

# Online Registration - Re-Enrollment

## ParentVUE Guides

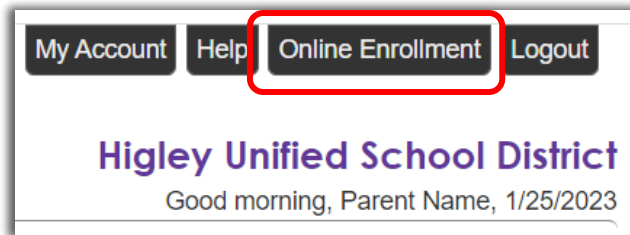
### Higley Unified School District #60

## Overview

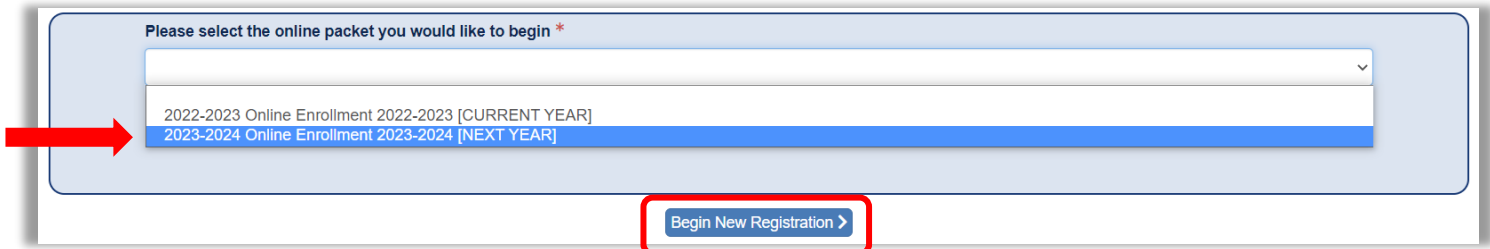
The Higley Unified School District is required yearly to verify re-enrollment and current address of students pursuant to A.R.S. 15-802(B)). The process will be completed using the district's online enrollment system. This document provides instructions on how to access online enrollment and complete the process.

## Online Re-Enrollment

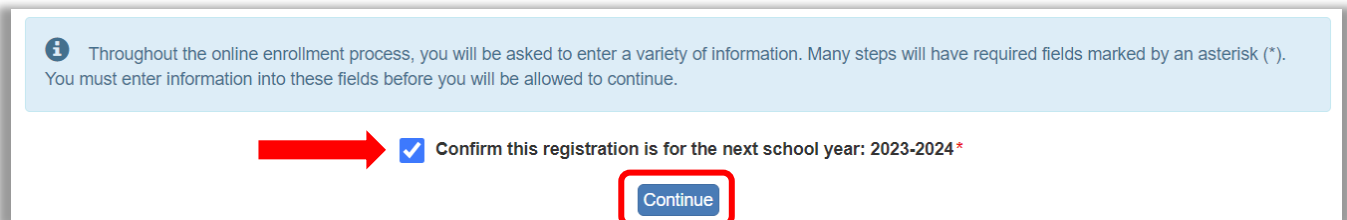
1. Log in to your ParentVUE account on a web browser. <https://parentvue.husd.org/>  
If you need assistance accessing your ParentVUE account, please contact your student's school.
2. Once logged in, click the **Online Enrollment** link in the upper right of the page.



3. When prompted to select the **Registration School Year**, please select **the next school year** and click **Begin New Registration**. An enrollment cannot be moved between registration years, so it is important to select the correct one.



4. On the **Welcome** screen, you will be asked to confirm you are registering for **the next school year**, check the box and click **Continue**.



5. You will be guided step-by-step through the online enrollment process. After reviewing each page and making any necessary changes you will click **Save and Continue** at the bottom.




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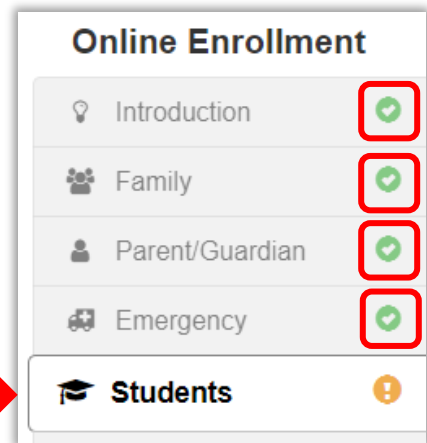
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- On the **Signature** page of the **Introduction** tab ensure that you are typing your name exactly as it appears in the upper right heading.

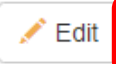
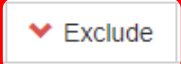
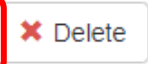



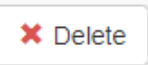

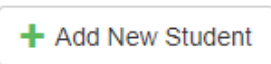


- Review each tab and make any changes that are necessary. Some data cannot be changed through Online Enrollment (i.e. Parent Name, Student Name, etc.). For these items, please contact your student's school.

As each tab is completed a green checkmark will appear next to it on the right-hand side of the menu. If a tab has been started but has incomplete items, it will show with a yellow exclamation point.



- On the **Student** tab, if you would like to exclude any of your students from this re-enrollment application click on **Exclude**. Preschool does not use Online Enrollment, so students in preschool for the new school year should be excluded as well.

	First Name	Last Name	Gender	Grade	Status
 Edit  Exclude  Delete	FirstA	Last	Female	09	 In Progress
 Edit  Exclude  Delete	FirstB	Last	Female	05	 In Progress
 Add New Student					



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- For students that you would like to include in this re-enrollment, click the **Edit** button next to each student's name. (This will include any students that will not be returning).

Students to enroll in **2023-2024**

If the list contains the name of a student who has been previously registered or you do not wish to register online at this time, click the **EXCLUDE** button next to the student's name.

	First Name	Last Name	Grade	Not Returning to District	Status
<div style="display: flex; gap: 5px;"> <div style="border: 2px solid red; padding: 2px;">✎ Edit</div> <div>✖ Exclude</div> <div>✖ Delete</div> </div>	First	Last	09	<input type="checkbox"/>	⚠ In Progress

[+ Add New Student](#)

- Returning Students:** If your student is returning, do nothing on the **Enrollment Survey Screen** and click **Save And Continue**. Through the next screens, review their information and make changes if necessary. Changes include Address, Emergency Contacts, School, etc. Clicking on the **In-Progress** button will take you to the first required data point that is not complete for the student.
- Non-Returning Students:** If your student is **NOT** returning for the next school year, indicate this on the **Enrollment Survey Screen**. Check the box next to "This student is not returning to the district" and supply the requested information below. Click **Save And Continue**.

**ENROLLMENT SURVEY** 2023-2024

3%

Returning to the District: **Student's Name**

**Instructions**

Please indicate whether the student will be returning to the district.  
If your student will not be returning please provide where they will be attending in the Description field.

**This student is not returning to the district**

**Reason for Leaving\***  Missing a required value: Reason for Leaving

**Description\***  Missing a required value: Description

Save And Continue

- Once all students included in the re-enrollment have the status of "Ready to Submit", click **Save and Continue**.
- The **Documents** tab will require certain documents based on any changes that were indicated. If an address change was made, a new Proof of Residency is required to be submitted. If the student is missing immunizations or they have received new immunizations since they were last provided to the school, those should be uploaded. Otherwise, immunizations are not required. Click **Save and Continue**.



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12. On the **Review/Submit** tab the application **must** be reviewed. Click **Review** to open the full review screen.

**REVIEW/SUBMIT**
**2023-2024**

Review

Review allows you to confirm all data entered during the registration process to ensure accuracy. When complete, press Submit below:

Status	Student	Grade Level	School Selection	Comments
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block; background-color: #c6e0b4;">  Ready To Submit           </div>	FirstA Last	09	1. Higley High School	
<div style="border: 1px solid #ccc; padding: 2px; display: inline-block; background-color: #c6e0b4;">  Ready To Submit           </div>	FirstB Last	05	1. San Tan Elementary	

← Previous

Review

13. All changes are highlighted in yellow. Once all changes have been verified as corrected click the checkbox that it has been reviewed and then click **Submit**.

**I have reviewed all registration data and verified that it is correct**

← Previous

Submit

14. Click **OK** on the pop-up to finalize your submission. Once the re-enrollment has been processed by your students' schools you will receive an email.

**Confirm**

Pressing OK will submit the student registration information for the 2023-2024 school year. From this point on you will not be able to make any further changes to the registration information in this portal; however, you may return to Online Enrollment to check the status of your submission.

OK

Cancel

