



## Registration Instructions for a NEW student, who has never attended or been registered at a school in the Murray City School District before

- Parent does NOT have an Aspire login -

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

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

1. Click on **“Register Student for Enrollment”** at the bottom of the screen.

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

3. On the next screen select the correct school year

### 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:
  - Original birth certificate (or affidavit of lost certificates), or another legal document such as a passport.
  - Certified and complete immunization records or official certificate of immunization exemption.
  - 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

School Year 2021 - 2022    School Year 2022 - 2023

*If you select the wrong button, click the Reset button at the bottom and start over.*

4. Continue to the next screens and select the school, grade, and click “continue”
5. On the next screen “Parent/Guardian Information” fill out all required fields.

6. Save and Continue

7. Continue to follow all instructions and finish the registration.

**IMPORTANT:** Only click the “Return to Aspire” button when ALL sections have been marked “COMPLETE”. If any section is marked “INCOMPLETE”, the registration is not finished and will not appear in Aspire as having been done.

You will be taken back to the screen to start the registration process for your next student, if applicable.