



# ERHS ONLINE ENROLLMENT INSTRUCTIONS

The online process takes approximately 30-40 minutes. If you are unable to complete the process in one sitting you may save, log out and resume later.

## 1. [CLICK HERE TO GO TO AERIES ONLINE ENROLLMENT](#)

Select language and click 'Enroll A New Student' or 'Login' if you already created an account and are returning to the form (see #4 Login-Existing User).

## 2. YEAR SELECTION

Select the school year for which you are enrolling. Incoming 9<sup>th</sup> grade will select 20xx-20xx, pre-enrollment.

## 3. REQUIRED INFORMATION

You will be asked to provide student, parent & emergency contact information, as well supporting documents.

## 4. LOGIN

If you are returning to the enrollment process, you will need to select Existing User.

If this your first time enrolling a student in SMJUHSD, you will need to select Create New Account. Choose a password to be used for enrollment purposes only (this is **not** your email or Aeries Portal password.) Please write it down as you will need this password to log on after the verification process.

## 5. TERMS OF SERVICE

Review, select 'I agree' and click 'Next'.

## 6. STUDENT NAME

Enter student's name **as it appears on the birth certificate or passport**. Select grade level. Click 'Next'.

## 7. STUDENT ADDRESS

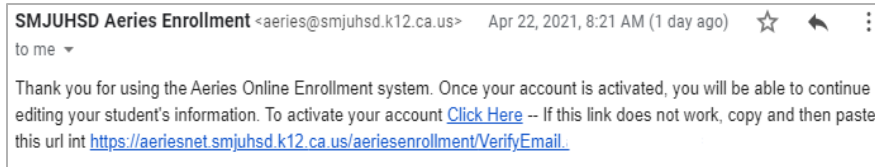
Enter address information. Please do not use any special symbols (e.g. #, 1/2). The zip code extension is not necessary.

\*\*Please note, proof of address is required.

## 8. SELECT SCHOOL

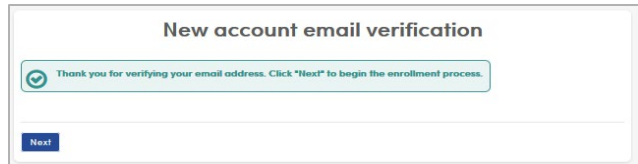
Select Ernest Righetti High School if living within the ERHS boundaries. If you do not live within ERHS boundaries, an [Intra/Interdistrict Attendance Permit](#) must be submitted and approved.

## 9. ACCOUNT VERIFICATION



A verification e-mail will be sent to the e-mail address used to create this account . Hit the "Click Here" to confirm.

After email is confirmed, the following screen will appear in Aeries. Click 'Next' to continue.



\*\*If verification does NOT appear, return to the login page, and hit "Forgot Password" to reset the password.

## 10. GENERAL STUDENT INFORMATION

All questions should be answered (except student mobile number if student doesn't have a cell phone of their own.) Home phone number will be used to send all general calls. If you do not have a home phone, please list your cell phone number.

## 11. LANGUAGE INFORMATION

Complete the Migrant Education Survey and scroll down to answer the 4 language questions. Click "Next".

## 12. PARENT INFORMATION

Enter information for both parents, if available, regardless of living situation.

- Email addresses entered will be used to create parent portal accounts.
- Update 'Mailing Name' with the full parent/guardian name that should be used on mail addressed to the home of the student.

## 13. RESTRAINED INDIVIDUAL

If yes, complete additional questions. Court documents will be required.

## 14. EMERGENCY CONTACTS

At least one emergency contact is required. Enter **first name, last name, relationship to student, and a phone number**. Add additional contacts. Click 'Next'.

## 15. HEALTH SURVEY

Optional. Add medical conditions, if applicable. Click 'Add'. Click 'Next' when done adding medical conditions. The Health Office may follow up with additional questions regarding medications, etc.

## 16. OTHER DISTRICT ENROLLMENT

YOU ONLY NEED TO ENTER INFORMATION FOR PREVIOUS SCHOOL #1 (current/most recent school).

Exact dates are NOT required; approximate dates are OK.

COMPLETE  
ENTER/LEAVE DATES,  
ENTER/LEAVE GRADE,  
SPECIAL EDUCATION  
STATUS & SCHOOL  
NAME

Previous School #1

Enter Date: 1/1/2019

Enter Grade: Seventh Grade

Leave Date: 1/1/2021

Leave Grade: Eighth Grade

School Name: test

## 17. DOCUMENTS & AUTHORIZATIONS

Review documents and click 'Next'.

Select an option for each authorization.

## 18. DOCUMENT UPLOADS

Upload Supporting Documents (birth certificate, immunizations & proof of residence ) and legal documents (Caregiver Affidavit, custody, legal name change, etc.) If you cannot upload these documents, you may email copies to [erhs-records@smjuhsd.org](mailto:erhs-records@smjuhsd.org) or deliver copies to the school office.

## 19. SUPPLEMENTAL QUESTIONS & SURVEYS

Select appropriate option for each question/survey.

## 20. REVIEW ENROLLMENT INFORMATION & SUBMIT

If everything is correct, scroll down and click 'Finish and Submit' at the bottom of the page. **Enrollment is not complete until you click 'Finish and Submit'.** You will be contacted if we have any questions or require additional documents.

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

Finish and Submit