



Registration Instructions for Parents of a NEW student, who has never attended a school in the Murray City School District

- Parents DO NOT have an Aspire Account -

*A NEW student is any student without an Aspire ID number. If your student has ever attended a Murray school, that student is not new. If you register your student as new but he/she is actually a current or former student, you will have to re-do the registration.

NOTE: Before you start the online registration process, you will need to have the student's birth certificate and phone numbers for emergency contacts.

To start:

1. Go to <https://sisweb.murrayschools.org/Login>

2. Click on **“Have a new student? Register Student for Enrollment”**

3. On the screen, “Register Your Student(s)”, under “New Student Registration” click the “Register new student(s)” button below “I do not have an Aspire account”.

4. On the next screen (“Register New Student”) select the correct:

- “School Year”
- “School”
- “Grade”
- “Continue”

Register Your Student(s)

New Student Registration

Student has NEVER attended a school at Murray City School District
Please, DO NOT select this option if your student has EVER attended this school or another school at this district. Duplicate records will be created.

I already have an Aspire account.

Login and register student

I do not have an Aspire account.

Register new student(s)

If you select the wrong one(s), hit the Reset button and start over.

5. Under **“PARENT/GUARDIAN INFORMATION”** enter the following information:

- name and address (**add an apartment/unit number if applicable!**)
- relationship to student
- current and valid email address, which will be used for school-parent communications
- main phone number, which will be used for school-parent communications

Click “Save and Continue”

6. Under **“REGISTER STUDENT”**, complete all the required fields under:

- **STUDENT INFORMATION**
 - Checking the box by “Specify Preferred Names” allows you to enter the name the student would like to be referred as, but all legal school documents will show the student's legal name
 - If selecting “Immigrant” in the “Citizenship” field, you must enter dates in the two fields that will appear after you select “Immigrant”
- **ADDRESS INFORMATION - Add an apartment/unit number if applicable!**
- **COMMUNICATION** – Enter the phone number you want the school to call first, if needed
- **SPECIAL PROGRAMS** – Select all that is applicable

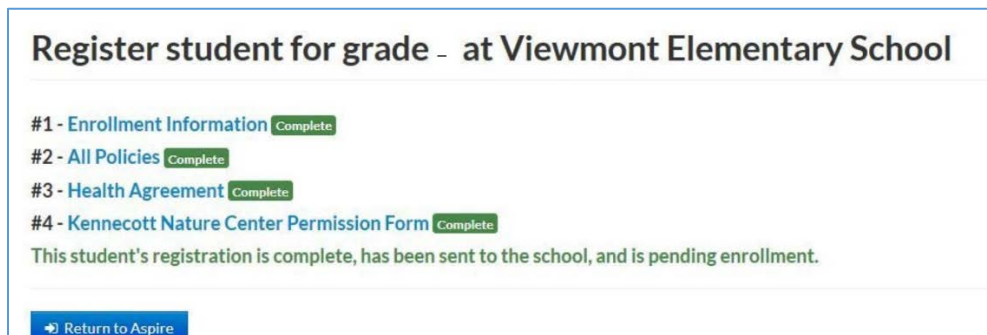
- **HEALTH** – If selecting “Yes” under “Health”, please download the designated required form(s) from the school’s website at www.viewmontelementary.org
- **LEGAL BINDINGS** - – If selecting “Yes, student has legal bindings”, please download the designated required form from the school’s website at www.viewmontelementary.org, and submit to the office with a copy of the legal/court documents.
- **CONTACTS** – Contact (parent/guardian) information is pulled from the information previously entered on the Parent/Guardian information page.
 - When entering “Contacts”, enter **all custodial** parents/guardians (i.e. mother, father, stepparents). Click on “+ Add Contact” to add another custodial parent/guardian.
 - To edit the information, click on the Pencil icon
 - To delete the contact, click on the Trash Can
- **EMERGENCY CONTACTS** - Enter at least **TWO** people who are able and willing to check out your student from school in case of sickness/emergency, if we cannot get a hold of you. Click on “Add Emergency Contact” to do so.
- **RACE/ETHNICITY** – Mark both “Ethnicity” and “Race”.
- **PREVIOUS SCHOOL ATTENDED** – Only skip if your student has never attended school before
- **NOTES** – Enter any additional information you would like the school to know about your student.

To edit information, click on the pencil icon.

When everything is filled out, click on “Save”. If info is not entered, a red error message appears at the top of the screen indicating what you need to complete.

This completes #1 “Enrollment Information”. Please make sure to click on #2 to continue, followed by #3 and #4. These next pages contain policies, permissions, and information you need to be aware of. Please read and sign your name where required. If this part is skipped, the registration is marked “incomplete” and you will have to log in again to finish it.

The following (or similar) screen appears:



Click the “Return to Aspire” button to be taken back to the screen to start the registration process for your next student, if applicable.