

Cómo Registrar a Su Estudiante usando ASPEN

¡Bienvenido al Distrito Escolar Regional de Morris Hills! Este documento le guiará paso a paso para registrar a su estudiante a través del Portal Familiar de ASPEN. Tenga en cuenta que primero necesitará una cuenta de ASPEN para completar el proceso de registración.

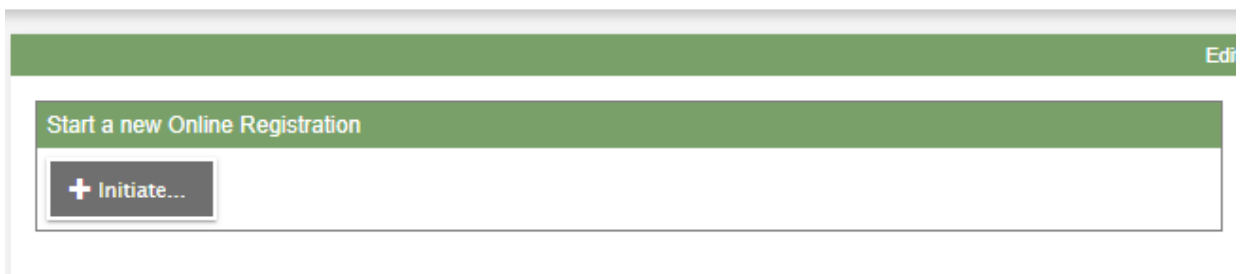
Si NO tiene una cuenta, haga clic en "**Request an Account**" y cree una.

Si no recuerda su contraseña, haga clic en el enlace "**Forgot Password**" para ser ayudado.

Si ud. tiene un estudiante actualmente en el distrito, y olvidó su nombre de usuario, envíe un correo electrónico a dhara-aguayo@mhrd.org

To register your student in ASPEN:

1. Got to the ASPEN home page for Morris Hills Regional School and Login:
<https://nj-mhrd.myfollett.com/aspn/logon.do>
2. Click on the +Initiate. button under Start a new Online Registration



PLEASE NOTE: You must complete each tab before moving on to the next section. You can click on Save & Close at any time and will be able to log back in and continue with the registration.

11. The Documents tab contains a list of required documents. To upload click +upload, Type name of document, Select type, click on arrow to select your document, then click Import, Save, and then OK.

Start Student School Family/Contacts Additional Info Language Health Services Documents Submit

Documentation

Required Documentation for New Students to this district:

Upload an electronic (scanned) copy of the student's Birth Certificate and of an ID for the parent completing this registration.

In addition, upload electronic copies of proofs of residency (1 from Column A and 1 from Column B) as follows:

Column A (Must submit one): AND **Column B (Must submit one):**

- Deed *
- Current Mortgage Monthly Statement *
- Tax Bill from Municipality *
- Closing Statement showing Ownership*
- Current complete Lease/Rental Agreement with signatures *

- Driver's License (both sides) *
- NJMVC Non-driver ID Card
- Voter Registration Card
- Current DMV Automobile Registration Card
- Homestead Rebate Claim *
- Two Utility Bills (gas, electric, water, etc.; no cell phone bills), Bank Statement *

* Financial Information/License # can be blacked out.

| Name | Type | Filename | Document |
|---------------------|------|----------|----------|
| No matching records | | | |

Upload Delete

All your changes are saved when you click the Next or Previous buttons. You may click Save & Close at any time to come back later to complete this form.

Previous Save & Close Next Cancel

12. Once you are finished you may submit information to the Registrar.

Once you click Submit you will not be able to edit this form again.

Start Student School Family/Contacts Additional Info Language Health Services Documents Submit

Done!

I understand that if any of the information provided above changes, for any reason, it is my responsibility to immediately notify the Chief School Administrator for Morris Hills Regional District.

I certify that I am the parent or legal guardian of the student listed in this enrollment application. I further certify that I reside with this student at the address I listed in this application.

If the information provided is false, the Morris Hills Regional District Board of Education may seek to recover from you the cost of the education for the year(s) involved, at a cost of approximately \$19,250.00 annually. In addition the Board of Education may file, in the appropriate court, a disorderly person's charge against you for any willful misstatement.

By signing below, I certify that the above statements and attachments are true and complete to the best of my knowledge. I know that if they are willfully false, I am subject to punishment, including, but not limited to prosecution and personal liability for the payment of tuition for the entire school year, or any portion thereof.

Please enter your name below. This is a legally binding electronic signature that confirms all information provided here is complete and accurate to the best of your knowledge. A copy of this signature will be added to district registration forms, which can be downloaded and saved from the Checklist page.*

Signature *

Date *

Congratulations! You have reached the end of the Registration form.

Edit this text to provide additional instructions to parent/guardian upon submission of the registration > change this text by searching for key: 'olrForm.parentInstructionsAfterSubmitting'

Enter any final notes or comments for the registrar (optional)

Click each tab and review the information. When all information is accurate and complete, click Submit.

Note: Once you click Submit, you will not be able to edit this form.