

How to Re-Register Currently Enrolled Students

Once logged into Aspen:

- To change your preferred language to Spanish Click on the arrow next to your name > Set Preferences > General tab > Default locale
- Click on the Initiate button under Workflow widget > Start a new RETURNING STUDENT REGISTRATION
- Select the student you are registering and click OK

Workflow

Start a RETURNING STUDENT REGISTRATION

+ Initiate...

Workflow

Start a NEW STUDENT REGISTRATION

+ Initiate... This button is for new students to the district.

The registration is pre-filled with current demographic information already in Aspen. Once you begin the re-registration process you can save and continue later. The registration will remain on the RETURNING STUDENT REGISTRATION widget with a status of “Not Submitted”. Click on the checkmark to continue the registration process.

Workflow

Start a RETURNING STUDENT REGISTRATION

+ Initiate...

Workflow

Resume working on any RETURNING STUDENT REGISTRATION that has already been started

Name	WorkflowPhase	Actions
Sample, Sister	Not Submitted	✓ ✗

You can re-register all of your students online. Each re-registration will show individually on the widget. When the re-registration is processed and completed, the status will show “Accepted” and the child is re-registered for school.

Start Tab:

Read the instructions, agree to the acknowledgement, and verify the student you are re-registering. All required items throughout the re-registration process are indicated with a red asterisk *.

The screenshot shows the 'Start' tab of a re-registration form. At the top, there are navigation buttons: 'Previous', 'Save & Close', 'Next', and 'Cancel'. Below these is a tabbed interface with 'Start', 'Student', 'Family/Contacts', 'Additional Info', 'Consent', 'Documents', and 'Submit'. The 'Start' tab is active and highlighted with a red box. The main content area has a green header 'Instructions' followed by text: 'Please complete each of the tabs and then click "Submit" when finished. If you need to stop and come back later, select "Save & Close".' Below this is a section titled 'Personal Information Notice' with text about data collection and contact information: '420 N. Raynor Ave. Joliet IL 60435 815-740-3196'. Another green header 'Acknowledgement' is followed by a paragraph of legal text regarding non-resident tuition charges, with a red asterisk at the end. Below this is a dropdown menu with a downward arrow, also highlighted with a red box. The next green header is 'Registration', followed by the text 'You are re-registering for the following student and for the next school year:' and a label 'Student Name' with the value 'Sample, Brother'. At the bottom, there is a note: 'All of your changes are saved when you click the Next or Previous buttons. You may click Save & Close at any time to come back later to complete this form.' and another set of navigation buttons: 'Previous', 'Save & Close', 'Next', and 'Cancel'.

Student Tab:

Enter any address changes in the text box provided. Once verified by the registrar and the re-registration is processed, the address will be updated in Aspen.

The screenshot shows the 'Student' tab of the re-registration form. The navigation tabs at the top are 'Start', 'Student', 'Family/Contacts', 'Additional Info', 'Consent', 'Documents', and 'Submit'. The 'Student' tab is active and highlighted with a red box. The main content area has a green header 'Student Information' followed by a table of student details: 'Student Name: Sample, Brother', 'Date of birth: 1/1/2012', 'Grade Level: 04', and 'Local ID: 860010919'. Below this is another green header 'Address Information' with the instruction: 'Enter any changes to the Physical or Mailing Addresses in the Notes field below.' There are two sections for addresses: 'Physical Address' and 'Mailing Address', both listing '1111 Test Lane, Joliet IL 60435'. Below these is a text box labeled 'Address Notes (Please use this field to indicate any address changes, updates, or information)'. This text box is highlighted with a red border, and a red arrow points to it from the text 'Enter address changes here'. Below the address information is a green header 'Phone Information' with the instruction: 'Enter the primary phone number. Phone 1 will be used for all school communication. Contact numbers will be entered on the Family/Contacts tab.' There are three input fields: 'Phone 1 *' with the value '815-111-2222', 'Phone 2', and 'Cell phone'. At the bottom, there is a note: 'All of your changes are saved when you click the Next or Previous buttons. You may click Save & Close at any time to come back later to complete this form.' and a set of navigation buttons: 'Previous', 'Save & Close', 'Next', and 'Cancel'.

Family/Contacts Tab:

- Click on each name to make any updates.
 - Contact priority 1 should be the primary guardian.
 - Contacts cannot have the same priority number.
 - Update the contact address if it is not the same as the student.
 - Only contact priority 1 address is required.
- Click Add to add another contact.
- If you wish to remove a contact, you may enter notes for the registrar on the final submit tab.
- Indicate if there is a court order in place. If yes, you will need to bring documents to your child's school.

Start Student **Family/Contacts** Additional Info Consent Documents Submit

Parent/Guardian/Other Contact

Click on the Primary Contact Name to make any updates to the record.

First Name	Last Name	#	Relationship
Parent	Sample	1	Mother

Click on the Contact Name to make any updates or click Add to add a new contact.

First Name	Last Name	#	Relationship
Father	Sample	2	Father

Legal Information

Is there any individual not permitted to have contact with this student due to a court order?

If you answered Yes to the question above, you are required to submit copies of these documents to the school. Provide a brief summary:

All of your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time to come back later to complete this form.

Additional Info Tab:

Indicate if there are any medical changes and if transportation is being requested.

Start Student Family/Contacts **Additional Info** Consent Documents Submit

Additional Student Information

Please contact the school nurse if there has been a change in the student's medical information

I acknowledge that I will contact the school nurse

Transportation

Transportation may be provided to and/or from home/sitter/joint custody locations if you live one and one half (1.5) miles or more from the student's school. The district requires that Kindergarten and 1st grade students be released to an adult present at the bus drop off.

Transportation requested

Morning pick-up address

Is the morning pick-up address the same as the student's physical address?

If you selected NO to the question above, enter the morning pick-up address. The address must be within the school boundaries.

Afternoon drop-off address

Is the afternoon drop-off address the same as the student's physical address?

If you selected NO to the question above, enter the afternoon drop-off address. The address must be within the school boundaries.

All of your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time to come back later to complete this form.

Consent Tab:

Read each item carefully and indicate Yes or No for Consent items, and indicate Yes for Agreement items.

Start	Student	Family/Contacts	Additional Info	Consent	Documents	Submit
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Consent

Consent to Release Student Directory Information

Limited information (called "Directory Information") such as name, age, grade level and a photo or likeness is sometimes made available to entities outside district staff for specific purposes. Indicate your approval to release this information to the organizations below.

My student's photographic digital or video image from District sponsored activities may be used without the student's name.

My student's photographic digital or video image from District sponsored activities may be used and identified with the student's name, grade, and school. *

My student may be identified by name, grade, and school in any printed material related to District sponsored activities. *

Additional Agreements / Consent

Indicate your agreement with or permission for each of the following:

I understand that all users of the District Technology System ("System") must comply with the District's Acceptable Use Guidelines, as amended from time to time. The System shall include all computer related hardware and software owned, leased, or operated by the District, the District electronic mail, the District website, and the District online services and communication systems. "Use" of the System shall include use of or obtaining access to the System from any computer terminal or device whether or not owned, leased, or operated by the District. Students have no expectation of privacy in their use of the System. The District has the right to access, review, copy, delete, or disclose, as allowed by law, any message sent, received, or stored on the District's System. The District has the right to and does monitor use of the System by students, including students' access to the Internet, to determine whether the use is consistent with federal and state laws and District policies and guidelines. *

Confirm you have read and agreed to our [Access to Electronic Networks Policy](#).

Confirm you have read and agreed to our [Preventing Bullying, Intimidation, and Harassment Policy](#).

I understand that District 86 utilizes a message broadcasting system to communicate with parents and guardians for routine non-emergency school situations (for example, routine attendance calls) as well as emergency communications. All communications will be sent out to your listed phone numbers and email addresses. *

Erin's Law / Illinois Public Act 097-1147

Erin's Law, or Illinois Public Act 097-1147, requires public schools to provide child sexual abuse prevention education for children in pre-kindergarten through twelfth grades. The Guardian Angels organization based in Joliet will provide age-appropriate instruction that will help students recognize unsafe situations, keep themselves safe, and how to respond to unsafe situations. Common themes instructed at all age levels include identifying safe versus unsafe or unwanted touching, Three Safety Steps (Say "No", Get Away, Tell Someone), and understanding the difference between good and bad secrets. Erin's Law instruction will be during the month of December. According to State law, no student is required to take or participate in these classes or courses. There is no penalty for refusing to take or participate in such a course or program.

I would like my child to have Child Sexual Abuse Safety Lessons. *

All of your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time to come back later to complete this form.

Documents Tab:

If you **have not** changed your residency, you only need to submit one document from Category B. If you **have changed residency**, you must submit one document from Category A and two documents from Category B (for a total of three documents). Refer to the lists for acceptable documents.

- Click on the Add button to add your document.
- Enter the Student's name and today's date in the Name field.
- Select the type of document in the Type dropdown.
- Click the Up Arrow to upload the document.
- Click Save. Repeat to add additional documents.
- **Re-Registration will not be accepted until Proof of Residency is uploaded.**

Start Student Family/Contacts Additional Info Consent **Documents** Submit

Documentation

Required Documentation for Students Returning to this District:

Proof of residency - must submit one document from Category A and two documents from Category B (for a total of three documents):

Category A	Category B
<ul style="list-style-type: none">• Deed showing ownership of property within the school district• Mortgage statement that provides property description• Settlement sheet that provides property description, and/or a property tax bill listing building and land containing the name(s) of the mortgagee(s)/property owner(s)• Lease or a notarized Landlord Affidavit that includes the property PIN number. The lease shall be current and must indicate the term of the lease, the address of the lease property, the name of the property owner, the name of the lessee, and a listing of tenants	<ul style="list-style-type: none">• Valid driver's license showing physical address of residence• Valid state photo identification card showing physical address of residence• Public assistance or social security issued within the past thirty (30) days showing physical address of residence• Any other documentation within the past thirty (30) days deemed relevant by the school district indicating the physical address of residence (e.g. current utility bill, current credit card or current vehicle registration)

Name	Doc Type	Filename	Document
No matching records			

I acknowledge that I have uploaded the required Proof of Residency documents.

All of your changes are saved when you click the **Next** or **Previous** buttons. You may click **Save & Close** at any time to come back later to complete this form.

Submit Tab:

When you are done entering and reviewing all information, click on the Submit tab. You will **not** receive an email notification once the registration is reviewed and accepted. The Widget on your portal page will show the status of the re-registration. Once approved, the status will show Accepted and your student is re-registered for the following school year.

Done!

Congratulations! You have reached the end of the Re-Registration form.

Enter any final notes or comments for the registrar (optional)

Click each tab and review the information. When all information is accurate and complete, click Submit.