



Pittsburg Unified New Student Online Enrollment

March 2022

Welcome to Pittsburg Unified!!

We are excited to announce online registration for the upcoming 2022-2023 school year. **New Student TK/Kinder registration opens starting March 9th. (PRE-SCHOOL DOES NOT DO ON-LINE ENROLLMENT)**

How do I get started?

- Gather **required** information in order to upload during on-line enrollment:
 - Original Birth Certificate (Can be uploaded during process)
 - Immunization record (Can be uploaded during process)
 - If your student is going into 7th grade, the school site needs your student's "Proof of TDAP" prior to starting school.
 - Additional immunizations may be required according to new laws. Please be on the lookout for notification from your school site.
 - **CURRENT** Utility Bill (PG&E, Water, Garbage), "Proof of Residence", If you do not have one of these in your name, please contact the school office for more options (Can be uploaded)
 - State Issued Identification (Driver's License, State ID Card) (Can be uploaded)
 - Last report card if student is coming from another school, IEP or 504 plan if applicable
 - Restraining order, custody agreement or other court documents
 - If your student has a caregiver affidavit or notarized proof of address on file, a new caregiver affidavit or notarized proof of address must be completed every school year. These forms are available during the registration process.

Additional requirements for Transitional Kindergarten (TK) and Kindergarten:

- Physical dated after March 1, 2022 (Can be uploaded during process)
- Dental exam within last 12 months (Can be uploaded during process)

What do I need to do?

Visit <http://www.pittsburg.k12.ca.us/> and click the **Student Registration** link under "FIND IT FAST" towards the bottom of the page. Click the "Online Registration Procedures (New PUSD Students)" link for a video to help guide you through the process. From the Student Registration Page, click the "Online Student Registration" link and select the link for 2022-23 registration to start the registration process.

What do I need to Register Online?

- A valid address within school district boundaries – **STUDENTS NAME AS IT APPEARS ON THE BIRTH CERTIFICATE**
- Your student's emergency contact information
- Approximate school entry dates from prior school if applicable
- Approximately 40 minutes of your time to go through the process
- An email address
 - If you do not have an email account, you can sign up for a free email account through Comcast, Google, Yahoo, Hotmail, etc. (just to name a few free webmail services).

Should I create an account?

- If you've never completed a form with Aeries On-Line Enrollment and you have a student that is new to Pittsburg Unified, you will need to create an Aeries AIR Account. This allows you to save your work and come back at a later time if necessary. You will need an email address for this process.
- If you already have a PUSD Aeries AIR account (**This is NOT the same as the Aeries Parent Portal account**), you can sign in and complete the form using the same account. Forms for multiple children can be completed in the same account.

After you have Registered Online:

- Print or screen shot and keep your confirmation document.
- If you are unable to upload your documents during the process, please contact the school site.

Your application is NOT complete until you have finished and submitted the on-line registration AND submitted all required documentation through the process. Contact school to confirm receipt of information. Incomplete registration will result in the delay of students being placed in a classroom.