

## Aeries Online Enrollment

**IMPORTANT:** All information entered through this process will become the basis for your student's permanent record with the Manhattan Beach Unified School District. Please be complete and accurate as you go through this process.

**PLEASE NOTE:** Enrollment is a **TWO STEP** process. Online enrollment is one step; submission of required documentation (birth certificate, immunization records, parent identification, and residency verification documents) to the school site is the other step. Your student is **NOT ENROLLED** until **BOTH STEPS** are complete. You can complete the steps in any order, but both need to be completed before the student is considered to be fully registered. Students will **NOT** be placed on class rosters or in the school's student capacity counts until both steps are complete.

**IMPORTANT:** If your student is matriculating to MBUSD Kindergarten/Transitional Kindergarten from Manhattan Beach Preschool, your online enrollment is complete; students must submit the required documentation, but **DO NOT** need to complete online enrollment. Current preschool families will receive an email from the school in mid- to late-July asking you to complete the data verification online.

Go to [mbusd.org](http://mbusd.org) → Enrollment → **New Student - Online Enrollment Portal**

1. Click on "Enroll a New Student"
2. Click "Next"
3. Review the Required Information – note that this page lists documents that you will need to submit to the school office in order to complete the enrollment process, and enrollment is not complete until you complete this in-person step as well as the online enrollment process.
4. Either login to the account you set up previously to enroll other students or enter the credentials that you would like to use to set up your account – a confirmation will be sent to the email account that you enter, and you will need your password to login in the future. Note that this account is separate from your parent portal account. You have only previously set up an account if you brought a new student into the district during the 2017-18 school year.
5. Please read and review the terms of service; click to agree to the terms of service if you wish to continue.
6. Enter your student's legal first, middle, and last name, along with their date of birth and the grade into which you plan to enroll them.
  - Again, this will form the basis for enrollment, so please be sure that all spelling and information is accurate; please use capital and lower-case letters – do not use all caps, and do not use all lower case.
7. Enter your residence address.

- Please use capital and lower case letters – do not use all caps, and do not use all lower case
  - Please do not use punctuation – no periods, commas, semi-colons, etc.
  - Please use standard postal abbreviations (St, Ave, etc.)
  - You will need to enter a recognizable street address within Manhattan Beach. The system will match what you enter against our street table to verify that your residence is within district boundaries. Non-resident students must apply for and receive an inter-district permit through the MBUSD Student Services Office before registering online.
  - If you have a mailing address that is different from your residence, please enter that information as well. Please double check for accuracy.
8. Once you have entered a recognized address, the system will notify you of the school zone in which your home is located. Click “Next.”
  9. If this is your first time enrolling a student, and you are setting up your account for the first time, the system will then you a confirmation email with a link that will allow you to continue the process. If you’ve already set up an account, the system will confirm that the new enrollment has been added to your account. Click “Next.”
  10. General Student Information  
Notes:
    - a. The Student’s Home Phone will be used as the primary contact phone number for your family; please enter the phone number you would like us to call if we need to get in touch with you.
    - b. The Student’s Mobile Phone number is optional.
    - c. Please do NOT enter a student email address – anything entered in this field will be overwritten as we use students’ district email accounts to contact them via email.
    - d. We are required by the state of California to collect information about students’ birth city/state/country and parents’ highest education level and by federal law to collect information about students’ race and ethnicity. Please fill out all of these fields. For highest parent education level, enter the highest level achieved by either parent (e.g., if one parent is a college graduate and another has a graduate degree, select graduate degree).
  11. Language Information – again, we are required by state law to collect this information. Please be sure to answer all four questions so that we can assess your student’s home language and fluency level.
  12. Resident Parent Information
    - a. This will be used as the basis for contacting you for both routine and emergency purposes. Please be sure to complete this section accurately and completely.

- b. For “full parent/guardian name,” please enter the names of any parents living at the Manhattan Beach address, separated with a slash (e.g., “Mary Doe / John Doe”)
  - c. Please be sure to select the correct relationship, to indicate whether or not the parent should be allowed online access to student information through the Parent/Guardian Portal, and whether the parent/guardian lives with the student.
  - d. Please provide an accurate email address – this is how we will send you many important school and district communications and our primary means of routine contact.
  - e. A second copy of mail needs to be sent only if the parent has a mailing address that is different from the primary Manhattan Beach residence address.
  - f. Please complete the mailing name and address even if it is the same as the student’s primary address
  - g. Please provide as many phone numbers as possible so that we can contact you in the event of an emergency.
  - h. Please enter all information for the second Parent/Guardian, even if it is the same as it was for the first Parent/Guardian
  - i. Note that on later screens you will have the opportunity to enter up to two additional (non-resident) Parents/Guardians
13. Out of State Contact Information – while this is optional, we do encourage you to provide an out-of-state contact in case of emergency.
14. Restrained Individual – please enter information about any individuals against whom there are court orders preventing access to the student or the student’s information.
15. Local Physician Information – please provide contact information for use in case of emergency.
16. Emergency Contacts
- a. This will be used as the basis for contacting individuals in case of emergency, so it is very important that you provide as many contacts with as accurate and complete information as possible.
  - b. Note that this is the section where you can list additional parents/guardians beyond the two resident parents/guardians listed previously.
  - c. Please be sure to select the correct relationship.
  - d. For parents/guardians, please be sure to indicate whether or not they should be allowed online access to student information through the Parent/Guardian Portal.
  - e. Please provide an accurate address for identity verification purposes.
  - f. Please provide as many phone numbers as possible so that we have as many resources as possible in the event of an emergency.
17. Health Survey – Please provide information about any and all health issues that the school should be aware of. You can add as many issues as you would like. If a health

issue is not listed, please submit it under “other.” Comments are free form and can include any information that would help guide the school in case the health issue arises at school – triggers, medications, procedures to help resolve the issue, etc. Again, this information will help the school in case of emergency, so completeness and accuracy are important – the more information we have, the better we will be able to support your student.

18. Other District Enrollments – We are required by law to report information about students’ prior school experience. Please answer all questions and provide as much information as possible to help us to be in touch with your student’s previous school(s).
19. Supplemental Information – These questions will help us to support your student more effectively. A “yes” response should be provided only if your student has already been formally identified/qualified for GATE, Special Education, or Section 504 services.
20. Enrollment Confirmation – Please review all information submitted on previous screens and edit as necessary. When you are sure that all information is complete and accurate, click on “Finish and Submit.” Note that after you submit, you will be able to review the information submitted, but you will not be able to make further changes.
21. A printer friendly page will be provided; please print a copy for your records and a second copy for the school; bring the second copy with you when you come into the school office to complete the registration process.

**PLEASE NOTE: Enrollment is not complete, and your student will not be included in classroom lists or in the school’s student capacity counts until you have completed BOTH online enrollment (above) AND required document submission in the school office.**

**You will receive an email from the school asking you to complete the data verification process. This is required in addition to the enrollment process above. During that process, you will be asked to verify some of the information that you submitted during the enrollment process and to submit additional information that is required for all students, new and returning, on an annual basis. Please be sure to follow the directions provided to you at that time in order to ensure your student’s placement on a class roster.**