



Maricopa Unified School District #20

ANNUAL ENROLLMENT UPDATE

Maricopa Unified School District parents are to complete an online “Annual Update” to verify household and emergency contact information, student health information and complete the required annual release acknowledgment and permission requirements.

If you have an existing, active ParentVUE account, please follow the directions below to complete your Annual Enrollment Updates:

1. Go to www.musd20.org/enrollment
2. Click on **Annual Student Update**



3. Click the link below:

Complete the **Online Annual Update using your ParentVUE Account in Synergy.**

4. Login to **ParentVUE**. To reset your password, click the **Forgot Password** link. If your account has been disabled, contact student’s school site.

Login

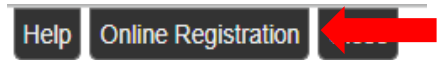
Maricopa Unified School District #20

User Name:

Password:

[Forgot Password](#)


5. Click **Online Registration**




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moon,

6. Please choose the online registration school year below for the school year you would like your student enrolled

Current School Year


Online Registration

Next School Year


Online Registration

7. Review the **Welcome** screen and select “Continue”.

INTRODUCTION


Welcome

Information

Welcome to Maricopa Unified School District Online Enrollment. Please accurately complete the information requested on the following screens. To expedite the enrollment process, please upload all required documents. Once your enrollment has been submitted, school personnel will review and you will be notified by email as to the status of enrollment. If your enrollment is approved, additional documents will have to be provided to the accepting school's office prior to your student's first day of school. Throughout the online enrollment process, you will be presented with a variety of information to enter. Many steps will have required fields marked by an asterisk (*). You must enter information into these fields before you will be allowed to continue.

Bienvenido a la inscripción en línea de Maricopa Unified School District. Por favor complete con precisión la información solicitada en las siguientes pantallas. Una vez que se haya enviado su inscripción, el personal escolar revisará y usted será notificado por correo electrónico sobre el estado de la inscripción. Si su inscripción es aprobada, documentos adicionales tendrán que ser entregado a la oficina de la escuela antes del primer día de clases de su estudiante. A través del proceso de inscripción en línea, se le presentará una variedad de información para ingresar. Muchos pasos tendrán los campos requeridos marcados con un asterisco (*). Debe llenar la información en estos campos antes de que pueda continuar.

If you would like to apply at a school that is located outside of your attendance boundary, please click [here](#) for Open Enrollment information.

 Throughout the Online Registration process, you will be presented with a variety of information to enter. Many Steps will have required fields marked by an asterisk (*). You must enter information into these fields before you will be allowed to continue.

Continue



8. Provide your Electronic Signature to verify that you are the account holder and are authorized to make changes and/or updates. Your signature must match the name on your ParentVUE account.

Signature

Please enter your first and last name below:

By typing your name below and pressing the button at the base of the page you attest that you are the account holder, are authorized to provide the information and agree that the information provided is accurate to the best of your knowledge.

Electronic
Signature *









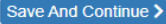
Save And Continue >

9. Review the information we currently have in our system. Make any necessary changes or updates by clicking “Verify/Edit” for each category.

PARENT/GUARDIAN

Add or update Parent/Guardian details.

Please list all parents on the birth certificate.

	First Name	Last Name	Gender	Status
	 Verify/Edit	Mickey Mouse	Male	 Complete
	 Verify/Edit  Delete	Minnie Mouse	Female	 In Progress
 Add New Parent/Guardian				
		 Previous		

**Please note: All Parents listed on the Birth Certificate MUST be added. Any biological parent that wishes to allow a Step-Parent or Significant Other to have access to their child’s educational information may be required to provide a notarized letter to the Registrar along with a copy of their Photo ID.*

10. After Parent/Guardian and Emergency Contact information has been completed, you will verify which students you need to enroll. You can also add any new students.

Students to enroll

	First Name	Middle Name	Last Name	Gender	Grade	Status
 Verify/Edit				Male	11	 In Progress
 Exclude						
 Add New Student						

- Review the **Health Information** carefully and update any information regarding medications, health conditions, allergies, etc.
- Review the Student Handbook for your student’s grade level by clicking on the links provided.

HANDBOOK VERIFICATION

MUSD school handbooks are available on the district and school websites.

- [Secondary School Handbook](#)
- [Elementary School Handbook](#)
- [Preschool Handbook](#)

- Complete the verifications for the **Code of Conduct**, **Library Permission** and **Student Surveys**.

CODE OF CONDUCT

All rules/expectations apply to any K-12th grade student enrolled in any MUSD school. Violations of the Code of Conduct could jeopardize participation in field trips and end of the year activities.

I have read through the MUSD Code of Conduct and understand disciplinary action will follow infractions.

LIBRARY PERMISSION

I have reviewed the MUSD Library Permissions and Expectations as outlined in the Student Handbook.

I understand that I will be required to pay for the replacement cost of the book(s) that are not returned or are returned damaged

Library Acknowledgement *

STUDENT SURVEYS

My child can participate in Maricopa Unified School District surveys. Surveys will allow the district to collect information on academics and school programming.

Use of Technology – Both boxes must be selected for your child to have access to the internet, online curriculum and testing platforms.

When completing the **Information Release**, make sure the boxes for **Liability of Damage** AND the **Electronic Information System User Agreement (AUP)** are checked.

Technology Policy Agreement

My student and I agree to read and abide by the School District Technology policy and regulations on appropriate use of the electronic information system, as provided in the School Handbook. I understand that any violations of the terms and conditions may result in disciplinary action and the revocation of use of the electronic information services.

PERMISSION FOR STUDENT USE OF TECHNOLOGY

Maricopa Unified School District uses mobile technology (laptops, Chromebooks, iPads) in the classroom. It is imperative that students and parents understand the importance of treating these devices, along with all of our technology, with the best care possible. The following policies will be implemented.

1. All students are responsible for their learning at all times while using their device.
2. No horseplay will be tolerated.
3. Any student behaving inappropriately on their device will automatically have to put it away and complete an alternate assignment.
4. Just as with all school property, you will assume responsibility for any damage and may be charged for repair or replacement.

BOTH QUESTIONS MUST BE ANSWERED IN ORDER FOR STUDENTS TO HAVE ACCESS TO THE INTERNET.

I agree to assume responsibility for technology damaged by my student and may be charged for repair or replacement.




AND

I will review the Electronic Information System User Agreement that is in the handbook with my student.



Permission to Use the Internet

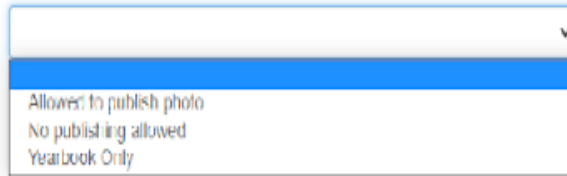
Student is authorized, by parent, to use the Internet 

You will also need to give your student permission to participate in Virtual Learning by checking the box on the **Virtual Learning Consent** page.

I grant permission for my child to participate in live virtual learning. I understand that live virtual learning is not pre-recorded and that anything stated or exposed during the virtual learning session cannot be edited before the student witnesses the content. *

For the **Media Release** options, you can only choose one

Permission to publish student information




A dropdown menu with three options: "Allowed to publish photo", "No publishing allowed", and "Yearbook Only". The "Allowed to publish photo" option is currently selected and highlighted in blue.

Make a *School Selection* from the dropdown menu. If you are not sure what school your child should attend, click on the link provided to verify your boundary.

To find your child's school and determine transportation eligibility, please follow the directions listed below.

Begin at the Versatrans e-link homepage [Click here for e-link homepage](#)

**Please note that your school options will be based on your child's grade level*

1.  **School Selection ***



An empty dropdown menu with a small downward arrow icon on the right side.

To expedite the enrollment process, we recommend that you upload all required documents. If you choose to hand-deliver the documents, check the box. All required documents must be provided to the school a minimum of two (2) days prior to the first day of attendance.

I will deliver a hard copy to the school instead of uploading it.

Prior to clicking Submit, review the data you have entered then check the box to verify that it is correct and click **Submit**.

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

[< Previous](#) [Submit](#)

HELPFUL TIPS

- ❖ Proof of Residency is required for any student moving from one school in the district to another or if you have moved since you last completed an Annual Enrollment Verification. This includes students moving from Elementary to Middle School and Middle School to High School.
- ❖ Please notify the school of any changes or updates in Legal or Custody issues and provide the school with the most current legal documents.
- ❖ If you need additional support, please reach out to the Front Office Staff at your child's school site.