Online Registration – New Enrollment
## *ParentVUE Guides*
Higley Unified School District #60

Overview

When a parent enrolls a student, the process will be completed using the district's online enrollment system. This document provides instructions on how to access online enrollment system and complete the process.

New Online Enrollment

1. Log in to your ParentVUE account on a web browser.
   https://parentvue.husd.org/
   If you need assistance accessing your ParentVUE account, please contact your student's school.

2. Select the school year you are wishing to enroll your student by clicking on "Get Started →"

3. The next few screens will guide you through several modules, each module will have several screens. You will be asked to enter information about yourself and your student. As you update information, click **Save And Continue** at the bottom of each screen.

4. **Introduction** module:
   a. Welcome screen: read and confirm information and check conformation box and click **Continue**.
   b. If your current student's you will see them listed on the **Student Summary** screen.
   c. On the **Signature** screen the **Electronic Signature** needs to match the name <u>exactly</u> as shown in the top right of your screen.
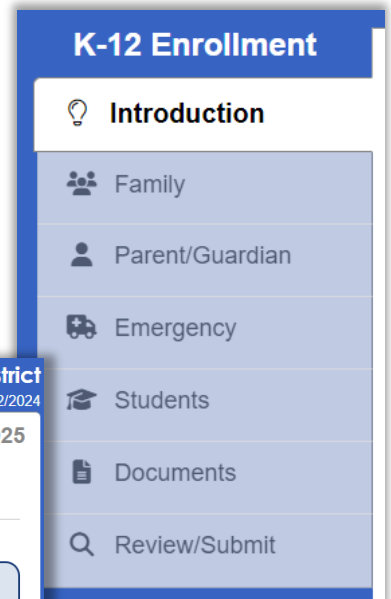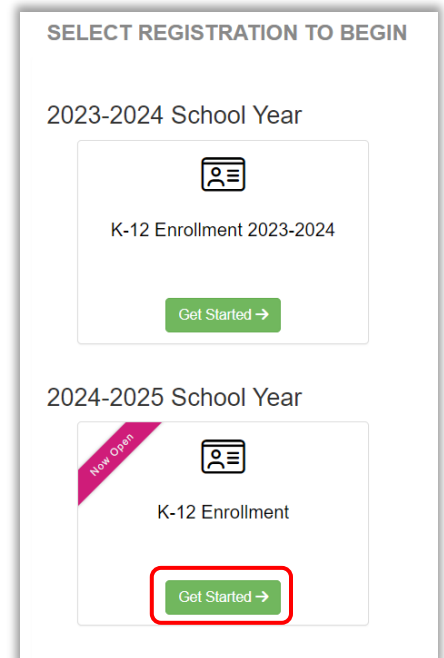
5. **Family** module: ***Please note:*** *if you already have a student enrolled, you will just be confirming information in this module. Please update any information that has changed.*
   a. Add your address on the **Home Address** screen or click the box if your address has changed and update it here.
   b. Confirm your mailing address on the **Mailing Address** screen.

6. **Parent/Guardian** module:
   Please note: *if you already have a student enrolled, you can update your information by clicking on the **Edit** button to the left of your name. If the student's other Parent/Guardian has a ParentVUE account, they will need to log in to update their own information.*
   a. Enter your information on the **Demographics** screen.
   b. Enter your phone numbers and email address on the **Contact Information** screen.
   c. Enter work information on the **Work Address** is applicable (this is optional). If you are a district employee, please make sure to check the box and enter your site.
   d. Enter military information on the **Military Status** is applicable (this is optional)
   e. When you are complete with the Parent/Guardian module you will see a green **Ready to Submit** icon in the Status column.

7. **Emergency** module:
   Please note: *if you already have a student enrolled, you can update your current emergency contact information by clicking on the **Edit** button to the left their name, delete emergency contacts by clicking the **Delete** button to the left their name or add new contacts by following the steps below.*
   a. Add emergency contacts by clicking on the **+Add Emergency Contact** button
      • Enter emergency contact information on the **Demographics** screen
      • Continue to add information on the **Contact Information** screen.
      • Once you have added all your contacts you will see the green **Ready to Submit** icon and you can proceed.
      • **ALL** students must have AT LEAST ONE emergency contact.

8. **Students** module:
   Please note: *If you have current students, you will be given the option to include them in this enrollment and edit their information, by clicking on the appropriate button to the left of their name. If you have students that you would like to exclude from this enrollment you can click on the **Exclude** button.   See the ParentVUE guide for Online Registration – Re-Enrollment for instructions on how to complete this process.*
   a. Click the **+Add New Student** button to add student information.
      • Add all required student information on the **Demographics** screen for your student.
      • Add all required student information on the **Additional Information** screen for your student.
      • On the **Attendance Contact Information** screen add phone numbers for your student. These are the numbers that will be called for attendance calls, informational calls, etc.
         o If you would like more than one number called you can add additional numbers by clicking **+Add New**.
         o Make sure you check the **Primary** box for numbers you are giving us permission to call.
      • Indicate your student's ethnicity and race on the **Ethnicity** screen. If you select Native American/Alaskan Native in the Race section, you will be asked to complete more information in regards to your tribal Community.
      • Indicate all parental relationships by using the drop downs next to each parent/guardian name on the **Parent/Guardian Relationships** screen. Indicate if they were any custody arrangements that the school needs to know about. *Situations the school we need to know about include any restrictions on educational rights or contact for your student.*
      • Indicate all emergency contact relationships by using the drop downs next to each emergency contacts name on the **Emergency Contacts Relationships** screen.

- Edit the order of your emergency order contacts on the **Emergency Contact Order** screen by dragging and dropping the green number icon in the order you would like these individuals contacted.
- Select the language that corresponds to each question using the drop downs on the **Language Survey** screen. And complete the electronic signature in the designated box.
- Complete all required questions on the next two **Support Programs** screen. Depending on your answers to these questions you may be asked to provide additional information and/or documents. Please note: Special services include Gifted Services, Special education services, Speech Therapy and 504 plans.
- Review and acknowledge the district's Health Policies policy by selecting "I acknowledge the HUSD Immunization Policy from the drop down on the **Health Information** screen.
- Indicate if your student has medications by toggling the yes/no button on the **Medications** screen. If you indicated your student has medications, you can add them by clicking **+Add New Home Medication** boxe.
- Indicate if your student has health conditions by toggling the yes/no button on the **Health Conditions** screen. If you indicated your student has medications, you can add them by clicking **+Add New Condition** box.
- Information on the **Immunization Status** screen cannot be edited and will be entered when your schools Health Aid receives your immunization records.
- Indicate what information you would like released and any social media opt outs you would like for your student on the **Information Release** screen.
- Enter all schools your student previously attended on the **Previous Schools Attended** screen. If your student has not attended any schools you can leave this blank. If you do not know all the information for the school just the school name is acceptable.
- Indicate the following information on the **School Selection** screen.
  - Check the box if you are applying for a new open enrollment. You can check your address on our School Boundaries map at the bottom of this screen. It will automatically populate with the students address provided in your online enrollment. You can switch between elementary, middle school and high school boundaries on the upper left hand corner of the map.
  - Indicate your student's start date. For the 2024-2025 school year this will be **07/22/2024**.
  - Select your school in the **School Selection** and **Pathway** drop down under the map.
- Once this module is complete, you should see all your student you would like to enroll in the **Students to Enroll in 2024-2025** section at the top of the **Student List** screen. If all the information is complete there will be a **Ready to Submit** icon in the **Status** column. If you are missing information, you will see a yellow **In Progress** icon. If you click on the In **Progress icon** it will take you to where you are missing information.

9. Documents module:
   a. You will be asked for the following documents.
      - **Primary address verification**: we often call this Proof of Residency. Acceptable forms:
        - Valid Arizona driver's license, Arizona identification card
        - Valid Arizona motor vehicle registration
        - Valid Arizona Address Confidentiality Program authorization card

- o Property deed/Mortgage documents
- o Property tax bill
- o Rental agreement or lease (including Section 8 agreement or off-base military housing)
- o Utility bill (water, electric, gas, cable, phone)
- o Bank or credit card statement
- o W-2 wage statement
- o Payroll stub
- o Certificate of tribal enrollment (506 Form) or other identification issued by a recognized Indian tribe located in Arizona
- o Other documentation from a state, tribal, or federal agency (Social Security Administration, Veterans' Administration, Arizona Department of Economic Security, etc.)
- o Temporary on-base billeting facility (for military families)

- **Birth verification** – Select acceptable document in the drop down.
- **Current Immunization Records**: See Arizona Department of Health Services website for required immunizations for Grades K-12.
- **Unofficial Grades/Transcripts:** For Middle School and High Schools only.
- **Withdrawal form**: If your student previously attended a school in AZ you will need to provide a properly executed Official Pupil Withdrawal form.

b. Documents can be uploaded by clicking on the blue **Upload** button.

c. If you do not want to or cannot upload them, check the "I will submit this document to the school via email". You can then email these documents or you can deliver these documents to the front office of your school.

d. Note that your student cannot be enrolled until you have submitted these documents.

10. **Review/Submit** module:
    a. Click on the green Review button and scroll through your enrollment to make sure all information is correct.
    b. Click on the "I have reviewed all registration data and verified that it is correct" box on the bottom.
    c. Click **Submit**.

11. A confirmation box will pop up, click **OK** to submit and complete your enrollment.

12. You can check the Status of your enrollment after submission by clicking on the Status button on the top right of your ParentVUE screen.

Notes on New Online Enrollments

- A yellow circle with a white exclamation point will appear for information not complete.
- A green circle with a white check mark will appear if you have completed a module.
- If you see a yellow **In Progress** Icon, you have not completed the module. If you click on the **In Progress** icon it will take you to where you are missing information.
- Note at anytime that you need to start your enrollment over you can click the "Delete K-12 Enroll 24/25" tab at the bottom of the module menu to the left.

🗑 Delete K-12 Enroll 24/25