



PHS Enrollment

CHECK LIST



ALL PARENTS WILL CHECK IN AT THE CAFETERIA

****If you have already completed the online enrollment process and you are only here to submit documents please go to the Document Submission table.**

Please be sure you have the following:

- Student Birth Verification
- Utility bill or other proof of address
- Immunization Card
- IEP or 504 plan (if applicable)

If you didn't bring photocopies of these documents, we will assist you with making copies. You can also email scanned documents directly to phs.ole@oxnardunion.org; please include your student's full name and date of birth in the email, along with your contact information.

Station #1 (Cafeteria): Address Verification + ParentVUE

District employee will assist you in creating a ParentVUE account if you do not already have one and your address will be verified (please note: if your address is not within PHS boundaries you will submit documents to your home school-- you can either take them there or we can help you scan and email them during OLE).

Station #2 (ASB Room or Career Center): Enrollment

- Spanish speaking assistance will be in ASB room
- English speaking assistance will be held in Career Center

After enrollment assistance parents will report to the Records office for enrollment confirmation.

Station #3 (Records Office): Records

Records will confirm receipt of documents and you will receive your originals back; the process is complete and you may leave.

