

Go to our website: [canyongrovedistanceeducation.com](http://canyongrovedistanceeducation.com) and click on “Register Student for Enrollment” at the very bottom:

Canyon Grove Academy Welcomes You!

Username

Password

Login >

Contacts with Web Access may [Request a Username](#)

[Forgot Your Password?](#)

Have a new student? [Register Student for Enrollment](#)

You will choose this option if they are a NEW student and have NEVER attended Canyon Grove Academy:

## Register Your Student(s)

**New Student Registration**

Student has NEVER attended a school at Canyon Grove Academy  
Please, DO NOT select this option if your student has EVER attended this school or another school at this district. Duplicate records will be created.

I already have an Aspire account.  
[Login and register student](#)

I do not have an Aspire account.  
[Register new student\(s\)](#)

**Current Student Registration**

Student is CURRENTLY ATTENDING or has PREVIOUSLY ATTENDED a school at Canyon Grove Academy

I already have an Aspire account.  
[Login and register student](#)

I do not have an Aspire account.  
[Request a Username](#)

Be sure to choose the “**2020-2021**” School Year:

## Register New Student

- ❶ Only children who are 5 before or on September 1 can be enrolled in a Utah school, unless a student's parent is on active duty within a branch of the U.S. armed forces.
- ❷ Before registering a new student for enrollment, use a certified copy or another legal document such as a passport for entering the student's legal name.
- ❸ Student names must be entered on the registration form exactly as they are on the birth certificate.
- ❹ Before a student is accepted for enrollment, the following enrollment verification documents are required to be brought to the school before enrollment will be completed.
  1. Original Birth certificates (or affidavits 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 will need to be brought to the school for verification, such as a utility bill or apartment lease. In cases of divorce decrees or other legal guardianship, this verification of address is the legal guardian who has physical custody appointed by the courts (U.C.A. 53A-2-201). If this is the case, please call the school to find out what other required documents are needed.
- ❺ 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 2019 - 2020   **School Year 2020 - 2021**

And then choose "Canyon Grove Academy":

for school year 2020 - 2021

### Select School

Canyon Grove Academy

Reset

Then it will ask you which grade your student will be registering for:

for school year 2020 - 2021

at Canyon Grove Academy

### Select Grade

K - Kindergarten

1 - First

2 - Second

3 - Third

4 - Fourth

5 - Fifth

6 - Sixth

Reset

And then click on "Continue":

Reset

Continue

Then you will enter in all the required information as you register. The first portion is YOUR information as their parent/guardian (NOTE: do not put dashes in the phone number – only the numbers):

**You must be the parent or guardian of the student you are registering.**

Enter your information below.

First Name	<input type="text" value="Jane"/>
Last Name	<input type="text" value="Doe"/>
Relationship to Student	<input type="text" value="Mother"/>
<hr/>	
Email Address	<input type="text" value="janedoe@gmail.com"/>
Main Phone Number	<input type="text" value="0001234567"/>

Then put in your address, mailing address (IF DIFFERENT than your address) and any additional phone numbers. At the bottom when it is filled in, click on “Save and Continue”:



Then it will take you to put in your STUDENTS information:

**Student Information**

**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="Sara"/>	<input type="text" value="Student"/>	<input type="text" value="Name"/>

Specify Preferred Names

Birthdate	Gender
<input type="text" value="01/01/2014"/>	<input type="text" value="Female"/>

Age: 6

Birthplace

Student was born outside the U.S.

Next is Restricted Information – please read through & choose an option:

**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 year book, 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.

« Choose »

Next is Home Language Survey – please read through & enter in the requested information:

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

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

x English

Which language did your child first understand or speak? English

Which language does your child most frequently speak at home? English

Which language do adults in your home most frequently use when speaking with your child? English

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

**i** 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.

Next enter the address of where your student lives:

### Address Information

**Home**  **Mailing** (if different from Home)

Street  
1234 School Drive

Street 2

City: Pleasant Grove      State: UT: Utah      Zip Code: 84062

Next is adding in a communication type & number (NOTE: we need current information as we communicate a lot through text & email):

### Communication


Parent/Guardian Phone Number Type: (000) 123-4567      Cellular       Phone Unavailable

Next is Special Programs – fill out if applicable:

## Special Programs

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

Next is Health – fill out if applicable:


 **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  
 No

Notes regarding this student's health concerns

Next is Military Child – fill out if applicable:

 **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


Next is Legal or Vital Alerts – fill out if applicable:



 **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

Next is Contacts. We NEED at least ONE contact (whoever is filling out the application is automatically put in there). You can add more if applicable.

 **Contacts** 1 Contact


**Jane Doe**  

**Mother**  

Phone Number: (801) 768-1445

Email Address: janedoe@gmail.com

123 School Circle Pleasant Grove, UT 84062

 **Add New Contact**

Next is Emergency Contacts. We **NEED AT LEAST ONE EMERGENCY CONTACT!** This is someone other than yourself – someone who can come & pick up your student if you are unable.

**Emergency Contacts** 0 Emergency Contacts

[Add Emergency Contact](#)

★ Starred emergency contacts will be called before those not starred.

**Add Emergency Contact** [X]

Name *required*  
John Doe

Primary Phone *required* (000) 123-4578      Alternate Phone

★ Starred emergency contacts will be called before those not starred.

Cancel    **OK >**

Next is Race/Ethnicity – fill out what applies to your student:

**Race/Ethnicity** Hispanic or Latino: No

**Ethnicity**  
Is the student Hispanic or Latino?  Yes  No

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

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


Next is Previous School Attended – please fill out so we can request your students records from their previous school:

**Previous School Attended**

School Name  
Previous School Name Here

School Address  
123 School Circle

And lastly – is NOTES. You can enter any additional information that you see is necessary here.

 Notes

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

When you are done – click on “Save” at the bottom:

Save »

The next step is a series of documents from Canyon Grove Academy that you will need to read through and electronically sign. Most are on the first document – this document is mandatory to sign which include: Letter of Commitment, Annual Acceptance Policy, Library Rules, and Field Trip Rules. At the end of that – you will type in your name as your “electronic signature”.

**I have read and agreed to the terms and conditions.**

Parent/Guardian Signature

**Jane Doe**

Type your name exactly as shown above

Then click on “Save Signature and Continue”:

Save Signature and Continue

The last document is an optional one to sign – Declaration of Household Income. If it applies, you do your electronic signature again. If it does not apply – click on “Decline and continue”.

[Decline and continue](#)

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I have read and agreed to the terms and conditions.

Parent/Guardian Signature
<b>Jane Doe</b>
Type your name exactly as shown above

When you have finished your registration – you will see something similar to this:

## Register Sara Name for grade 1 at Canyon Grove Academy

#1 - Your Information as a Parent/Guardian **Complete**

#2 - Enrollment Information **Complete**

#3 - Registration Documents 2020-2021 **Complete**

#4 - Declaration of Household Income 2020-2021 **Declined**

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

If you have any other students to register, do so now.

[Register a new student](#)

You can now create an Aspire login.

By creating a login, you will be able to access your student's grades, attendance, schedule, and other information.

[Create Aspire Login](#)

Skip login creation process.

If you do not want to create a login, please click the button below.

[End Session and Exit](#)

This is where you can register a new student if applicable, create an Aspire login or end the session.

If you have any questions or problems, you can call us at 801-785-9300 or email the Registrar at registrar@canyongrove.com