

Kentfield School District Student Registration

[中国人](#) | [Filipino](#) | [Français](#) | [Português](#) | [русский](#) | [Español](#)

[Bacich Elementary School](#)
(TK/Kindergarten - 4th Grade)

[Kent Middle School](#)
(5th Grade - 8th Grade)

*[Please confirm that your child should attend Kentfield Schools](#)
before beginning the registration process*

1: Log in to the Aeries Online Enrollment Portal

Visit the [Aeries Online Enrollment Portal](#) and click "Enroll a New Student" if starting a new registration from scratch. If continuing a registration you already started, click **Login** in the lower-left.

You will always begin registration for each student this way, even if:

- You already have other children attending school in the district.
- You are enrolling multiple children.
- You already have an Aeries Parent Portal account (which is NOT the enrollment portal)

During the online enrollment process, you will be asked to either **login as an existing user** or **create a new account**.

- If you do not already have an enrollment portal account, create a new account
 - You must have a valid email address. If you do not have one, [Google](#) and other vendors provide free accounts.
 - This account is ONLY for the Aeries ENROLLMENT Portal, and is completely different from the Aeries Parent Portal account you will receive after registration.
- If you create a new account, check your email for a verification code to continue.
- If you begin the process and need to finish later, you will login as an existing user at that time.

*****TIP:** If you have problems accessing the Online Enrollment System on a mobile device, you may need to use a desktop/laptop computer. If you do not have access to a computer with internet, please contact the appropriate school office to make an appointment to use a chromebook.*

2: Ensure that you have all required documentation in digital form

All documents must be uploaded during the registration process. Either scan your documents (Adobe Scan [Android](#) | [iOS](#) is one of many free scanning apps), or take a CLEAR picture.

- (1) Student's birth certificate, passport, or other proof of birthdate.
- (2) Student's current immunization record, provided by a physician.
- (3) [Verification of Residency Form](#) ([Spanish](#)) and two supporting documents:
 - (a) ONE document from Section 1 (see below for details)
 - (b) ONE document from Section 2 (see below for details)
- (4) Kindergarten Documents (if applicable)

Immunization Information

The [California School Immunization Law](#) requires that all children receive a series of immunizations before entering school. The law requires schools to enforce [immunization requirements](#) and to maintain immunization records of all children enrolled. Please note that students entering 7th or 8th grade must have documentation of a Tdap (whooping cough) immunization.

Marin County Health and Human Services:

[Immunization Program](#) | [Immunization Clinics](#) | [Information in Spanish](#)

If you have further questions about immunizations, please contact School Nurse Laurel Yrun, R.N. at 415-925-2220 for Bacich, 415-458-5970 for Kent, or by email at nurse@kentfieldschools.org.

Documentation of Your Residency Within the District Boundaries

Kentfield School District policy (BP 5111.1(b)) requires all students to demonstrate proof of residence within the Kentfield School District. California Government Code (sections 243 and 244) defines residency as the location where a person lives/sleeps/domiciles. There can be only one primary residence. If you have any questions regarding residency requirements, please contact the District Office at 415-458-5130.

A [Verification of Residency Form](#) ([Spanish](#)) and supporting documents must be filed for any student who is (a) new to the District, (b) a former District student returning after a leave, or (c) matriculating from 4th grade to 5th grade. Supporting documents include:

- **Section 1 (provide ONE of the following):**
 - Current property tax statement
 - Current mortgage statement
 - Recorded grant deed
 - An executed copy of the lease or rental agreement. If lease is not current, then the landlord must complete the Verification of Tenancy on page 2 of the Verification of Residency Form.
- **Section 2 (provide ONE of the following):**
 - Valid California Driver's License or California State ID
 - PG&E or Marin Municipal Water bill dated no more than 6 weeks prior to enrollment
 - Voter registration information
 - Paystub with name and address clearly indicated
 - Correspondence from a government agency

Additional Documents

If you have an incoming TK/Kindergarten student, there are [additional documents](#) for you to

- complete and submit: [Transition to TK/Kindergarten - Parent Info](#) | [Spanish](#)
- complete and submit: [Health History](#) | [Spanish](#) (ALL grades)
- read: [Oral Health Brochure](#) | [Spanish](#)
- have a health examiner complete then submit: [Oral Health Assessment/Waiver](#) | [Spanish](#)
- have a health examiner complete then submit: [School Entry Health Exam](#)

- have your child's preschool teacher complete and submit (if applicable): [Transition Information Preschool](#) | [Spanish](#)

***You must provide all required documents, including proof of required immunizations, in order to enroll your student.** Hard copies may be requested by school offices after review.

3: Complete the online registration process and upload all documents

If you have trouble uploading documents or need language assistance, please contact Community/Student Service Liaisons Karina Hernandez (khernandez@kentfieldschools.org; 415-295-5277).

4. Review the completed registration form carefully to ensure that all requested information is accurate, then *click to Finish and Submit*

If you did not receive email notification of submission, check that you've clicked Submit.

**** Incoming KENT Students Only: Schedule an Appointment**

After you finish and submit your online enrollment form, please email registrar Jeanne Sellers (kentregistration@kentfieldschools.org) to schedule an appointment to complete the final steps, which may include a Math placement test.

Welcome to Kentfield Schools!

Once your child's registration has been processed by the school registrar, you will receive login information for the [Aeries Parent Portal](#), where you will be able to access your student's school-related information and complete the annually required data confirmation.

- If you are registering your student for the current school year, you must complete data confirmation as soon as possible.
- If you are registering your student before the school year starts, you will receive email notification when data confirmation becomes available, typically in August.

If you have any questions, please contact:

Bacich Elementary School (entering Grades TK through 4)

Lynn Bartha | 415-925-2220 | bacichregistration@kentfieldschools.org

Kent Middle School (entering Grades 5 through 8)

*Registration may include student placement testing for Math

Jeanne Sellers | 415-458-5970 | kentregistration@kentfieldschools.org

District Office (only in July, when registrars take summer break)

Beth Fogel | 415-458-5130 | admin@kentfieldschools.org