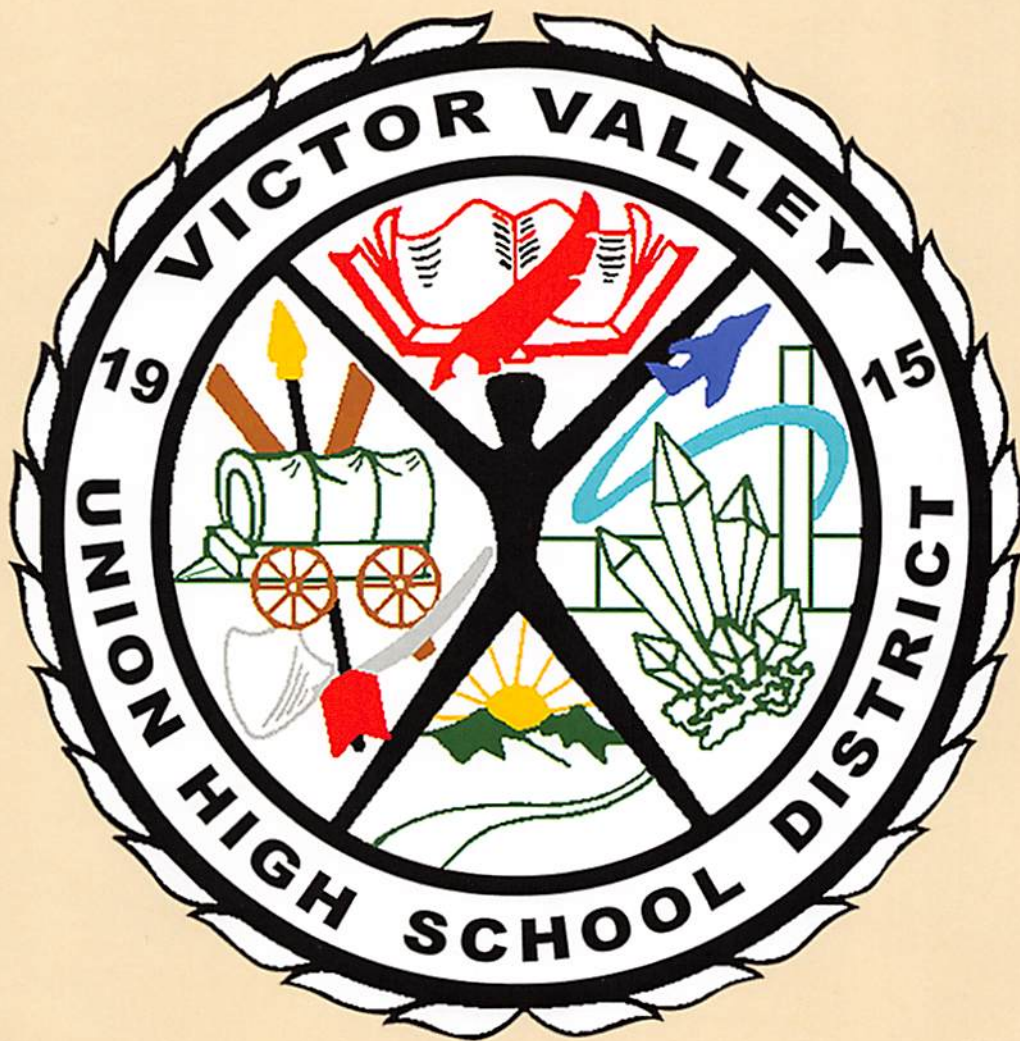


REGISTRATION INSTRUCTIONS FOR ALL VVUHSD STUDENTS



VICTOR VALLEY UNION HIGH SCHOOL DISTRICT
CENTRAL ENROLLMENT CENTER
16350 Mojave Drive, Victorville, CA 92395-3655
(760) 955-3201 ext. 10400

▪ **SAVE TIME** ▪
**Enroll
online!**

REGISTRATION INSTRUCTIONS FOR ALL VVUHSD STUDENTS



No computer access? Computers are available for use at the Central Enrollment Center, 16350 Mojave Dr., Building 8, Victorville, CA 92395

To enroll online, follow these steps:

Step 1: Go to the Victor Valley Union High School District website at: www.vvuhsd.org

Step 2: On the homepage, go to the "QUICK LINKS" section on the left and click on "NEW! ONLINE REGISTRATION"

QUICK LINKS

- BOARD MEETING AGENDA
- FAMILY & STUDENT SURVEYS
- ENROLLMENT / RECORDS
- 2017-18 TDAP SHOTS
- PARENT PORTAL
- NEW ONLINE REGISTRATION**
- 2017-18 LCAP INFORMATION
- NEW! LUNCH APPLICATION**
- BUS ROUTES
- JOB POSTINGS

LATEST VIDEOS





VICTOR VALLEY UNION HIGH SCHOOL DISTRICT

CENTRAL ENROLLMENT CENTER

16350 Mojave Drive, Victorville, CA 92395-3655

(760) 955-3201 ext. 10400

Sandi Jensen, Enrollment and Attendance Manager

Dear Parents/Guardians,

It is with great enthusiasm that we welcome you to the Victor Valley Union High School District! We look forward to your child's participation in the wide variety of programs that we offer at each of our school sites.

Your Student is NOT currently enrolled with VVUHS. In order to enroll your child in classes for the upcoming school year and to be considered a **NEW** student, it is **REQUIRED** that you complete the online registration process for our district. The Online Registration Information can be found on our district's website www.vvuhd.org, and can be completed from any computer or smart phone. If you do not have access to a computer, please feel free to visit our Central Enrollment Center, where computers are available for your enrollment needs. Once you have completed the online enrollment process, please take all required documentation to the Central Enrollment Office (Building 8) at 16350 Mojave Drive, Victorville, CA 92395. We are open Monday-Friday from 7:30 a.m. - 3:30 p.m.

Please note: Students who are currently enrolled in the Victor Elementary School District, Adelanto School District or Snowline Joint Unified School District WILL NOT be automatically enrolled in the Victor Valley Union High School District and must complete the New Student registration online.

If you have any questions regarding your child's registration, please feel free to contact our enrollment staff at (760) 955-3201 ext. 10400.

We look forward to serving the educational needs of your family.

Sincerely,

Sandi Jensen

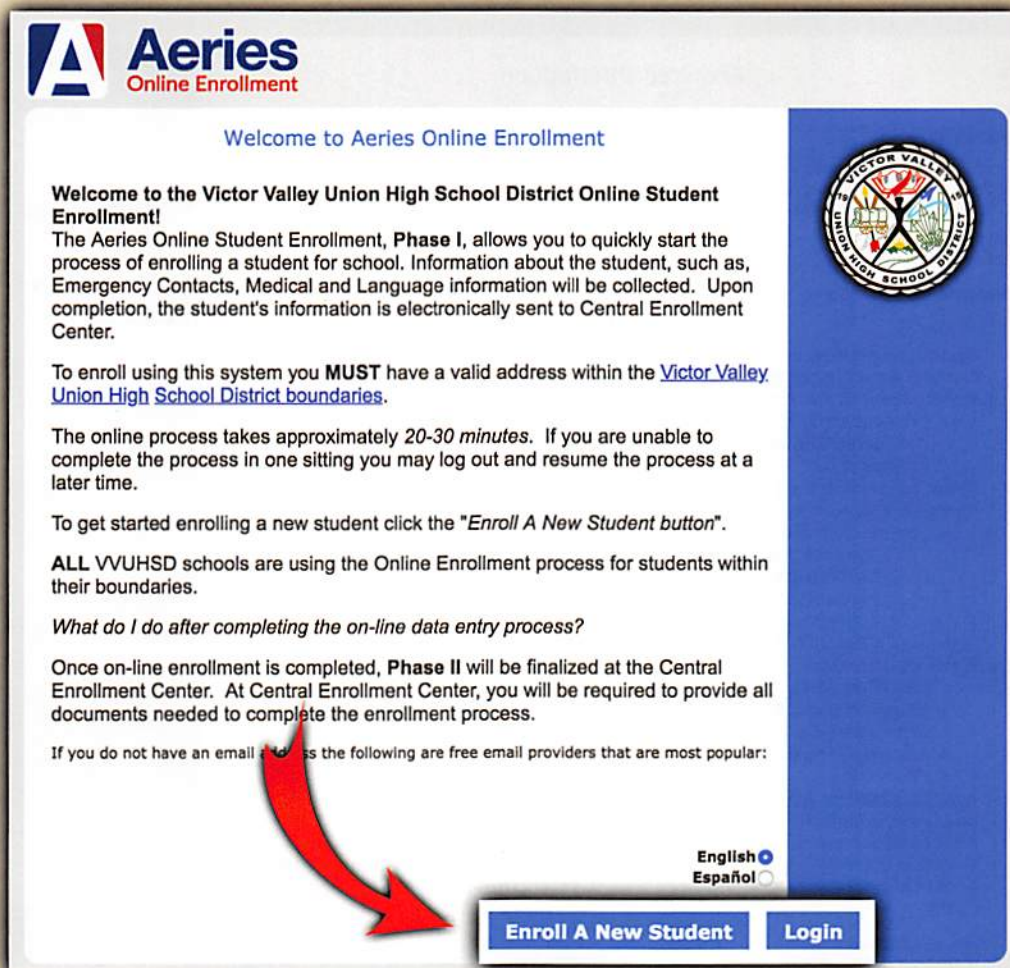
Enrollment & Attendance Manager

BOARD OF TRUSTEES

Jose Berrios ♦ Barbara Dew ♦ Penny Edmiston ♦ Timothy Hauk ♦ Timothy Norton

Step 3: After clicking the link, you will see the page pictured below:

Step 4: From this page, select “Enroll A New Student”



Aeries
Online Enrollment

Welcome to Aeries Online Enrollment

Welcome to the Victor Valley Union High School District Online Student Enrollment!
The Aeries Online Student Enrollment, **Phase I**, allows you to quickly start the process of enrolling a student for school. Information about the student, such as, Emergency Contacts, Medical and Language information will be collected. Upon completion, the student's information is electronically sent to Central Enrollment Center.

To enroll using this system you **MUST** have a valid address within the [Victor Valley Union High School District boundaries](#).

The online process takes approximately *20-30 minutes*. If you are unable to complete the process in one sitting you may log out and resume the process at a later time.

To get started enrolling a new student click the "Enroll A New Student button".

ALL VVUHS schools are using the Online Enrollment process for students within their boundaries.

What do I do after completing the on-line data entry process?

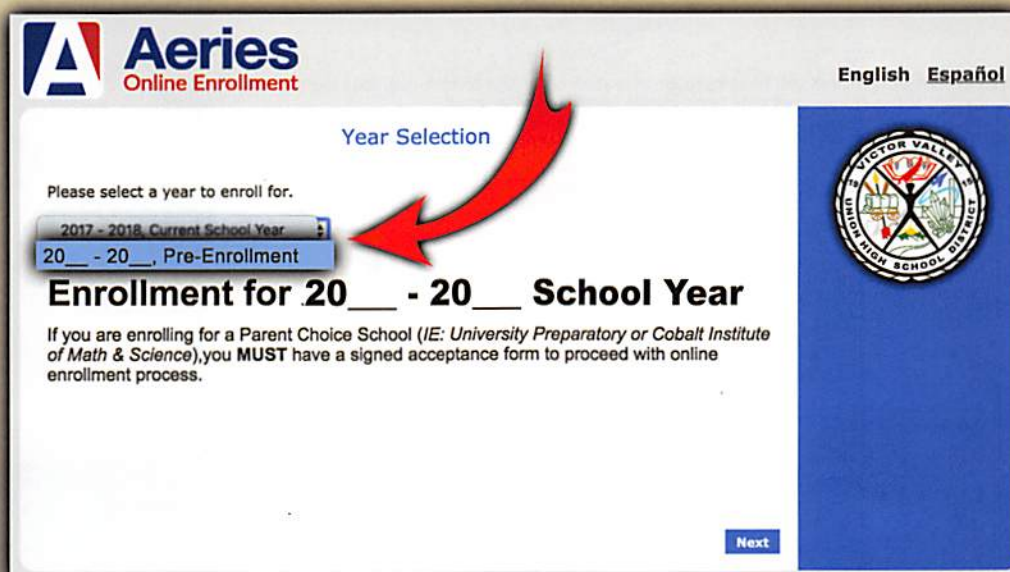
Once on-line enrollment is completed, **Phase II** will be finalized at the Central Enrollment Center. At Central Enrollment Center, you will be required to provide all documents needed to complete the enrollment process.

If you do not have an email address the following are free email providers that are most popular:

English ☒
Español ☐

Enroll A New Student **Login**

Step 5: Select “20__ - 20__ Pre-Enrollment” from the dropdown box and click “Next.”



Aeries
Online Enrollment

English ☒ **Español**

Year Selection

Please select a year to enroll for.

2017 - 2018, Current School Year
20__ - 20__, Pre-Enrollment

Enrollment for 20__ - 20__ School Year

If you are enrolling for a Parent Choice School (IE: University Preparatory or Cobalt Institute of Math & Science), you **MUST** have a signed acceptance form to proceed with online enrollment process.

Next

Step 6: Required Information - You MUST READ THIS PAGE; print for your records if you wish. Also there is a link that says "Click here for full description of all documents needed." These are the documents you must turn in to Central Enrollment Center after completing online enrollment.



Required Information

Print this page

To enroll a new student, you will be required to provide various information. Please make sure you have this information available before continuing. If you do not have this information available, please return when you do.

After enrolling a new student, you will have the option to re-use certain information for enrolling additional students.

Required information:

- Upon completion of your enrollment online you will be required to show Central Enrollment Staff the following documents:
- Verification of Parent/ Guardian Identity:
 - Current Driver's License
 - California Identification Card
 - Passport
- Proof of Immunizations records
- Residency (*must be dated within 60 days*)
 - Forms of Residency
 - Current Mortgage Statement
 - Current Lease or Rental Agreement
 - Property Tax Bill
 - Current Utility Bill (electric, gas, water)
 - CELL PHONE BILLS ARE NOT ACCEPTED.
- Birth Verification
 - Certified Birth Certificate
 - Hospital Birth Record
 - Baptismal Certificate Duly Attested
 - Adoption/Foster Care Records
 - Passport
- [A valid address within school district boundaries](#)
- Local physician name and phone number
- Last school student attended
- If you are enrolling your child to a parent choice school you must show acceptance form to Central Enrollment Staff (University Preparatory, CIMS)

To continue, click next.

Next



Step 7: Login - You will need to create an account to continue the Online Enrollment Process.



Login

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 create a new account.

Existing user

Please login with your email address and password:

Email address:

Password:

Create new account

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

Your Name:

Email address:

Password:

Re-type Password:

Login

Create account

if you already created an account, you can log in and enroll a new student or continue enrolling a student.



Once you have created your account, you will receive a message directing you to go into your personal email account and verify your identity before continuing onto the application.

*If you do not receive this email from VVUHSD Online Enrollment or noreplyOnlineENR@vvuhsd.org you have **NOT** started the application.*

You **MUST** receive this email in order to start the enrollment process. Open the email that you received and click the words "Click Here" or the link that is provided in that email to continue onto the enrollment process.

Example:

Thank you for using the Aeries Online Enrollment system. Once your account is activated, you will be able to continue editing your student's information. To activate your account Click Here -- If this link does not work, copy and then paste this url into your browser address field: <https://portal.vvuhsd.org/AIR/VerifyEmail.aspx?u=12692&c=8WPU3NWFCKCKJNZYNJD7Y>

New account email verification

Thank you for verifying your email address. Click "Next" to begin the enrollment process.

Resetting your password:

If you have previously enrolled a student and used the online enrollment process and cannot remember your password, you will click on "Existing User", type in your email address and click on "Forgot Password". You will then be prompted to go to your personal email address that has already been used and click on the link to reset your password.



Step 8: Fill out each additional page to complete the process for enrolling your student!

FINAL STEP: To complete your student's enrollment, you **MUST TAKE** the following items to the Central Enrollment Center:

- Birth Certificate
- Immunizations including TDAP
- Proof of Residency
- Transcript or last report card
- IEP if applicable

NOTE: If you wish to enroll at a parent choice school (University Prep or CIMS), **you must be accepted first.** Documents must be presented to Central Enrollment before registration is complete.



**VVUHSD Central Enrollment Center, 16350 Mojave Dr.,
Building 8, Victorville, CA 92395**

Hours: Monday through Friday, 7:30 a.m. to 3:30 p.m.

Phone: 760-955-3201 (press '3' for departments, then press '1' for Central Enrollment)