacific Islander            | <input type="checkbox"/> Filipino     |
| <input type="checkbox"/> Black or African American         | <input type="checkbox"/> White        |
| <input type="checkbox"/> Intentionally Left Blank          |                                       |

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## Language Information

Complete the language survey.

**Language Information** ▼

**i** 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 your child learn when he/she first began to talk?**

Select Language▼

**Which language does your child most frequently speak at home?**

Select Language▼

**Which language do you (the parents or guardians) most frequently use when speaking with your child?**

Select Language▼

**Which language is most often spoken by adults in the home? (parents, guardians, grandparents, or any other adults)**

Select Language▼

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## Parent Information

You can add up to 2 Parent/Guardian contacts' information. You will add emergency contacts in another step.

An important note: If you enter an email address and select the option to **Allow Access to the Aeries Parent Portal**, once your student is active in the Aeries School Database, a parent portal account will be auto-created and you will receive an email with instructions to login to the portal. If an emergency contact needs portal access, then contact the school and they will update the contact record with the emergency contact's email which will then auto-create the portal account.

## Restrained Individual

If there is an individual with a current restraining order, select **Yes**. Additional fields will display. Bring a copy of the restraining order to the school site with other registration documentation.

**Restrained Individual** ▼

**i** Please provide as much information about the restrained person as possible.

If your child is protected by a Restraining Order:

- A copy of a current Restraining order must be provided to the school at the time of registration.

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

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## Emergency Contacts

Enter at least 1 and up to 4 emergency contacts for your student.

Emergency Contacts ▼

**i** Please provide up to four emergency contacts other than the parent/guardian entered on the previous screens.

Please do not add an Emergency Contact record for any parent/guardian added on prior screens.

**Emergency Contact #1**

<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
<input type="text" value="Relationship to student"/> <small>Select Relationship ▼</small>	
<input type="text" value="Mailing Name"/>	
<input type="text" value="Address"/>	
<input type="text" value="City"/>	<input type="text" value="State"/> <small>Select State ▼</small>

## Health Survey

Enter medical conditions by selecting from the dropdown menu. Please add a comment with a more complete explanation of this condition. Click on **Add** to save the record.

Health Survey ▼

**i** Please provide a list of any medical conditions this student has by selecting a medical condition from the drop down selection and click add. You may provide additional information about the condition in the comment area.

If student does not have a medical condition at this time, please select:

**No medical concerns requiring school's attention**

Select the **Add** button to save the record.

**Add A Medical Condition**

<input type="text" value="Medical Condition"/> <small>Select medical condition ▼</small>
<input type="text" value="Comments"/> <small>Enter any comments or notes regarding this condition here.</small>



### Other District Enrollments

If applicable, enter prior schools attended for grades TK through 12. Be sure to complete all fields.

Other District Enrollments ▼

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

**Previous School #1**

<p><b>Enter Date</b> Month ▼ Day ▼ Year ▼</p> <p><b>Enter Grade</b> Select Grade Level ▼</p> <p><b>District Contact Name</b> <input type="text"/></p> <p><b>Phone Number</b> <input type="text"/></p> <p><b>Fax Number</b> <input type="text"/></p> <p><b>District Name</b> <input type="text"/></p> <p><b>Street Address</b> <input type="text"/></p> <p><b>State</b> <input type="text"/></p> <p><b>Comment</b> <input type="text"/></p>	<p><b>Leave Date</b> Month ▼ Day ▼ Year ▼</p> <p><b>Leave Grade</b> Select Grade Level ▼</p> <p><b>Was this student expelled?</b> <input type="text" value="▼"/></p> <p><b>Was this student in special education?</b> <input type="text" value="▼"/></p> <p><b>Was this student on a 504 plan?</b> <input type="text" value="▼"/></p> <p><b>School Name</b> <input type="text"/></p> <p><b>City</b> <input type="text"/></p> <p><b>ZIP Code</b> <input type="text"/></p>
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### Documents

Please review the listed documents. Each document must be opened before you will be able to proceed.

Documents ▼

**If needed, print, sign, and return.**

**Report of Health Examination for School Entry**  
If you have already submitted this form to the school, please disregard.

**Report of Health Exam for School Entry - Spanish**  
Si ya ha enviado este formulario a la escuela, no lo tenga en cuenta.

**Oral Health Assessment Form**  
If you have already submitted this form to the school, please disregard.

## Authorizations

Select the links to review the **Enrollment Procedure Document** and the **Residence Verification Guidelines**. From the dropdown menus, select **Yes** to confirm you have reviewed these documents.

### Authorizations

Please review these documents and then complete questions below.

[Enrollment Procedure Document](#)

[Residence Verification Guidelines](#)

I have read and accept the Enrollment Procedures document.

I have read the Residence Verification Form and will provide residency verification.

## Document Uploads

To upload a document, click on the **Select documents** button for each type of document that applies to your student.

### Document Uploads

Please upload copies of these documents.

- Immunization Records
- Provide one of these: Original Birth Certificate, Birth Record, Baptism Certificate, Passport, or Affidavit of the Parent, Guardian, or Custodian of the Minor.
- Current Proof of Residency

If your child receives Special Education Services or 504 Accommodation Plan, please upload:

- Copy of Individualized Educational Plan (IEP)
- Copy of Section 504 Accommodation Plan

If there is an individual with a current Restraining Order

- Upload a copy of the restraining order

If you are unable to successfully upload, once school re-opens, you will be required to provide these documents to the school.

MIDDLE AND HIGH SCHOOL STUDENTS

Also required:

- Unofficial Transcript
- Withdrawal Form/Withdrawal Grades from previous school

If you are unable to upload your documents, please contact the school site.

#### Proof of Birth Documentation

Original Birth Certificate, Birth Record, Baptism Certificate, Passport, or Affidavit of the Parent, Guardian, or Custodian of the Minor

Files

### Supplemental Questions

Answer (6) questions regarding your student. These are required questions for all grade levels. Go back to the previous page to upload copies of these documents if you had not already done so.

Supplemental Questions ▼

Answer (2) questions regarding preschool history for your student. This is a required question for all grade levels.

<p>Has your child attended a preschool?</p> <input type="text" value="Choose an option"/>	<p>Select how long your child attended preschool.</p> <input type="text" value="Choose an option"/>
<p>Has your student been identified as GATE? If yes, please upload a copy of documentation.</p> <input type="text" value="Choose an option"/>	<p>Does your child receive Special Education services? If yes, please upload a copy of current IEP.</p> <input type="text" value="Choose an option"/>
<p>Does your child have a current 504 Plan? If yes, please upload a copy.</p> <input type="text" value="Choose an option"/>	<p>Has student previously been expelled or is currently being considered for expulsion from this or any other school district?</p> <input type="text" value="Choose an option"/>


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### Enrollment Confirmation

Review the summary of your student's information.

If you find an error, select **Edit** to make any changes. Once reviewed, select **Finish and Submit** located in the bottom right corner of the page.

Confirm ▼

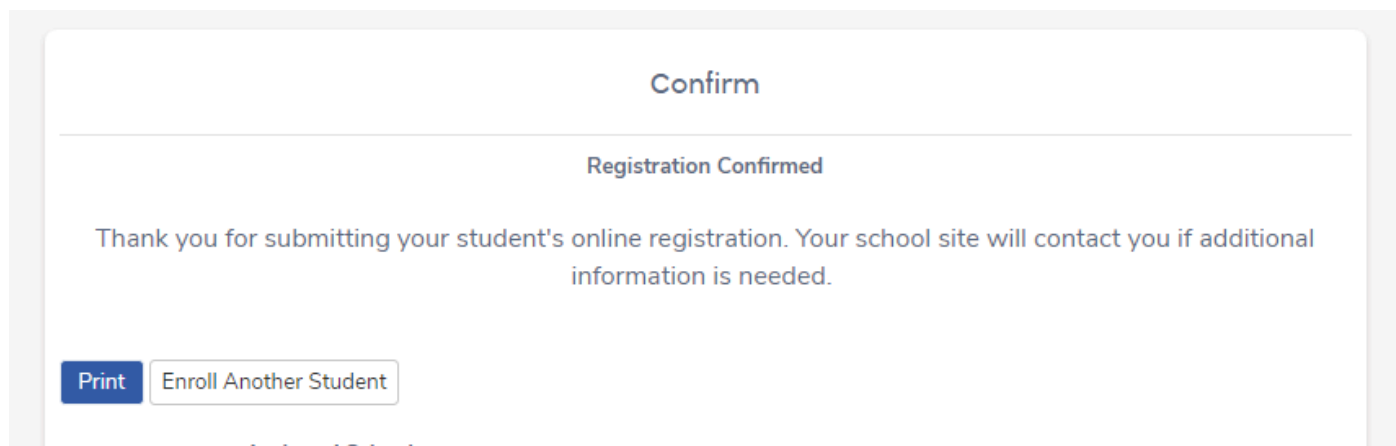
 Below is a summary of information collected for this student enrollment. Click the edit button on any section that needs a correction. If everything appears correct, click the Finish and Submit below to finalize this enrollment. A printer friendly page will be provided for your records.

 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

Your enrollment is now complete. The front office staff will contact you regarding your student's registration.



Time/Date stamp of your enrollment occurs when your registration is submitted and all documents are submitted.

If you have any questions or need assistance in this process, please contact the District Office at 916-624-2428 or your school of residence front office.