

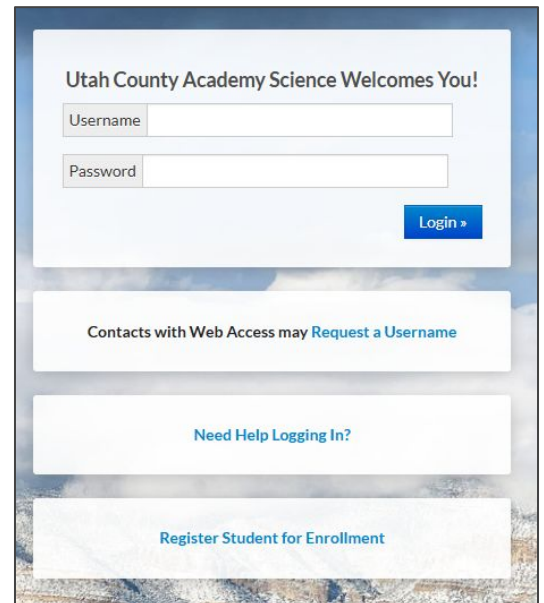
New Student Registration with Aspire Account

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.

From the UCAS Aspire login page, <https://ucas.usoe-dcs.org/Login.aspx?DestinationURL=/Default.aspx>, you will see a link for Online Registration. Each district has its own Aspire login page, so you must use the UCAS page.

Have a New Student? Click “Register Student for Enrollment”

A New student - is a student who has NEVER attended UCAS before.



Start Registration

Welcome! Please choose the appropriate registration path below.



Before You Begin

If it has been a few years since your student(s) has attended Utah County Academy Science or if you have questions, please contact the school before proceeding. They will help you set up your registration correctly and to reactivate your account.



New Student

Student has NEVER attended a school at Utah County Academy Science.

Please, **DO NOT** select this option if your student has **EVER** attended this district to avoid creating duplicate records.

I already have an Aspire account:

Login and Register

OR

I need to create an account:

Create Account & Register



Current or Previous Student

Student is CURRENTLY ATTENDING or has PREVIOUSLY ATTENDED a school at Utah County Academy Science.

I already have an Aspire account:

Login and Register

OR

I do not have an Aspire account:

Request a Username

If your student is returning to UCAS - your student isn't a new student.

If you can't remember your Password or Username - Select - “Need Help Logging In?”

Password Assistance - Provide Username and Email Address, then Submit. You will receive a generic password in the email you provided.

Username Assistance - You will receive your Username in the email you provided.

Password Assistance

Please provide your username and email address. We will send a link that will allow you to reset your password.

Username

Email Address

[« Cancel](#) [Submit »](#)

[Forgot Your Username?](#)

Username Assistance

Please provide your email address. We will send a link that will allow you to recover your username.


Email Address

[« Cancel](#) [Submit »](#)




Once you recover your username and password, login to aspire and continue to register your new student.

Click on +New Student when you see this screen.

Registration [Help](#)

[Dashboard](#) [+ New Student](#) 

Hello, Parent

 0 Students	 0 Ready To Register	 0 Incomplete
---	--	---

Student Summary

My Information

Parent Account Example

1. Select the upcoming school year.
2. Select the school: Utah County Adad. of Sciences.
3. Select the grade you student will attend during the next school year.

The screenshot shows a 'Registration' page with a 'Help' icon. Below the title are two buttons: 'Dashboard' and '+ New Student'. The main content area is titled 'Select School Year' and contains three sections:

- Select School Year:** A green button labeled '2026 - 2027' with a red '1' next to it.
- Select School:** A green button labeled 'Utah County Acad. of Sciences' with a red '2' next to it.
- Select Grade Level:** Four buttons labeled '9', '10', '11', and '12'. The '9' button is highlighted in grey, and a red '3' is next to it.

Read the important information before proceeding with registration.

- ❖ 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.

Fill in the fields with the student's legal first and last names, birthdate, and your relationship to the student.


The screenshot shows a registration form with the following fields:

- Student Legal First Name:** A text input field with the placeholder text 'Example Student Legal First Name'.
- Student Legal Last Name:** A text input field with the placeholder text 'Example Student Legal Last Name(s)'.
- Student Birthdate:** A date input field with the value '01/01/2010' and a calendar icon.
- Your Relationship to student:** A dropdown menu with the selected option 'Father or Mother'.

At the bottom of the form is a blue button that reads: 'Start Registration for 2026 - 2027 at Utah County Acad. of Sciences for grade 9'.

Continue to fill out the remaining demographic information. You may also specify a preferred name by turning on the first toggle. If the student was born outside of the United States, turn on the second toggle and fill out the next boxes with the additional information.



Demographics

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

Legal First Name *	Legal Middle Name	Legal Last Name *
<input type="text" value="Example Student Legal Fi"/>	<input type="text"/>	<input type="text" value="Example Student Legal L"/>



Specify Preferred Names

Preferred First Name	Preferred Middle Name	Preferred Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>

Birthdate *	Sex *
<input type="text" value="01/01/2010"/> 	<input type="text" value="Male"/> 


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.?
<input type="text" value="mm/dd/yyyy"/> 	<input type="text" value="mm/dd/yyyy"/> 


Choose your privacy preference.

Restricted Information

 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 yearbook, 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.

Restrictions *

Fill out the Home Language survey using the drop down menu choices.

Home Language Survey

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.

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.

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.

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

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

What is the primary language used in the home regardless of the language spoken by the student? *

What is the language spoken most often by the student? *

What is the language the student first acquired? *

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

Does your family come from a refugee background?

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.

Fill in your address and phone number.

Address Information

[Auto-Fill Address](#)

Street * Street 2

City * State * Zip Code *

Same as Mailing Address

Communication

Parent/Guardian Phone Number * Phone Type *

Phone Unavailable

Mark any special programs your student is qualified for.

* Special Programs

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

Student seeks enrollment without accompanying parent/guardian

Student is currently living:

- With Other Family Due To Economic Hardship
- 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. If the student is new to the school, please provide the school with a copy of the 504.
- ED 506**
Indian Education Program - An official form is required for each Indian Child as defined by the indian tribe or band. Please contact the school for this form.
- 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.
- YIC**
Youth in Care - Program provides educational services for individuals under 21 who are in custody or receiving services from the Utah Department of Health and Human Services or equivalent Native American tribes.

Next, add any information about your student's health, family's military status, and legal or vital alerts.

♥ 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, student has health concerns
- No, student does not have health concerns

Notes regarding this student's health concerns

🚩 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

🔗 Legal or Vital Alerts

Does this student have any legal alerts (for example: court document, divorce decree, or any legal contract with binding conditions) or vital alerts?

(If yes, please notify the school. If they are legal in nature a form will need to be filled out at the school as soon as possible.)

Yes, student has Legal or Vital Alerts

Add another parent/guardian if applicable.

Parent/Guardians

Please add ALL parents/guardians


Parent Account Example
Father or Mother

Phone Number

Email
jenette.hougaard@ucas-edu.net

Address

[Edit](#) [Remove](#)

 [Add](#)


Add at least one emergency contact, other than parents/guardians.

! Emergency Contacts

Do not add parents/guardians again they are always attempted to be contacted first.

At least one Emergency Contact is required or indicate that you do not have one *

I do not have an emergency contact

 [Add](#)

Select all options that apply in the Race/Ethnicity category.

✓ Race/Ethnicity

Ethnicity
Is this student Hispanic or Latino? *

Yes
 No

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

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

Enter the name and address of your student's previous school.

Previous School Attended

School Name
My Last School

School Address
1234 Street
Provo, UT 80601

You may enter any notes or comments that will be viewed by the registrar.

Notes

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

Click on Save - if you missed any required fields, they will appear next . Enter the necessary information and click save again. Next, you will see a list of documents you need to read and sign.

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.

Attendance Procedure	i
Computer Use Agreement	i
Dress and Grooming Standards	i
Policy on Bullying, Cyber-bullying, Harassment, and Hazing	i
Student Handbook	i
Notification of Rights Under FERPA	i
Policy on Orderly and Safe Schools	i
Data Collection Notice	i
Directory Information	i
Lunch Charging Procedure	i
School Climate Survey	i
SHARP Survey consent	i
Volunteer and Donations	i

Once all the agreements have been signed, you will see this screen and your registration is complete. If you have another student to register, click on the +New Student button.

Registration [Help](#)

[Dashboard](#) **Example Student Legal First Name Example Student Legal Last Name(s)** [+ New Student](#)

Information Student Information **✓** Agreements School Agreements **✓** Complete Next Steps **✓**

✓

Example Student Legal First Name's Registration Complete

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