

**Aeries Online Enrollment** allows a parent to quickly start the process of enrolling a new student for school. Information about the student such as demographic, emergency contacts, medical and language information will be collected. Upon completion, the student's information will automatically be sent to the school.

Below are step by step instructions to guide parents through the Online Enrollment process.

## Account Creation

### Welcome to Aeries Online Enrollment

Vaughn Next Century Learning Center District



Thank you for choosing Vaughn Next Century Learning Center where all students receive an exceptional education. The Aeries online enrollment portal is the first step to registering your **NEW** student at Vaughn. Upon completion, the student's information will be automatically sent to the school.

#### Resident School Identifier

You may use the Resident School Finder to determine if Vaughn NCLC is the designated home school for your child. If your home address is out of the area this does not prevent you from enrolling at our school, if space is available. However, priority will be given to students in- area. **(This is only applicable to Elementary students)**

For questions on Online Enrollment [Click Here](#)

#### Language

English  Español

Login

Enroll A New Student

To begin the process, select a language to view Aeries Online Enrollment in and then click the mouse on the **Enroll a New Student** button.

The **Year Selection** screen will display. Select the school year to enroll for and then click on **Next**.

### Year Selection

Please select a year to enroll for

2020 - 2021, Pre-Enrollment ▼

Next

After making a year selection, the **Required Information** screen will display. The parent can print out this screen for **Required Information** details. After reviewing the information, click the mouse on **Next**.

### Required Information

To enroll a new student, you will be required to provide various information. Please make sure you have this information available before continuing.

- Birth Certificate
- Immunization Records
- Physical and Dental exams OR proof of appointment (TK & Kinder)
- Utility bill (water and power, gas, internet) (ELEMENTARY ONLY)
- Homeowners utility bill plus one bill in parents name such as cell phone, Medi-Cal, bank statement, or car registration. (ELEMENTARY ONLY)

Next

The next screen will allow the parent to create a new account and will require a name, an email address and password. After the **Create Account** button is selected a **Terms of Service** screen will display.

### Login

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

#### Existing user

Email address

Password

Login

[Forgot Password](#)

#### Create new account

Your Name

Email address

Password

Re-type Password

Create account

- After clicking on **Next** the **Account Created** screen will display and will send an email to the parent's email address.
- The email will contain a link that the parent will need to click on for **Account Authorization**.
- After the email link is clicked on, the following screen will display. Click **Next** to continue with the enrollment process.
- The parent can then sign back at a later time with their email address and password by using the **Login** button

Once parent logs in they must agree to the terms of service, the **"I agree"** box must be selected in order for the enrollment process to continue.

### Terms of Service

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

Thank you for participating in the Vaughn Next Century Learning Center online enrollment process. Vaughn is committed to protecting the privacy and security of the information gathered by the online registration system. Protecting the identity and privacy of children is an important undertaking and a high priority for Vaughn NCLC. Only authorized Vaughn employees and agents may access the information you have provided to conduct official school business.

By clicking the "I Agree" checkbox and continuing to use this system, you will be deemed to have accepted the Terms of Service agreement and our Privacy Policy.

I agree

Next

On the Student's Name page, the **Student's First Name, Last Name, Birthdate** and **Grade** will be required.

### Student's Name

<b>Student's legal first name</b> Alan	<b>Student's nick name (optional)</b> 
<b>Student's legal middle name</b> 	<b>Student's legal last name</b> Abbott
<b>Student's suffix</b> -	
<b>Student's Birthdate</b> 1 2 2001 Age: 17	Here is some custom text. <b>Please select a grade level or program to enroll this student in</b> Eleventh Grade

Next

After the student birthdate is entered, the program will display a calculation of the student's current age based on the birthdate.

**Student's Birthdate**

1 ▾ 2 ▾ 2001 ▾ Age: 17

On the **Student Address** page, the Street Address, City and Zip Code information will be required.

### Student Address

**Resident Address**

**Street Address**  
1 Main Street

**Unit or Apartment Number**

**City**  
Anaheim

**Student's Home ZIP Code**  
92806 -

**State Student lives in**  
California ▾

**Use residence address above as mailing address?**

Yes  
 No, use a different address for mail

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The following page displays the school student is enrolling to based on grade.

### Select School

School selection is based on grade level.

Please select the school you are enrolling for

Select School ▾  
Select School  
Vaughn Elementary (Fourth Grade - Fifth Grade)

Previous Next

## General Student Information

The **General Student Information** page will require information such as the student gender, contact numbers, and race/ethnicity information. This information will import into the Student Demographic and Language pages in Aeries.

General Student Information ▼

**Student's gender**

**Student's home phone number**

**Student's mobile phone number**

**Student's email address**

Please provide STUDENT email only. Parent emails will be collected in another step.

**If known, Student's California State ID**

**The following two questions are required by federal law** ⓘ

**Is this student Hispanic or Latino?**

No, not Hispanic or Latino

Yes, Hispanic or Latino

Declined to state/Unknown

**What is the race of this student? You may select up to five.**

<input type="checkbox"/> American Indian or Alaskan Native <input type="checkbox"/> Japanese <input type="checkbox"/> Vietnamese <input checked="" type="checkbox"/> Laotian <input type="checkbox"/> Hmong <input type="checkbox"/> Hawaiian <input type="checkbox"/> Samoan <input type="checkbox"/> Other Pacific Islander <input checked="" type="checkbox"/> Black or African American <input type="checkbox"/> Declined to state/Unknown	<input type="checkbox"/> Chinese <input checked="" type="checkbox"/> Korean <input type="checkbox"/> Asian Indian <input type="checkbox"/> Cambodian <input checked="" type="checkbox"/> Other Asian <input type="checkbox"/> Guamanian <input type="checkbox"/> Tahitian <input type="checkbox"/> Filipino <input type="checkbox"/> White
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**What is the highest parent education level?**

Next

## Language Information (HLS)

The **Language Information** page will collect information on what languages the student uses. This information will import into the Language page in Aeries.

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?**

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

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

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

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## Resident Parent Information

The **Resident Parent Information** page has the option to add information for 2 Parent/Guardians. This page requires that information is filled in for at least one parent/guardian before the parent can proceed with the enrollment process.

Resident Parent Information ▼

**i** 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**

<p><b>First Name</b> Adam</p>	<p><b>Last Name</b> Abbot</p>
<p><b>Relationship to student</b> Father</p>	<p><b>Do you want this contact to have portal access?</b> No</p>
<p><b>Email address</b></p>	<p><b>Does this parent/guardian live with the student?</b> Yes</p>
<p><b>Mailing Name</b></p>	

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

<p><b>Should a second copy of mail be sent to this contact?</b> No</p>	<p><b>Address</b></p>
<p><b>City</b></p>	<p><b>State</b> Select State</p>
<p><b>ZIP Code</b></p>	<p><b>Primary phone number</b> (555) 555-5555</p>
<p><b>Cell phone number</b></p>	<p><b>Work phone number</b></p>
<p><b>Extension</b></p>	<p><b>Alternate phone number</b></p>
<p><b>Employer Name</b></p>	<p><b>Employer Address</b></p>

## Restrained Individual

If a restrained Individual needs to be noted for an enrollment record, the parent should select the **Yes, an individual is restrained by court decree** option. If this option is selected, additional fields will display on the page to add information about the restrained individual. Legal documentation must be submitted to the office.

Restrained Individual ▼

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

**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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## Local Physician Information

The **Local Physician Information** page is an optional page for parents during the enrollment process.

Local Physician Information ▼

Please provide as much information about the student's local physician as possible. If you are new to the area and do not have a physician for the student you may want to ask a next door neighbor for the name of a physician, or enter a nearby hospital or clinic.

First Name <input type="text"/>	Last Name <input type="text"/>
Name of medical facility <input type="text"/>	Medical facility address <input type="text"/>
Primary phone <input type="text"/>	Cell phone <input type="text"/>
Work phone <input type="text"/>	Extension <input type="text"/>
Alternate phone <input type="text"/>	

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## Emergency Contacts

The **Emergency Contacts** page has the option to add emergency contacts. This page requires that information is filled in for at least one emergency contact before the parent can proceed with the enrollment process.

Emergency Contacts ▼

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

**Emergency Contact #1**

First Name <input type="text" value="Jane"/>	Last Name <input type="text" value="Abbott"/>
Relationship to student <input type="text" value="Restrained Contact"/>	Do you want this contact to have portal access? <span style="color: #0056b3;">?</span> <input type="text" value="No"/>
Should a second copy of mail be sent to this contact? <input type="text" value="No"/>	
Mailing Name <input type="text"/>	
Address <input type="text"/>	
City <input type="text"/>	State <input type="text" value="Select State"/>
ZIP Code <input type="text"/>	Primary phone number <input type="text" value="(555) 555-5555"/>
Cell phone number <input type="text"/>	Work phone number <input type="text"/>
Extension <input type="text"/>	Alternate phone number <input type="text"/>
Email address <input type="text"/>	Employer <input type="text"/>
Employer Address <input type="text"/>	

## Health Survey

The **Health Survey** page can be used to list any medical conditions. Comments can also be added.

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.

**Add A Medical Condition**

Medical Condition  
Select medical condition

Comments  
Enter any comments or notes regarding this condition here.

Add

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## Document Uploads

The **Document Uploads** page allows parents to upload the following documents; address verification, birth certificate, and immunization records. These documents are then imported into the **Student Documents** table when the Student is imported into the School.

Document Uploads

Please Upload all Required documents

**Address Verification** Required  
Please upload a copy of your utility bill, Cable Service Bill, Lease or other document with your home address  
Files  
Select documents...

**Birth Certificate**  
Please upload a copy of the Birth Certificate  
Files  
Select documents...

**InterDistrict Transfer**  
If you are on an Interdistrict Transfer, please upload a copy  
Files  
Select documents...

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The final step is to review all information entered during the enrollment process. Parents will have the ability to edit any information during this final step prior to submission.

Confirm

**Assigned School:**  
Vaughn Elementary  
(818) 896-7461  
13330 Vaughn St  
San Fernando 91340

**Test Test**

Enrollment ID: 241409

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

Enrollment completed by Test1.elavina@gmail.com	Enrollment Year 2020
Student's First Name Test	Student's Nick Name
Student's Last Name Test	Student's Middle Name
Grade Fifth Grade	Student's Suffix
Unit or Apartment Number	Student's Birthday 2/5/2010
Zipcode 91331	Street 25252 BEAVER ST
<b>Assigned school</b> Vaughn Elementary (818) 896-7461 13330 Vaughn St San Fernando 91340	City Pacoima
	State California

**General Student Information**

Gender Female	Home phone (818) 303-0303
Mobile phone	Birth Country United States Of America
Birth State	Birth City

At this point, parents can finalize the enrollment by clicking on Finish and Submit. Office will then be notified regarding the enrollment submission.

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

[Finish and Submit](#)