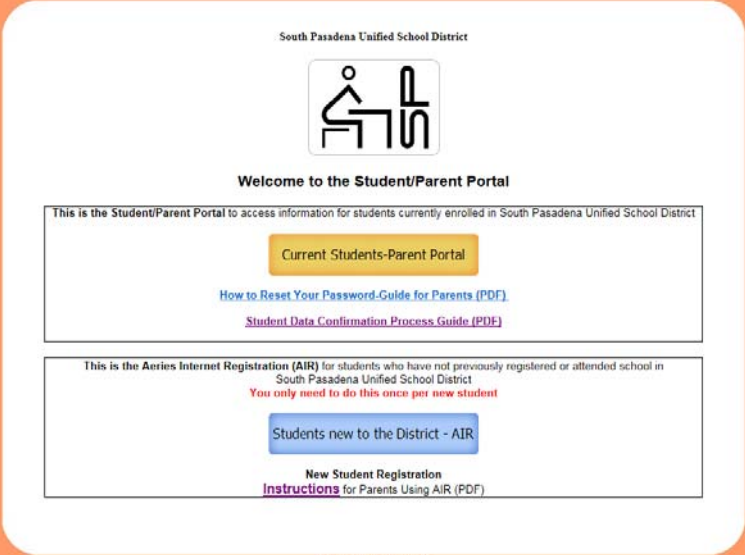



INSTRUCTIONS FOR PARENTS/GUARDIANS USING AIR
03/03/2016

The Aeries Internet Registration (AIR) program allows parents to complete the first part of the registration process for a student new to South Pasadena Unified School District.

It is recommended that you do not use your mobile phone for the online registration.



South Pasadena Unified School District



Welcome to the Student/Parent Portal

This is the Student/Parent Portal to access information for students currently enrolled in South Pasadena Unified School District

[Current Students-Parent Portal](#)

[How to Reset Your Password-Guide for Parents \(PDF\)](#)
[Student Data Confirmation Process Guide \(PDF\)](#)

This is the Aeries Internet Registration (AIR) for students who have not previously registered or attended school in South Pasadena Unified School District
You only need to do this once per new student

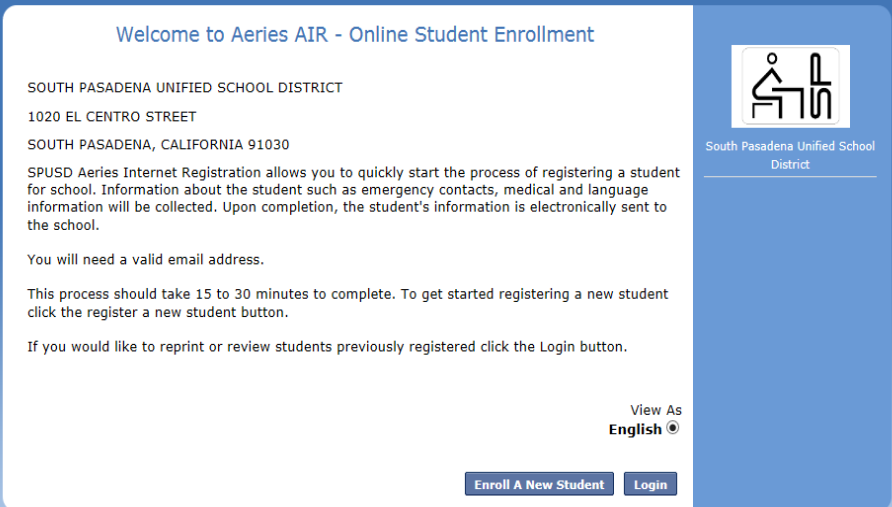
[Students new to the District - AIR](#)

New Student Registration
[Instructions for Parents Using AIR \(PDF\)](#)

Current Date 3/3/2016

Go to <http://my.spusd.net>
Select the **Students new to the District –AIR** button.

Select the **Enroll A New Student** button.



Welcome to Aeries AIR - Online Student Enrollment

SOUTH PASADENA UNIFIED SCHOOL DISTRICT
1020 EL CENTRO STREET
SOUTH PASADENA, CALIFORNIA 91030

SPUSD Aeries Internet 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.

This process should take 15 to 30 minutes to complete. To get started registering a new student click the register a new student button.

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

View As
English

[Enroll A New Student](#) [Login](#)



South Pasadena Unified School District

Year Selection

Please select a year to enroll for.

- 2015 - 2016, Current School Year
- 2016 - 2017, Pre-Enrollment

Please use Thursday, August 18, 2016 as the first day of school if you are registering prior to August 18, 2016 for the 2016-2017 school year.

Select *2015-2016 Current School Year*.

or *2016-2017 if pre-enrolling for the next school year*.

U. S. school enrollment date is the first day the student was enrolled in a K-12 public or private school in the United States.

California school enrollment date is the first day the student was enrolled in a K-12 public school in the California.

Next



South Pasadena Unified School District

Use the drop-down arrow to select 2016-2017 Pre-Registration if enrolling for the next school year.

Then select **Next** to continue.

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:

- A valid address within South Pasadena Unified School District boundaries - zip code 91030 only
- Name, address and district of previous school - if applicable
- Parent/guardian's home/work phone and address
- Name and phone number of emergency contacts
- Immunization dates
- Local physician name and phone number, if known
- Date first enrolled in any USA school
- Date first enrolled in any California school
- General demographic information about your student
- Access to a printer for printing enrollment forms

To ensure that you receive our emails, please add SPUSDNotice@spusd.net to your email contacts.

To continue, click next.

Next



South Pasadena Unified School District

After reading the required information select **Next** to continue.

Aeries Internet Registration

Login

If you have previously used this website to register 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



Enter your name, email address and create a password. Your email address and password can be used to log in again. Select **Create Account**.

Check the **I agree** box in the Terms of Service page, then select **Next** to continue.

English

Terms of Service

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

I affirm that all information I will enter is true to the best of my knowledge.

I agree

Next



English

Student's Name

Student's legal first name:

Student's nick name (optional):

Student's legal middle name (optional):


Student's legal last name:

Student's suffix:

Student's Birthdate: Month Day Year

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

Next



Enter the student's name, birthday and grade level. Choose Kindergarten if student will be in Kindergarten or Transitional Kindergarten. Select **Next** to continue.

Enter the student's home address then select **Next** to continue. You must have a South Pasadena address with zip code 91030.

English

Student Address

Resident Address
Street Address (example, "123 Main Street*"):


Unit or Apartment Number:

City:

Student's Home ZIP Code:
 -

State Student lives in:

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



South Pasadena Unified School District

English


Student Address

Congratulations! Based on the information you provided you are eligible to enroll for school using this website. Based on grade and address information you are assigned to the following school:

Assigned school
Arroyo Vista Elem School
Grade level Kindergarten through 5th

Your home address will determine your child's school of residence where you will complete your child's registration.

For elementary schools this does not guarantee placement for your child at the school of residence. Your child's placement is determined by availability within your school of residence, upon completion of the registration process. As a South Pasadena resident, your child is guaranteed placement at one of our three elementary schools.



South Pasadena Unified School District

For New Student Registration "Assigned school" refers to the fact that your address falls within this school's attendance area. Placement is determined through the initial New Student Registration Lottery. After the New Student Registration Lottery, registration date and time of enrollment determine priority of placement at one's attendance area school.


Select **Next** to begin entering enrollment information.

English

New Enrollment Added

A new enrollment for:
Chavela Shatto
has been added to your account.

The next part of the process will require an estimated 15-30 minutes. If you are unable to complete this process at one sitting, you may choose to 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.



South Pasadena Unified School District

General Student Information

Student's gender:

Choose a 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:

Select Country

State the student was born:

Not needed for the country selected

City the student was born in:

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

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"/> 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"/> Intentionally Left Blank |
| <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"/> Samoan |
| <input type="checkbox"/> Tahitian | <input type="checkbox"/> Vietnamese |
| <input type="checkbox"/> White | |

What is the highest parent education level?

Select Education Level

Next



South Pasadena Unified School
District

Enrolling
Chavela Shatto

12% complete

Finish Later

Stop and continue later

Complete the General Student Information page.

Provide student phone number and email only if available.

Select **Next** to continue.

You can select the **Finish Later** button to stop and continue at a later time. If you stop and continue at a later time, you will need to log in as an existing user so be sure to remember your email address and password.

Complete the student's language information.
Select **Next** to continue.

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 type="text"/>		Last Name:	<input type="text"/>	
Relationship to student:	Select Relationship <input type="button" value="v"/>		Allow Access to Portal <input checked="" type="checkbox"/>	Choose an option <input type="button" value="v"/>	
Email address:	<input type="text"/>		Does this parent/guardian live with the student?	Choose an option <input type="button" value="v"/>	
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 <input type="button" value="v"/>					
Mailing Name: <input type="text"/>					
Address: <input type="text"/>					
City: <input type="text"/>		State: Select State <input type="button" value="v"/>		ZIP Code <input type="text"/>	
Primary phone number: <input type="text"/> <i>(Example: 8884877555)</i>		Cell phone number: <input type="text"/> <i>(Example: 8884877555)</i>			
Address: <input type="text"/>					
City: <input type="text"/>		State: Select State <input type="button" value="v"/>		ZIP Code <input type="text"/>	
Primary phone number: <input type="text"/> <i>(Example: 8884877555)</i>		Cell phone number: <input type="text"/> <i>(Example: 8884877555)</i>			
Work phone number: <input type="text"/> <i>(Example: 8884877555)</i>		Extension: <input type="text"/>			
Alternate phone number: <input type="text"/> <i>(Example: 8884877555)</i>					
Employer Name: <input type="text"/>					
Employer Address: <input type="text"/>					

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



South Pasadena Unified School District

Enrolling
Chavela Shatto

38% complete

[Finish Later](#)

Stop and continue later

Complete the resident parent information. Select **Next** to continue.


If you have selected yes, another screen will be available for you to enter additional information. Please bring the original court decree with you to your registration appointment for the school office to keep a copy on file.

English

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


 South Pasadena Unified School District
 Enrolling Chavela Shatto
 50% complete
[Finish Later](#)
 Stop and continue later


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

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


 South Pasadena Unified School District
 Enrolling Chavela Shatto
 62% complete
[Finish Later](#)
 Stop and continue later


Emergency contacts will be allowed to pick up your child, once they have presented a photo ID to the school office.

English

Health Survey

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.

Medical Condition	Comment	Action
Select medical condition <input type="text"/>	Enter any comments or notes regarding this condition here.	Add


 South Pasadena Unified School District
 Enrolling Chavela Shatto
 75% complete
[Finish Later](#)
 Stop and continue later

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

In the Health Survey screen please provide a list of any medical conditions the student has. Please provide additional information in the comment area. Select **Next** to continue.

English


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



South Pasadena Unified School District

Enrolling Chavela Shatto

75% complete

Finish Later

Stop and continue later

Please provide a list of all immunizations and the date of the immunizations.

Other District Enrollments

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



South Pasadena Unified School District

Enrolling Chavela Shatto

75% complete

Finish Later

Stop and continue later

Please provide as much information as possible about your student's prior school enrollments.


English

Authorizations

Permission to give South Pasadena PTA my directory information

Permission to give South Pasadena Educational Foundation my directory information

Previous Next



South Pasadena Unified School District

Enrolling Chavela Shatto

88% complete

Finish Later

Stop and continue later

Please answer yes or no to the authorization questions. Select **Next** to continue.

Please reply to all the supplemental questions. Once you have finished, select **Next** to continue.

English

Supplemental Questions

Does your student have a current IEP (Individualized Education Plan)? If yes, please bring a copy of the current IEP to your registration appointment. Services will not begin until the school office has received this copy.

Choose an option

Does your student have a current 504 Plan? If yes, please bring a copy of the 504 Plan to your registration appointment. Services will not begin until the school office has received this copy.

Choose an option

Has your student been identified as GATE (Gifted and Talented Education) in a prior district? If yes, please bring the GATE identification letter from the identifying district to your registration appointment.

Choose an option

Has your student ever been expelled from another school?

Choose an option

Does your student take daily medication at home?

Choose an option

Who does student live with?

Choose an option

I am interested in enrolling my incoming Kindergarten student into the Spanish Kindergarten Dual Immersion program at Monterey Hills Elementary School for the 2016-2017 school year.

Choose an option

I am interested in enrolling my incoming Kindergarten student into the Mandarin Kindergarten Dual Immersion program at Marengo Elementary School for the 2016-2017 school year.

Choose an option

My child can speak and understand Spanish?

Choose an option

My child can speak and understand Mandarin?

Choose an option



South Pasadena Unified School
District

Enrolling
Chavela Shatto

100% complete

Finish Later

Stop and continue later

Previous

Next

The Enrollment Confirmation allows you to review all the data entered and make any changes by selecting the edit button at the bottom of each screen. When everything is correct, select the ***Finish and Submit***, button.

English

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.



South Pasadena Unified School District

Enrollment Information (changes can only be made at the school)	
Enrollment completed by : Liz Furchtgott efurchtgott@fc.spusd.net	Enrollment Year : 2015
Student's First Name : Chavela	Student's Nick Name : Liz
Student's Middle Name : Susan	Student's Last Name : Shatto
Student's Suffix :	Student's Birthday : 3/20/2010
Grade : Kindergarten	Street : 1020 EL CENTRO ST
Unit or Apartment Number :	City : SOUTH PASADENA
Zipcode : 91030	State : California
Assigned school : Arroyo Vista Elem School (626) 441-5840 335 EL CENTRO STREET SOUTH PASADENA 91030	

General Student Information	
Gender : Female	Home phone : (888) 888-8888
Mobile phone :	Email address :
Birth Country : United States Of America	Birth State : California
Birth City : Pasadena	
Is Student Hispanic or Latino? : Yes	Race(s) of student : Guamanian 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 : Chamorro (Guamanian)
Edit	

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

[Finish and Submit](#)

Please print two copies of this Enrollment Confirmation and bring them to your registration appointment.

English

Enrollment Confirmation

Please print two copies of this page, a copy for the school and one for yourself. You will need to bring a copy of this confirmation page as well as **original documents** to support proof of residency, proof of age, and immunization records.

Please bring your documents to your registration appointment. Thank you.

Print

Enrollment ID: **2040**



South Pasadena Unified School District

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

Enrollment completed by: Liz Furchtgott efurchtgott@fc.spusd.net	Enrollment Year: 2013
Student's First Name: Mmm	Student's Nick Name:
Student's Middle Name:	Student's Last Name: Fff
Student's Suffix:	Student's Birthday: 4/19/2007
Grade: 1st	Street: 1020 EL CENTRO ST
Unit or Apartment Number:	City: SOUTH PASADENA
Zipcode: 91030	State: California
Assigned school: Arroyo Vista Elem School (626) 441-5840 335 EL CENTRO STREET SOUTH PASADENA, 91030	

General Student Information

Gender: Male	Home phone: (323) 929-3939
Mobile phone:	Email address: student@yahoo.com
Birth Country: Canada	Birth State: British Columbia
Birth City: None	
Is Student Hispanic or Latino?: Yes	Race(s) of student: Hawaiian
Highest education level of either Parent: Some college	