

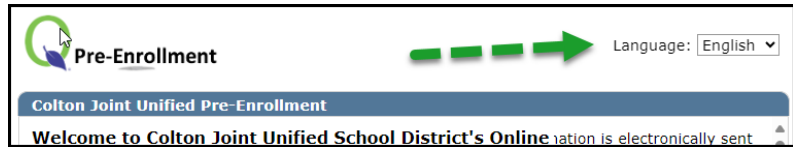


Colton Joint Unified School District Guide to the Online Pre-Enrollment



Select a Language

Parents/guardians have the option to select their preferred language in the upper-right corner of the screen

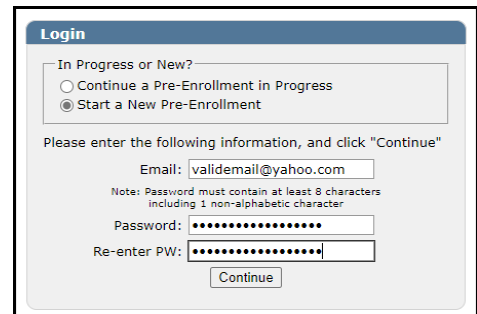


Starting a New Pre-Enrollment

- Select **Start a New Pre-Enrollment** to begin. Enter a valid email address and create a password.

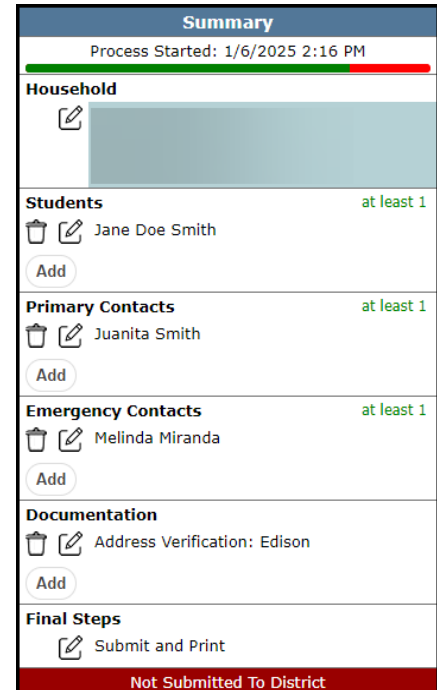


Don't have an email address? Sign up for a free email account at : www.gmail.com



Filling out the Pre-Enrollment

- First, complete the **Household** section
- After completing the **Household** section you will then be able to add your **Student(s)**, the **Primary Contact(s)**, and **Emergency Contact(s)**, **upload required Documentation** and **finalize** the information in the **Final Steps** section.



Submit the Pre-Enrollment

This step **MUST** be completed to successfully submit the Pre-Enrollment

- When all sections of the Pre-Enrollment have been completed, click Submit and Print
- Click **Submit Completed Pre-Enrollment** to submit the information to the District.

- To verify that the Pre-Enrollment was successfully submitted; a **date and time stamp** will appear at the bottom of the **Summary** section.
- The completed Pre-Enrollment can be printed by clicking on **Print Pre-Enrollment Form**.