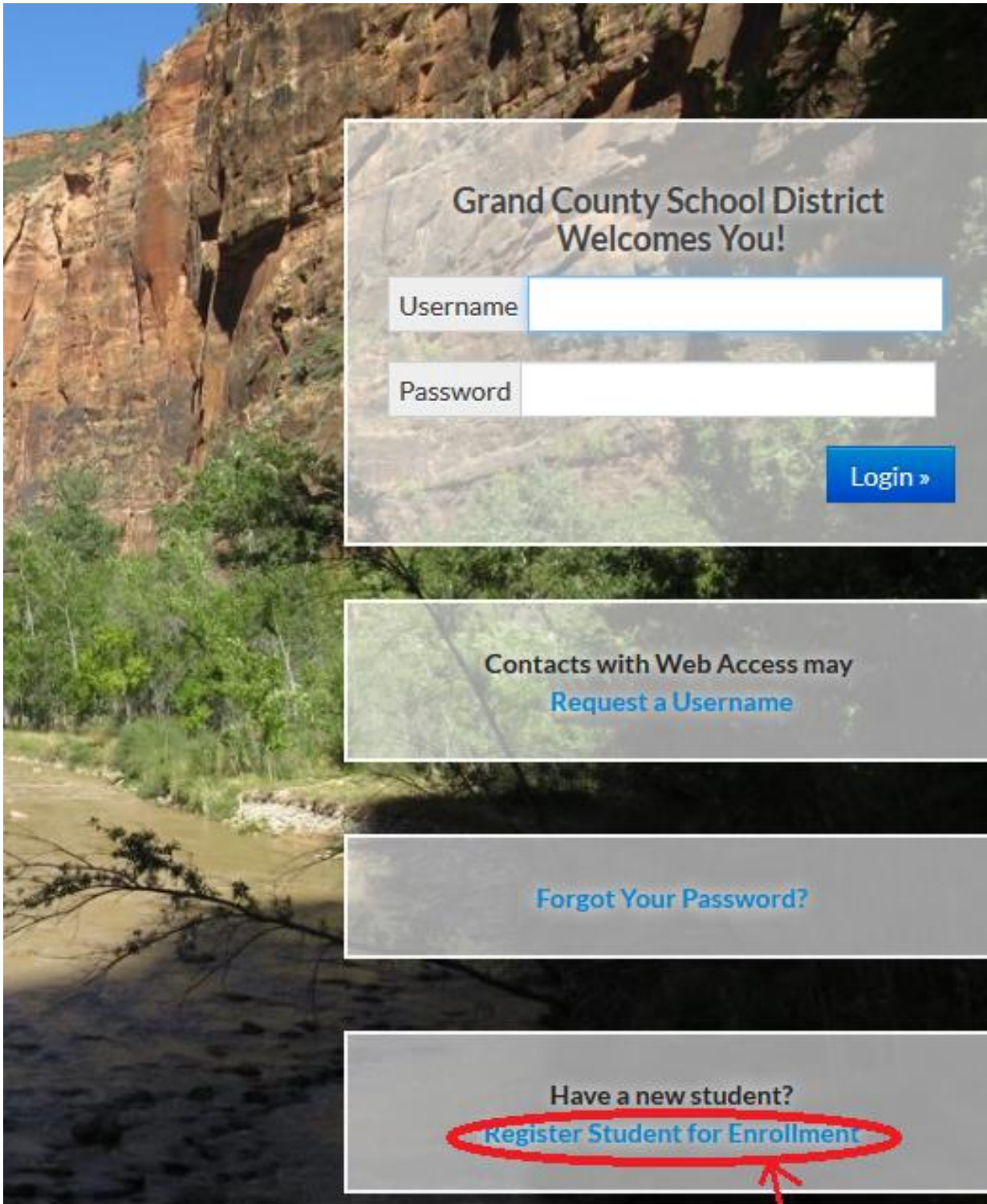


## Using the Online Registration Process

Start here: <http://www.grandschools.org>



Grand County School District  
Welcomes You!

Username

Password

Login »

Contacts with Web Access may  
[Request a Username](#)

[Forgot Your Password?](#)

Have a new student?  
[Register Student for Enrollment](#)

[Click Here to get started](#)

That will bring you to this screen:

The screenshot shows a web page titled "Register Your Student(s)" with two main sections: "New Student Registration" and "Current Student Registration".

**New Student Registration**  
Student has NEVER attended a school at Grand County 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.

Two options are listed for new students:  
1. "I already have an Aspire account." with a green button "Login and register student".  
2. "I do not have an Aspire account." with a blue button "Register new student(s)".

**Current Student Registration**  
Student is CURRENTLY ATTENDING or has PREVIOUSLY ATTENDED a school at Grand County School District

Two options are listed for current students:  
1. "I already have an Aspire account." with a green button "Login and register student".  
2. "I do not have an Aspire account." with an orange button "Request a Username".

Red annotations include:  
- Two red ovals around the "I already have an Aspire account." and "I do not have an Aspire account." options in the New Student Registration section.  
- A red arrow pointing from the "I do not have an Aspire account." option to the "I already have an Aspire account." option in the Current Student Registration section.  
- A red line under the text: "If you are new tho the area this is where you will start" with an arrow pointing to the "I do not have an Aspire account." option.  
- A red line under the text: "If you already have a child or children in the district and you log into Aspire to monitor them you will start here." with an arrow pointing to the "I already have an Aspire account." option in the Current Student Registration section.

The registration process is similar but if you have no account you will have to put in your information as well as your child's.

Right now only new students can be registered. Later when we are ready, parents will be able to register their children who are current students for next year.

# Register New Student

- ❶ Only children who are 5 before or on September 1 can be enrolled in a Utah school, unless a student's parent is on active duty within a branch of the U.S. armed forces.
- ❷ Before registering a new student for enrollment, use a certified copy or another legal document such as a passport for entering the student's legal name.
- ❸ Student names must be entered on the registration form exactly as they are on the birth certificate.
- ❹ Before a student is accepted for enrollment, the following enrollment verification documents are required to be brought to the school before enrollment will be completed.
  1. Original Birth certificates (or affidavits of lost certificates), or another legal document such as a passport.
  2. Certified and complete immunization records or official certificate of immunization exemption.
  3. Proof of legal Utah residency will need to be brought to the school for verification, such as a utility bill or apartment lease. In cases of divorce decrees or other legal guardianship, this verification of address is the legal guardian who has physical custody appointed by the courts (U.C.A. 53A-2-201). If this is the case, please call the school to find out what other required documents are needed.
- ❺ For health information and medication disbursement, a form will need to be filled out at the school. This is for the safety of your student.

## Select School Year

School Year 2018 - 2019

[Click here.](#)

**Next comes this page:**

# Register New Student

- ❶ Only children who are 5 before or on September 1 can be enrolled in a Utah school, unless a student's parent is on active duty within a branch of the U.S. armed forces.
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- ❺ For health information and medication disbursement, a form will need to be filled out at the school. This is for the safety of your student.

for school year 2018 - 2019

## Select School

Grand High School

Grand Co Middle School

Helen M. Knight Elementary

[Click on the school into which you will be registering your child.](#)

Reset

That brings you here:

For the high school:

for school year 2018 - 2019

at Grand High School

Select Grade

9 - Ninth

10 - Tenth

11 - Eleventh

12 - Twelfth

Reset

For the middle school:

for school year 2018 - 2019

at Grand Co Middle School

Select Grade

7 - Seventh

8 - Eighth

Reset

For HMK Elementary:

for school year 2018 - 2019

at Helen M. Knight Elementary

Select Grade

K - Kindergarten

1 - First

2 - Second

3 - Third

4 - Fourth

5 - Fifth

6 - Sixth

Reset

In each of these you must select the grade into which you are registering your child. Then the Year, School and Grade will be confirmed. Then click the Continue button. If any of them are incorrect click the reset button to start over.

for school year 2018 - 2019

at Helen M. Knight Elementary

for grade 3 - Third

Reset

Continue

The next step will be to fill in the forms that will contain your information. Once the page is filled out click the Save and Continue button at the bottom.

---

Save and Continue

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The next page is where you enter your child's information and fill in some survey information. When you have completed this page click the Save button at the bottom and it will take you to several forms for you to digitally sign online. When you finish the last one and submit it you will be at the page where you can either 1) register another child, 2) create an Aspire login account so you will be able to follow your child's progress or 3) end the session and exit.

#1 - Your Information as a Parent/Guardian **Complete**

#2 - Enrollment Information **Complete**

#3 - District Media Release **Complete**

#4 - School Safety Responsibilities **Complete**

#5 - Tech. Acceptable Use **Complete**

This student's registration is complete, has been sent to the school, and is pending enrollment.

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If you have any other students to register, do so now.

➕ Register a new student

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### You can now create an Aspire login.

By creating a login, you will be able to access your student's grades, attendance, schedule, and other information.

Create Aspire Login

### Skip login creation process.

If you do not want to create a login, please click the button below.

End Session and Exit