Registration Information

July 10, 2019

Dear SPHS Parents and Guardians:

It's hard to imagine, but this is our jumping off point for the 2019-2020 (!) school year. Residency verification is part of the registration process for all SPHS families. Here is how the process works for all phases of high school registration:

1 First, starting on July 22 at 8:00 a.m., parents/guardians are required to view, read, and verify annual notifications for your child(ren) and verify/update your child(ren)'s information online at my.spusd.net (no "www"). If you need Internet access, laptops will be provided in the high school office during the listed residency verification dates and times. **All returning and new families must verify and update their children's information BEFORE participating in residency verification beginning the first week of August.** Please be sure that each parent/guardian has a separate contact in the "Contacts" section and include all relevant information.

For the online portion of the registration…

Go to http://my.spusd.net/

Select the Current Students-Parent Portal button.

In the *Welcome to Aeries.net* screen, click on the Student Data Confirmation Process Guide link to open the instructions document. That will guide you through the online registration process. Please make sure you follow all of the directions to complete the online verification/updating process which includes your acknowledgement of viewing the District's required annual notifications to parents.

If the parent/guardian does not know his/her password, click on the Forgot Password? link in the Welcome to Aeries.net screen. This will send a new password as long as the email you used is the same as the one we have in Aeries. If you are unsuccessful logging onto your parent portal account, we suggest you try resetting your password, using the "Forgot Password?" link on the parent portal page *before* contacting our "hotline." Please check your spam folder, before contacting the hotline, to see if the confirmation email is waiting there.

If you have other portal user questions, please call the hotline at 626) 441-5810, ext. 1128, or email sphsreg@spusd.net. Please realize that there will not be anyone available until mid-August to respond to those emails.

The Student Data Confirmation Process will be open for registration on 7/22/2019.

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2 Second, parents/guardians must verify residency at the SPHS main office on the following dates:

Weekdays, Friday, August 2 – Wednesday, August 7	**8:00 a.m.-3:30 p.m.**
Saturday, August 3	**8:00 a.m.-12:00 p.m.**
Tuesday, August 6	**8:00 a.m.-7:00 p.m.**

If you are not available during the residency verification dates or student registration dates, please call the school office (626.441.5820) to let us know and to leave your child(ren)'s name(s). Note: There will be no return phone call to expect. You will complete the process at the school office between 8:00 a.m. and 3:00 p.m. upon your return, on or after August 7, 2019.

Residency Verification Documents

You need one document from **EACH** category to establish proof of residency. Please bring original documents only.

1. **CATEGORY A:** (Choose one {1} of the documents listed below):
   - ☐ Deed of Trust
   - ☐ Mortgage Payment Receipt – **dated within the past month**
   - ☐ Rental/Lease Agreement, **listing all names of occupants (including children)** and the name, address, telephone number and signature of landlord/management company
   - ☐ Property Tax Bill – **dated within the past year**
   - ☐ Closing Escrow Papers

2. **CATEGORY B:** (Choose one {1} of the documents listed below which must be **dated within the past month**:
   - ☐ Utility Bill (example: Southern California Edison, the Gas Company, Water Bill) ******
   - ☐ Cable/Internet Provider Bill (Spectrum/Direct TV/Comcast)

3. **CATEGORY C:** (Choose one {1} of the documents listed below):
   - ☐ An Additional Utility Bill [different than what is provided in CATEGORY B] (example: Southern California Edison, the Gas Company, Water Bill) -- **dated within the past month**
   - ☐ Current Car Registration – **dated within the past year**
   - ☐ Car Insurance Statement – **dated within the past 6 months to 1 year**
   - ☐ Health Insurance Statement – **dated within the past month**
   - ☐ Bank Statement (or signed letter on bank letterhead with the South Pasadena address) – **dated within the past month**
   - ☐ Current Federal or State Tax Correspondences – **dated within the past 6 months**

** For a newly established residence, for verification from Category B, a *signed, original* receipt or statement on letterhead from the utility company **dated within the past month** will satisfy the requirement, provided the name of the parent/guardian and South Pasadena address where service will be established are listed. Presentation at school of actual bills will be required by October 1, 2019.

For families that receive online bills for utilities, etc., we can accept online billing notices as long as they contain the parent/guardian's name, South Pasadena address, account number, and dates of service that reflect the above requirements.

For established Caregiver, Dual Residency, and Guardianship situations, re-verification of residency occurs annually in the Human Resources Department at the District Office, and you will receive a separate notification from them. Please call 626.441.5810, x 1130, to make an appointment during the month of July or your student may not be assigned a classroom or a student schedule.

(June 2019)

Our gift to you!

After parents/guardians have verified residency and received an orange confirmation card, please be certain to get the small SPHS packet of essential introductory information from SPHS and its support organizations. This packet will include your very own "Fridge Friendly" Calendar! It also has forms that your students will want to present when they register.

3   Finally, on Thursday and Friday, August 8 and 9, <u>students</u> will come to the SPHS library at their appointed times <u>with the residency verification confirmation card</u> to complete <u>their part</u> of the registration process (including picking up textbooks).

Students: Please arrive on the dates and time of registration according to *your* grade level and first initial of *your* last name, as listed below*:

Thursday, August 8, 2019

SENIORS (12th Grade)	TIME
A-G	8:00-9:00 a.m.
H-O	9:00-10:00 a.m.
P-Z	10:00-11:00 a.m.
JUNIORS (11th Grade)	
A-G	12:30-1:30 p.m.
H-O	1:30-2:30 p.m.
P-Z	2:30-3:30 p.m.

Friday, August 9, 2019

SOPHOMORES (10th Grade)	TIME
A-G	8:00-9:00 a.m.
H-O	9:00-10:00 a.m.
P-Z	10:00-11:00 a.m.
FRESHMEN (9th Grade)	
A-G	12:30-1:30 p.m.
H-O	1:30-2:30 p.m.
P-Z	2:30-3:30 p.m.

There will be drop-off boxes at student registration on the 8th and 9th for the optional forms (see below), and students can bring those forms when they register, get their class locator cards, submit payments, pose for their picture ID/SAC cards, and collect their textbooks.

*Students who are unable to attend student registration on August 8 or 9 must bring their <u>residency verification confirmation card</u> to the school office any day after that. Admission to class depends upon this final step in the registration process. Make-up photo day will be Wednesday, August 28, for those who register after August 9.

In addition to the **MANDATORY** online registration forms, we encourage you to turn in the following **OPTIONAL** forms at the time of registration. You will receive these documents in your registration packet at residency verification:

- Associated Student Body Registration Order Form
- Herff Jones Picture Selection Packet Order Form Envelope
- PTSA Registration Form (Membership/Volunteer/Donations)
- Booster Club Membership Application/Volunteer Form
- Booster Club Tiger Run Sign Up

- Application for Free and Reduced Price Meals (available online, in the main office, or at residency verification)
- Administration of Medication During School Hours (pick up in office or at residency verification, if needed)
- Student Accident & Health Insurance (Myers-Stevens) (pick up in office or at residency verification, if needed)
- Become a Friend of the Mary Ida Phair Library @ SPHS (donation)
- SPEF (South Pasadena Educational Foundation) donation

Our school office will be closed from Monday, July 22 – Wednesday, July 31, 2019.