

Cómo Reinscribir a Estudiantes que Actualmente ya Asisten a Escuelas del Distrito 86

Una vez haya iniciado sesión en Aspen:

- Para cambiar el idioma de preferencia al español haga clic en la flecha al lado de su nombre > “Set Preferences” (Establecer preferencias) > pestaña General > “Default locale” (Configuración regional predeterminada)
- Haga clic en “Initiate” (Iniciar) bajo el apartado “Workflow” (Flujo de trabajo) > “Start a new RETURNING STUDENT REGISTRATION” (Iniciar una inscripción nueva para un estudiante que regresa)
- Seleccione al estudiante para quien va a hacer la inscripción y haga clic en OK

General Home Security Communication

Default locale Spanish

Workflow

Start a RETURNING STUDENT REGISTRATION

+ Initiate...

Workflow

Start a NEW STUDENT REGISTRATION

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

CURRENT ENROLLED STUDENTS RE-REGISTER HERE

NEW students register here

La inscripción se llena automáticamente con la información demográfica actual que ya está en Aspen. Una vez empiece el proceso de reinscripción puede guardar los datos y continuar más tarde. La inscripción permanecerá con el estatus de “Not submitted” (No enviada) en el apartado “RETURNING STUDENT REGISTRATION” (Inscripción de un estudiante que regresa). Haga clic en el símbolo de verificación ✓ para continuar con el proceso de inscripción.

Workflow

Start a RETURNING STUDENT REGISTRATION

+ Initiate...

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

Name	WorkflowPhase	Actions
Sample, Sister	Not Submitted	✓ ✗

Puede reinscribir a todos sus estudiantes por internet. Cada reinscripción se mostrará individualmente en el apartado correspondiente. Cuando haya sido procesada y completada la reinscripción el estatus cambiará a “Accepted” (Aceptada) y el niño(a) ya estará inscrito(a) en la escuela.

Pestaña “Start” (Inicio):

Lea las instrucciones, acepte el acuse de recibo y verifique el estudiante que está reinscribiendo. Todos los campos obligatorios durante el proceso de reinscripción están indicados con un asterisco rojo *.

The screenshot shows the 'Start' tab of a registration form. At the top, there are navigation buttons: 'Previous', 'Save & Close', 'Next', and 'Cancel'. The 'Start' tab is highlighted with a red box. Below the navigation is a green header 'Instructions' with 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 'Personal Information Notice' section with text about data collection and contact information: '420 N. Raynor Ave. Joliet, IL 60435 815-740-3196'. A green header 'Acknowledgement' follows, with text about non-resident tuition charges. Below this is a dropdown menu with a red box around it. The 'Registration' section is highlighted with a red box and contains the text: 'You are re-registering for the following student and for the next school year: Student Name 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'.

Pestaña “Student” (Estudiante):

Introduzca cualquier cambio de dirección en el cuadro de texto proporcionado. Una vez haya sido verificado por la persona encargada del registro y la reinscripción haya sido procesada se actualizará la dirección en Aspen.

The screenshot shows the 'Student' tab of a registration form. At the top, there are navigation buttons: 'Start', 'Student', 'Family/Contacts', 'Additional Info', 'Consent', 'Documents', and 'Submit'. The 'Student' tab is highlighted with a red box. Below the navigation is a green header 'Student Information' with fields: 'Student Name Sample, Brother', 'Date of birth 1/1/2012', 'Grade Level 04', and 'Local ID 860010919'. Below this is a green header 'Address Information' with text: 'Enter any changes to the Physical or Mailing Addresses in the Notes field below.' There are two sections: 'Physical Address' and 'Mailing Address', both with the address '1111 Test Lane Joliet IL 60435'. Below these is a text area for 'Address Notes (Please use this field to indicate any address changes, updates, or information)' which is highlighted with a red box. To the right of this box is a red arrow pointing left with the text 'Enter address changes here'. Below this is a green header 'Phone Information' with text: '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 another set of navigation buttons: 'Previous', 'Save & Close', 'Next', and 'Cancel'.

Pestaña “Family/Contacts” (Familia/Contactos):

- Haga clic en cada nombre para realizar cualquier actualización.
 - El contacto llamado “Contact priority 1” (Contacto Prioritario 1) debe ser el tutor(a) legal principal.
 - Diferentes contactos no pueden tener el mismo número de prioridad.
 - Actualice la dirección de contacto si no es la misma que la del estudiante.
 - Solo es obligatorio introducir la dirección del Contacto Prioritario 1.
- Haga clic en “Add” (Añadir) para añadir otro contacto.
- Si desea eliminar uno de los contactos, puede introducir una nota para la persona encargada del registro en la pestaña final llamada “Submit” (Enviar).
- Indique si hay un mandato judicial en vigor. En caso afirmativo deberá entregar los documentos en la escuela de su hijo(a).

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.

Pestaña “Additional Info” (Información Adicional):

Indique si hay cualquier cambio médico y si solicita transporte.

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.

Pestaña "Consent" (Consentimiento):

Lea atentamente cada punto e indique Sí o No en los apartados de Consentimiento e indique Sí en los puntos de Acuerdo.

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.

[← Previous](#) [Save & Close](#) [Next →](#) [✕ Cancel](#)

Pestaña “Documents” (Documentos):

Si usted **no ha** cambiado su domicilio, solo necesita presentar un documento de la Categoría B. Si usted **ha cambiado de domicilio**, debe presentar un documento de la Categoría A y dos documentos de la Categoría B (para un total de tres documentos). Consulte la lista para saber qué documentos son aceptables.

- Haga clic en “Add” (Añadir) para añadir su documento.
- Introduzca el nombre del estudiante y la fecha actual en el campo “Name” (Nombre).
- Seleccione el tipo de documento en el menú desplegable “Type” (Tipo).
- Haga clic en la flecha que señala hacia arriba para subir el documento.
- Haga clic en “Save” (Guardar). Repita el proceso para añadir documentos adicionales.
- **La reinscripción no será aceptada hasta que se hayan subido comprobantes de domicilio.**

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

- 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

Category B

- 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.

Pestaña “Submit” (Enviar):

Cuando haya acabado de introducir y revisar toda la información, haga clic en la pestaña “Submit” (Enviar). Usted **no** recibirá una notificación por correo electrónico una vez la inscripción haya sido revisada y aceptada. El apartado correspondiente en la página de su portal mostrará el estatus de la reinscripción. Una vez haya sido aprobada, el estatus aparecerá como “Accepted” (Aceptada) y esto significa que su estudiante ya está inscrito(a) para el próximo año escolar.

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.