

PACIFIC HERITAGE ACADEMY

Aspire New Student Registration with Aspire Account Guide
Utah State Board of Education Customer Portal

ASPIRE - NEW STUDENT REGISTRATION WITH ASPIRE ACCOUNT

ASPIRE ACCESS URL's

- Pacific Heritage Academy Registration Page: <https://www.phlearning.org/registration>

EXISTING ACCOUNT / CONFIRM CONTINUED ENROLLMENT

- Aspire Portal: <https://pacificheritage.usoe-dcs.org/Login.aspx>

CREATE ACCOUNT / NEW STUDENT

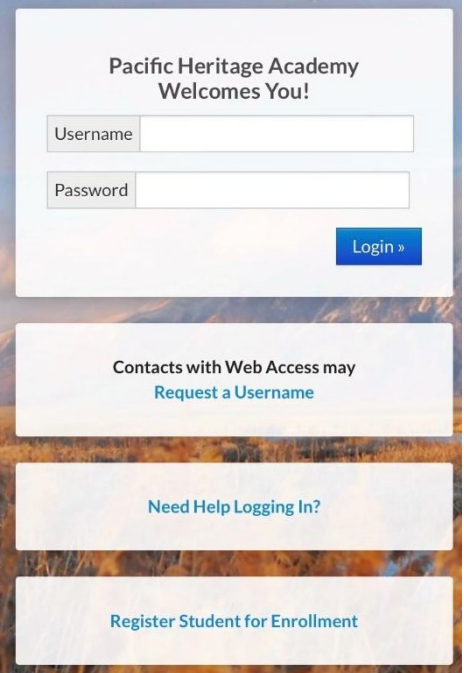
- Aspire Portal: <https://pacificheritage.usoe-dcs.org/Students/Register/Start>

Contacts / Guardians - Before starting this process, you will need to have a Birth Certificate, Passport or Legal Court Document and phone numbers for emergency contacts for registering a **NEW STUDENT**.

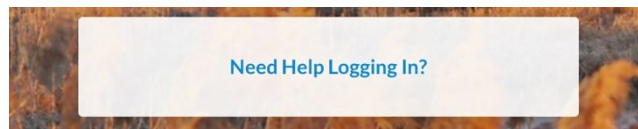
1. From the Aspire Portal or the Pacific Heritage Academy website, you will see a link to begin **Registration**.

(The Aspire Portal and Pacific Heritage Academy Registration Page links have been listed above.)

- **NEW STUDENT** – A student who has **NEVER** attended this school or any school in the district at **anytime during the student's 12-year education**.
 - If your student is a **RETURNING** student to this District/School - your student **IS NOT** a new student.
- **FORGOTTEN USERNAME OR PASSWORD:** If you already have an existing Username/Password but have forgotten or lost your login information, click on the “Need Help Logging in?” link for assistance. (see screenshot)



- [Need Help Logging In?](#) -



❖ **ASPIRE ACCOUNT | PASSWORD RESET**

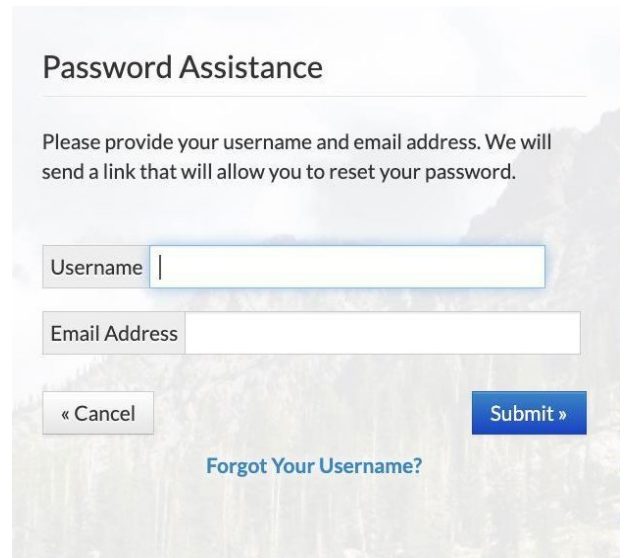
This link will take you to the Password Reset Page. You will need to have the following to enter in the form:

- ✓ Username
- ✓ Email Address

This is Email Address you previously used when creating your account. After entering the information, click on Submit.

If the information you entered is correct/valid, an email will be sent to the email address on the account and will contain a password reset link.

Click the Password Reset link and add a new password to your account.



WRITE OR PRINT THE ASPIRE ACCT. DETAILS AND KEEP IN A SECURE LOCATION.
Remember to log in and change your password from time to time for security and update your physically secured printout.

ASPIRE ACCOUNT DETAILS:

USERNAME: _____

EMAIL ADDRESS: _____

PASSWORD: _____

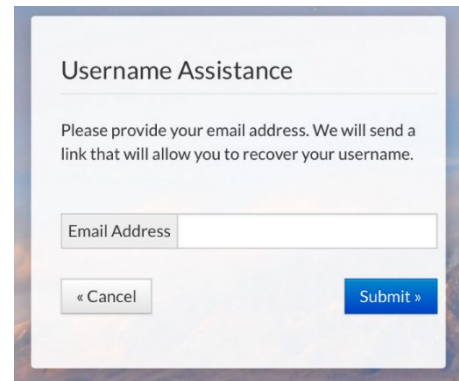
Date Last Updated: _____

(Feel free to print tis page and write the info in the above box and place in a secure location)

❖ **Forgot Your Username?**

- ✓ Provide Email Address
- ✓ Click Submit

You will receive a link via email which will allow you to recover your account. You will receive your Username in the email you provided. (Example screenshot of email provided on page 3)



Aspire Username Assistance

A request was just made to recover the username for an Aspire account associated with this email address. The username is: Eva2228

Feel free to contact the school if you need further assistance.

Thank you.

Develop LEA Aspire Username Assistance

<https://localhost/>

If you use the Register Student for Enrollment link from the login/sign in page, it will take you to the following screen first. Then it will take you back to the previous page to login with your username and password.

- **CURRENT AND FORMER STUDENT REGISTRATION**

Select “Register Student for Enrollment” before logging into an existing Aspire account.

By doing this you will see the option to register a new student, if you do not see the option, then you should log out and start over.

You will be prompted to login after selecting this option.

Register New Student

- ❗ Children enrolling in K-12 grade levels must be 5 years old on or before September 1 to be enrolled in a Utah school, unless a student's parent is on active duty within a branch of the U.S. Armed Forces.
- ❗ Before registering a new student for enrollment, use a certified copy of the birth certificate or another legal document such as a passport for entering the student's legal name.
- ❗ Student names must be entered on the registration form exactly as they are on the birth certificate.
- ❗ Before a student is accepted for enrollment and the enrollment process is completed, the following enrollment verification documents are required to be brought to the school:
 1. Original birth certificate (or affidavit 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, such as a utility bill or apartment lease. In cases of divorce decrees or other legal guardianship, this verification of address pertains to the legal guardian who has physical custody appointed by the courts (U.C.A. 53A-2-201). If this is the case, please contact the school to find out if other documents are required.
- ❗ 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

NOTE: Please be very careful with your selections so you are not registering for the wrong year, school or grade level. If you select the wrong one hit the reset button at the bottom and start over.

If the school/Charter has not opened a window for registration for a specific school year, school or grade level you will not see it on the screen. Contact the school. (example images – you will see Pacific Heritage Academy)

Select School Year

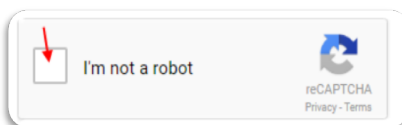
Select School

Select Grade



If the school has set this up, you will want to click in the box next to **I'm not a robot** and select the images that apply then **Continue**.

You will want to fill in all of the information about the Parent/Guardian on the next screen. When you are finished click on the **Save** and **Continue** button.



Parents / Contacts / Guardians with an Aspire account will see the following on the Parent/Guardian Information screen in the upper right-hand corner of the page.

Parent/Guardian Information

You must be the parent or guardian of the student you are registering.

Enter your information below.

First Name

Last Name

Relationship to Student

Email Address

Main Phone Number

Home Address

Address

Address Line 2

City

State

Zip Code

Mailing Address (optional)

Address

Address Line 2

City

State

Zip Code

Additional Phone Numbers

[+ Add](#)

Save and Continue

You will now enter the **Student information**

Register Student

👤 **Student Information**

ⓘ Student's Legal Name must match what is on their birth certificate or passport.

Legal First Name	Legal Middle Name	Legal Last Name

Specify Preferred Names

Birthdate	Gender	« Choose ▾

Birthplace

Student was born outside the U.S.

What date was the student first enrolled in a U.S. school?

What date did the student first enter the U.S.?

If you put a check in the box by Specify Preferred Names, you will be able to put the name that the student would like to be referred to but, **legal name is how students will be tracked and will display on many screens.**

If the **student was born outside the U.S.** - Please add- **What date was the student First enrolled in a U.S. School? and What date did the student first enter the U.S.?** These dates will not be the same.

Below - choose what restriction you want. Please read the definitions to select the correct option.

Restrict Photos - we only take group photos and share on our social media. We would not use your child’s photo for a poster unless we call and ask for your permission. If you do not want your child to be included with class photos on social media, please select Restrict Photo.

Data Restriction - We share your data only with companies that have signed a Data Privacy Agreement; that they will not share or sell your data. If you still would not like your data to be shared, select Restrict Data. We do not have a Student Directory, so the only way your student will be listed is in the yearbook. If you select Restrict Data, we will need to call for your permission to include your child’s photo and name in the yearbook.

i Restricted Information

i Student information is protected by the Utah Student Data privacy act. However, student information, including directory information, address, phone number, student photos, etc. may be shared with institutions such as a yearbook company for purposes of appearing in a year book, the local newspaper to appear on the honor roll and in news stories, and on school/district web pages.

No Restrictions - Student's data will not be restricted from being released publicly as stated above.

Restrict Directory Data Only - Student's address, phone number, etc. will not be included in releases of information.

Restrict Photo Only - Student's photo will not be released to the yearbook, higher education, or newspapers.

Restrict Directory Data & Photos - Student's directory data and photos will not be released to any institution.

« Choose »
No restrictions
Restrict directory data only
Restrict Photos only
Restrict directory data & photos

Answer the questions in the fields below to help the school determine if the student needs to be tested for ELL - English Language Services. This is a service to help your student in their education.

Home Language Survey

❶ Purpose
 Identifies a student whose home language is not English; and,
 Identifies a student who will be tested on the skills of listening, speaking, reading and writing in English because another language is spoken at home.

❷ Parents/Guardians/Family Members
 The English proficiency test determines if your student needs a language support services program along with the regular education program.
 Your child is entitled to these language support services as a Civil Right.

❸ School Responsibilities
 At registration, Utah uses a standard form of the Home Language Survey (HLS) that identifies a student with a language other than English, or who comes from an environment where a non-English language is dominant.
 Students must be tested for services within 30 days of registration or within two weeks of entry into school, if during the year.

❹ This information cannot be used for immigration matters or reported to immigration authorities.

Which language(s) does your child currently understand or speak?

Which language did your child first understand or speak?

Which language does your child most frequently speak at home?

Which language do adults in your home most frequently use when speaking with your child?

What language do you prefer for school-to-home information?

If there is another language at home other than English, students will automatically be tested for English language acquisition services. To opt out of ALS(Alternative Language Services) also known as ELL(English Language Learners), please contact the school.

If the mailing address is different from the home address, put a check in the box next to Mailing and then you will be able to enter the information.

Address Information


Home

Street

Street 2

City State Zip Code

Mailing (if different from Home)



Communication

Communication

Parent/Guardian Phone Number Type

« Choose a type »
▼

Phone Unavailable

Fill in any information that would apply to the student.

Homeless Programs

This information helps our school determine if the student is eligible for additional services and funding.

Student seeks enrollment without accompanying parent

Student is Not Homeless

Student is currently living:

With Other Family

In a Motel or Hotel

In a Shelter

In a car, park, campground

Somewhere w/o adequate facility

Please check any of the following that may apply. If any of the items are selected, please come into the school to fill out official paperwork.

IEP
Individualized Education Program - Special Education Services in speech/language, reading, writing, math, life-skills, behavior.

Economically Disadvantaged
Determined by proven income

Section 504
Section 504 of the Rehabilitation Act of 1973 is designed to eliminate discrimination on the basis of disability in any program or activity receiving federal financial assistance. A student who has a physical or mental impairment that adversely impacts a major life activity.

ED 506
Indian Education Program - An official form is required for each Indian Child as defined by the indian tribe or band.
<https://www2.ed.gov/programs/indianformula/506form.pdf>

Migrant
A person who moves from one place to another, in order to find work or better living conditions.

Refugee
A person who has been forced to leave their country in order to escape war, persecution, or natural disaster.

This will help the school determine if they need to get additional information from you. If you have health concerns, you need to directly call the school.

Health

Does this student have any health concerns? (If yes, it is mandatory and your responsibility to come into the school and fill out the proper paperwork.)

Yes

No

If your student is a **Military Child** - mark yes in the box below.

^ Military Child

Is this student a Military Child?

Military Child is used for Underage Enrollment in kindergarten and a waiver of high school graduation requirements.

A military child is defined in Utah Code 53A-1-1001 as the child of an active duty member of the uniformed services OR member or veteran of the uniformed services who are severely injured and medically discharged/retired for a period of one year after medical discharge/retirement OR member of the uniformed services who died on active duty.

Yes, student is a Military Child

If your student has any legal bindings mark yes in the box below. Legal bindings need court documents to back them up.

🔒 Legal Bindings

Does this student have any legal bindings (court document - legal contract binding conditions regarding student)?
(If yes, a form will need to be filled out at the school as soon as possible.)

Yes, student has legal bindings

The contact information will be populated from the previous information entered in the system if there is any previous information existing. To add another contact click on the add contact button under the first one listed. If you need to edit the information click on the pencil and if you want to delete the contact click on the trash can. Contacts are parents/guardians only - use the next field to add emergency contacts.

👤 Contacts 1 Contact

Father Time ✎ 🗑️

Father 📍

Phone Number: (555) 489-5581

Email Address: dand@gmail.com

250 East 500 South Salt Lake City, UT 84111

+ Add Contact

To add an Emergency Contact click on the plus sign to add emergency contacts. Do not list parents/guardian in the emergency contact fields.

Emergency Contacts

[Add Emergency Contact](#)

★ Starred emergency contacts will be called before those not starred.

You need to have both Ethnicity and Race marked. This is Federally mandated information and the following are the only Races federally available. Please select the one that fits your situation the best.

Race/Ethnicity

Ethnicity
Is the student Hispanic or Latino? Yes No

Race
Select all that apply. You must select at least one race below.

American Indian or Alaska Native Asian Black or African American Native Hawaiian or Other Pacific Islander White

If your student has never been enrolled in school before, you will not need to put anything here.

Previous School Attended

School Name

School Address

Any additional information you would like the school to know or if you have questions put it in this area.

Notes

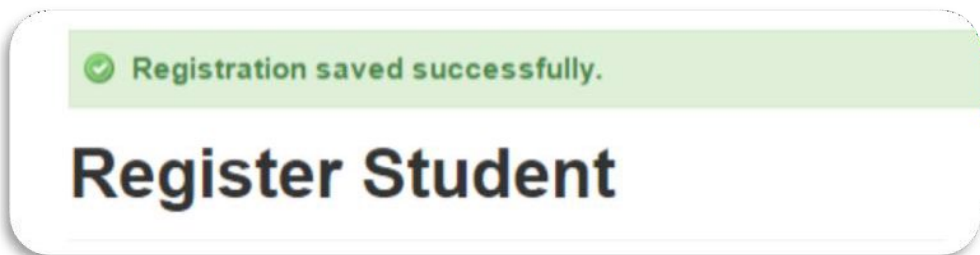
Optional notes, comments, or questions to the school registrar regarding this student

When everything is filled out click on Save. If something is wrong or not entered, you will get a message at the top of the screen telling you what data is missing and you need to add more data in the fields listed.

❗ Legal First Name is required.
 Legal Last Name is required.
 Birth Date is required.
 Gender is required.
 Restricted Info is required.
 A Home Language is required.
 First Entered U.S. requires a date for Immigrant students.
 First Enrolled in U.S. School requires a date for Immigrant students.
 Home street address is required.
 Home city is required.
 Home state is required.

❗ Hispanic or Latino is required.
 At least one race is required.

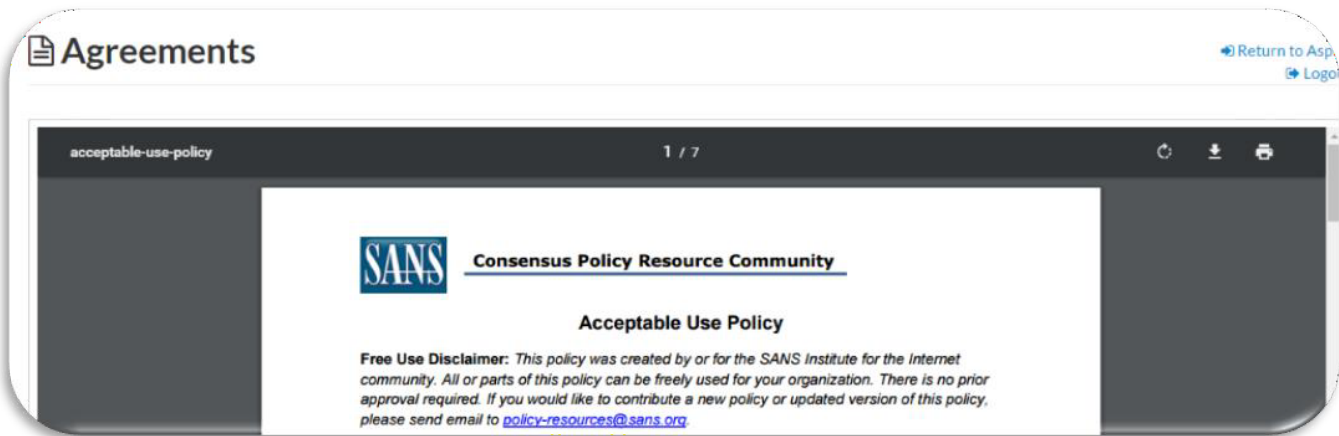
If you had any missing data fields that needed to be fixed, once you fix them click on **Save**, you will see the following screen - display - **Registration saved successfully.**



Read all agreements, if there is a signature line for Parent and /or student, these signature names need typed exactly as they are displayed. **Signing your name(s) means you have read and agreed to the terms and conditions in the document. These documents are considered legal documents.**

Type the name(s) exactly the same as they display on the screen. If you get an error make sure there are no extra spaces in the names.

These online signatures are considered legal electronic signatures.



I have read and agreed to the terms and conditions.

Parent/Guardian Signature	Student Signature
Travis Maxst	Richard Lawks
Type your name exactly as shown above	Type your name exactly as shown above

After - **Save** and **Continue** - it will return you back to the following screen where you can either return to **Aspire** and register another student or **Logout** of the system.

Register student for grade 6 at

[Return to Aspire](#)
[Logout](#)

Enrollment Information and Documents will now show **Complete**.

#1 - **Enrollment Information** Complete

#2 - **Security Policy** Complete

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

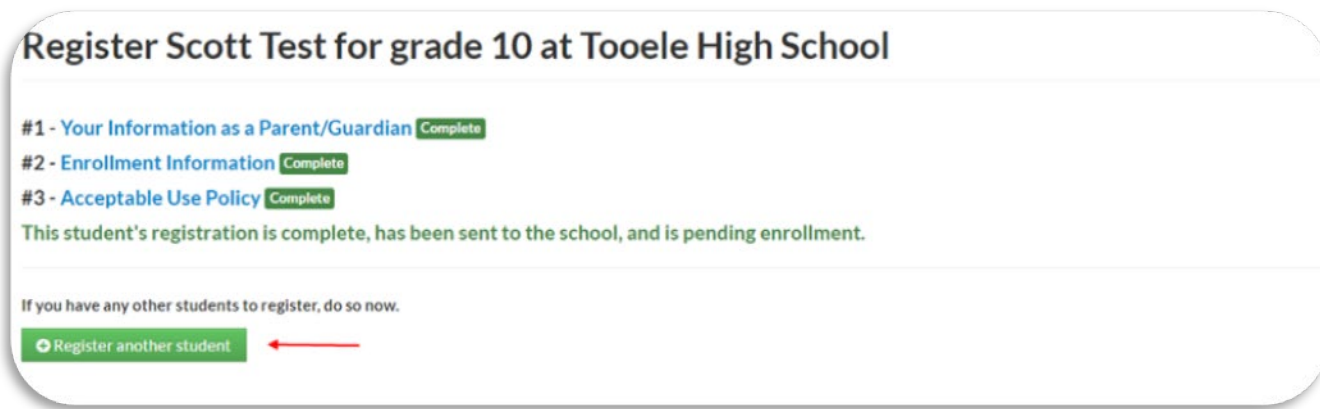
[Return to Aspire](#)

Agreements

I have read and agreed to the terms and conditions.

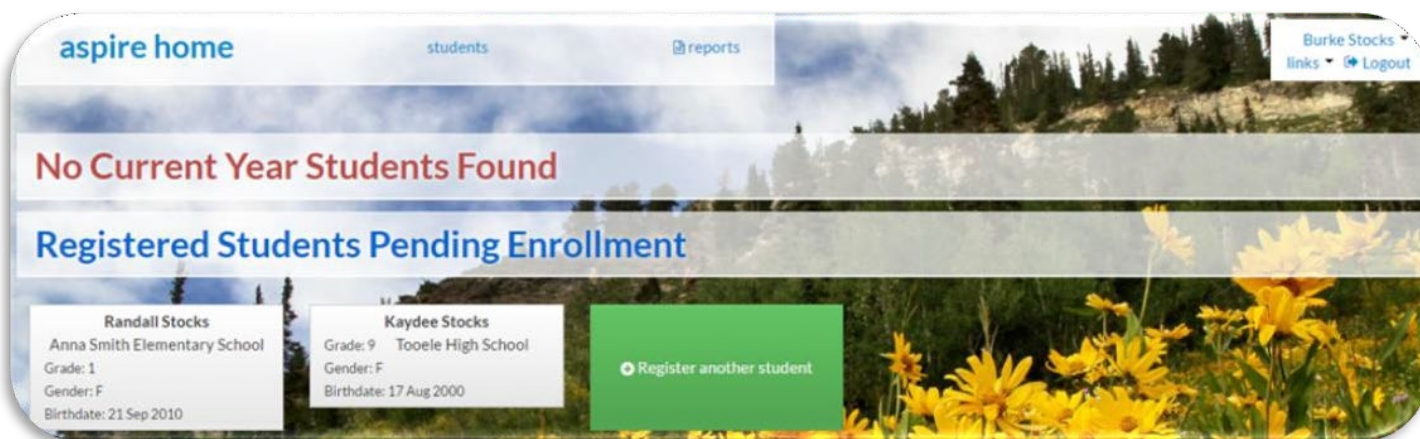
Parent/Guardian Signature	Student Signature
Travis Maxst	Richard Lawks
Type your name exactly as shown above	Type your name exactly as shown above

The following screen will appear and from here you are able to register another student.



If you have another student to register, when you select Register another student you will be taken back to the screen where you will start the process over again beginning with selecting the school year.

You will see the following when the school has not enrolled your student(s) yet.



Once the school(s) has enrolled the student(s) you will see the following:

When you click on the student card you will be able to see the Student Lens and all information for the student, depending on what permissions the school(s) have set up for you to see.



If the school requires you to verify any existing information you would see the following screen:


Verify the information or edit if you need to. Once you click on Verify it will take you to the student Lens and you will be able to see all the information for the student, depending on what the school(s) have set up for you to see.

Please verify that the following information is correct:

Contacts	Students	Emergency Contacts Add
Windy One Edit Wone@gmail.com Residential Addr. 250 East 500 South Main Phone: (801) 555-9999 Cellular (801) 809-5555	Cloudy One Edit <i>Missing E-mail address.</i> Residential Addr. 250 East 500 South Salt Lake City, UT 84111 Phone (801) 555-9999 Ethnicity Non-Hispanic Race White <i>No health alerts.</i>	There are no emergency contacts.

I have reviewed the above information and it is correct. [Verify »](#) | [Remind me later](#)

Sunny One 45763 Pro

Student	Info	Enrollment	Free/Reduced Meal Application
	Legal Name: Sunny One SSID: Born: 9/27/1998 (age: 18) Gender: Female Restricted Info: No restrictions Hispanic or Latino: Non-Hispanic Race(s): White	Address 250 East 500 South Salt Lake City UT 84111 Phone Number ☎ (801) 555-6878	Free/Reduced Meal Application
Contacts			
Email Student Contacts			
Shady One Father Release → Main Phone ☎ (801) 555-6878 Cellular ☎ (801) 809-4447 Email Address ✉ sone1@gmail.com			

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EXISTING ACCOUNT / CONFIRM CONTINUED ENROLLMENT

- Aspire Portal: <https://pacificheritage.usoe-dcs.org/Login.aspx>

CREATE ACCOUNT / NEW STUDENT

- Aspire Portal: <https://pacificheritage.usoe-dcs.org/Students/Register/Start>

