

Online Registration – K-12 Re-Enrollment

ParentVUE Guides

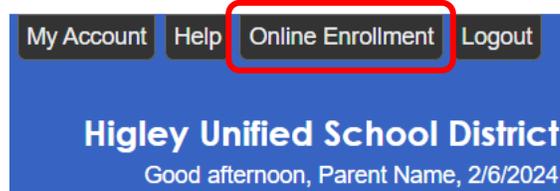
Higley Unified School District #60

Overview

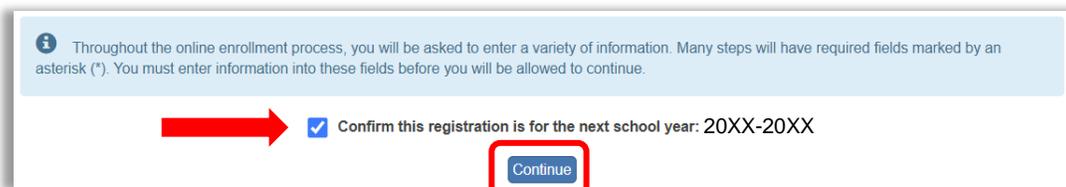
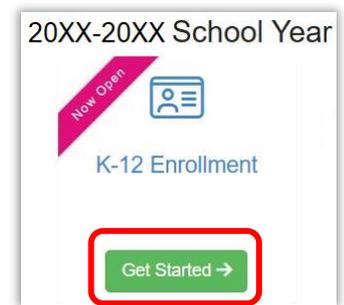
The Higley Unified School District is required yearly to verify re-enrollment and current address of students pursuant to A.R.S. 15-802(B)). The process will be completed using the district's online enrollment system. This document provides instructions on how to access online enrollment and complete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

Online Re-Enrollment through ParentVUE

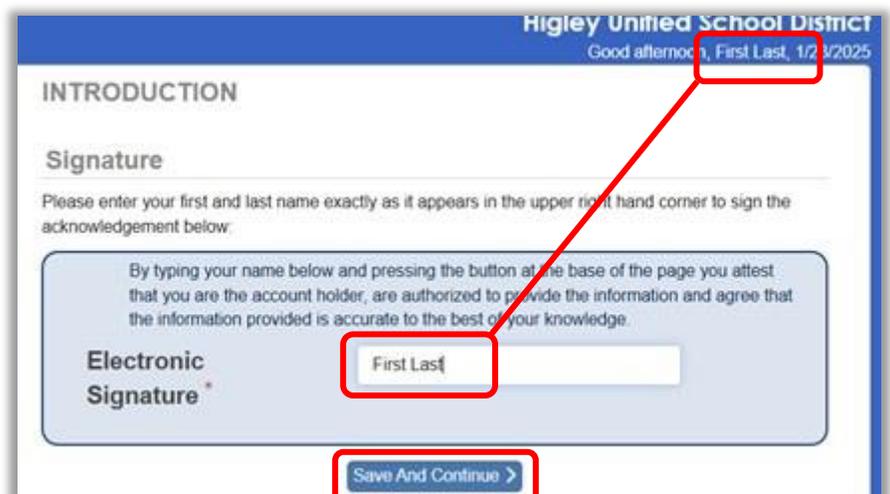
1. Log in to your ParentVUE account on a web browser. <https://parentvue.husd.org/>
If you need assistance accessing your ParentVUE account, please contact your student's school.
2. Once logged in, click the **Online Enrollment** link in the upper right of the page.



3. On the **Select Registration to Begin**, click **Get Started** → under **20XX-20XX School Year**. 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.
6. On the **Signature** page of the **Introduction** tab ensure that you are typing your name exactly as it appears in the upper right heading. Click **Save and Continue**.



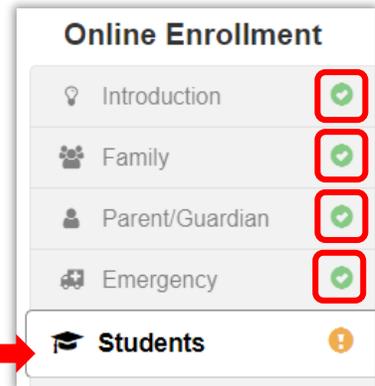
Online Registration – K-12 Re-Enrollment

ParentVUE Guides

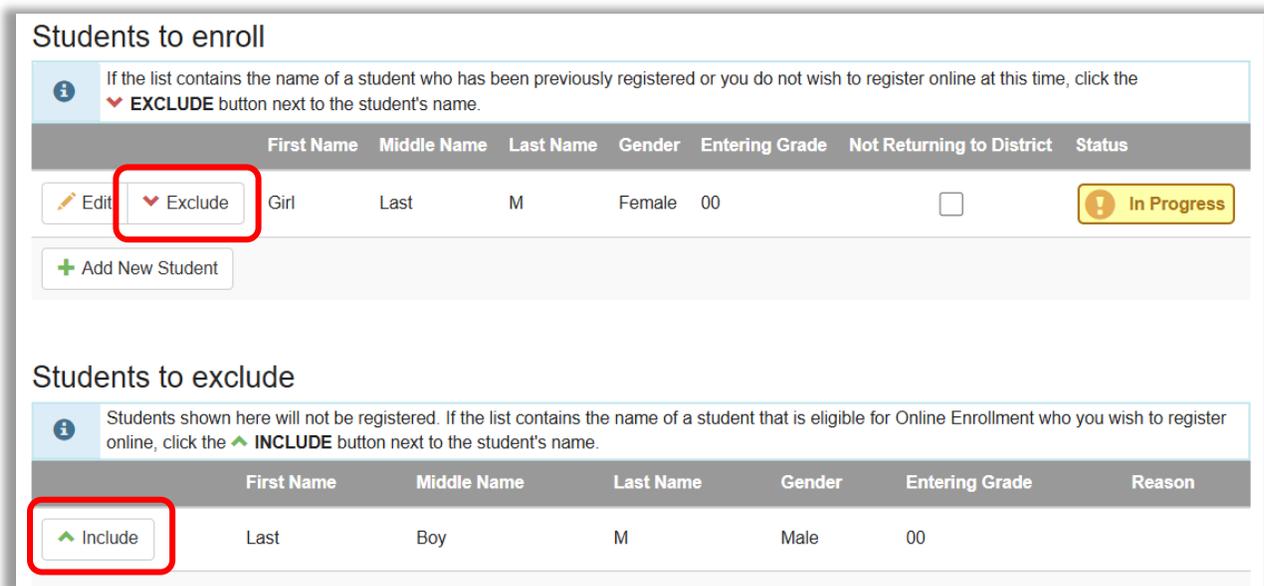
Higley Unified School District #60

- 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.

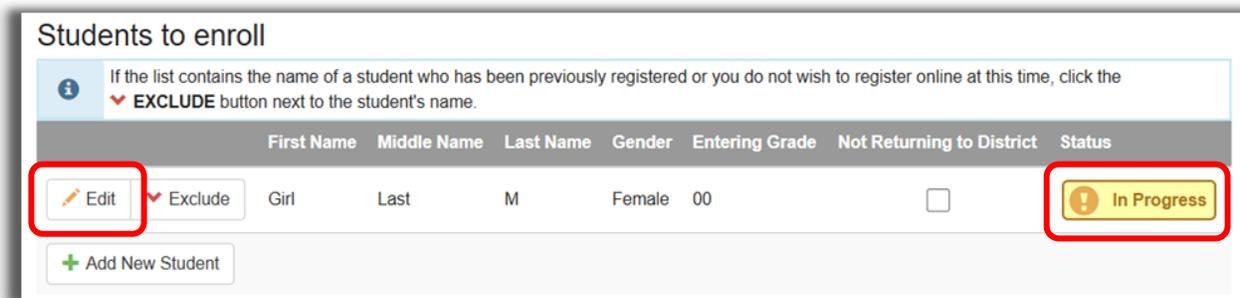
As each tab is completed a green checkmark will appear next to it on the right-hand side of the menu. If a tab has been started but has incomplete items, it will show with a yellow exclamation point.



- On the **Student** tab, you will need to choose which students you would like to include in this enrollment and which you would like to exclude in this enrollment.
 - To exclude a student click on the **Exclude** button to the left of the students name in the **Students to enroll** section. This will move their name to the **Students to exclude** section.
 - To include a student click on the **Include** button to the left of the students name in the **Students to exclude** section. This will move their name to the **Students to include in** section.



- Under Students to enroll, click the **Edit** button next to each student's name to view and confirm this students' information. (This will include any students that will not be returning).

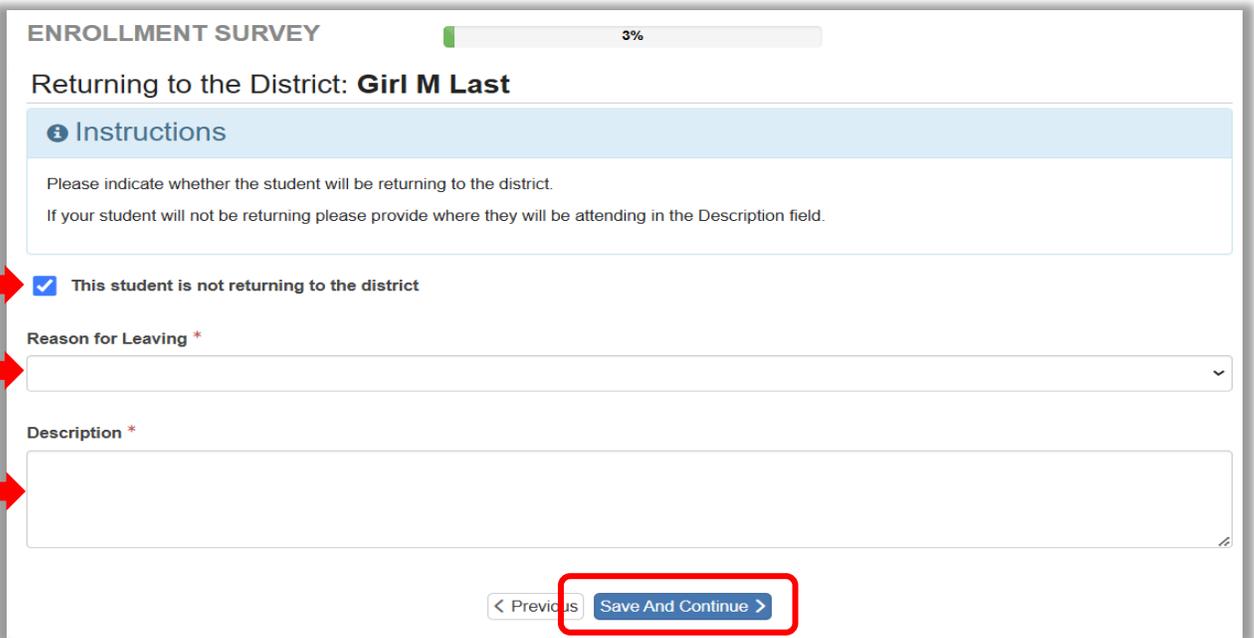


Online Registration – K-12 Re-Enrollment

ParentVUE Guides

Higley Unified School District #60

- Non-Returning Students: If your student is **NOT** returning for the next school year,
 - Check the box next to “This student is not returning to the district” on the **Enrollment Survey Screen**
 - Select a reason from the **Reason for Leaving** drop down and complete the **Description** box.
 - Click **Save And Continue**.



ENROLLMENT SURVEY 3%

Returning to the District: **Girl M Last**

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 *

Description *

< Previous **Save And Continue** >

- Returning Students: If your student is returning:
 - Do not check “this student is not returning to the district”, leave the **Enrollment Survey** screen blank and click **Save And Continue**.
 - Scroll through the next screens, review their information and make changes if necessary. Changes include Address, Emergency Contacts, School, etc.
 - Once you have completed all the necessary screens you will be returned to the **Student List** screen and a green check and “Ready to Submit” will be in the **Status** column for each student to be enrolled.

10. Once all students included in the re-enrollment have the status of “Ready to Submit”, click **Save and Continue**.

Students to enroll

Instructions: 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	Middle Name	Last Name	Gender	Entering Grade	Not Returning to District	Status
Edit Exclude	Girl	M	Last	Female	00	<input type="checkbox"/>	<input checked="" type="checkbox"/> Ready to Submit
Edit Exclude	Boy	M	Last	Male	00	<input type="checkbox"/>	<input checked="" type="checkbox"/> Ready to Submit





Online Registration – K-12 Re-Enrollment

ParentVUE Guides

Higley Unified School District #60

11. 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. Upload the documents on this page or check the box to email the documents to the school. Click **Save and Continue**.
12. On the **Review/Submit** tab the application **must** be reviewed. Click **Review** to open the full **Review/Submit** screen.

REVIEW/SUBMIT

Review

Review allows you to confirm all data entered during the K-12 Enroll XX/XX process to ensure accuracy. When complete, press Submit below:

Status	Not Returning to District	Student	Grade Level	School Selection	Comments
Ready To Submit	<input type="checkbox"/>	Girl M Last	00	1. Gateway Pointe Elementary (General Education)	
Ready To Submit	<input type="checkbox"/>	Boy M Last	00	1. Cooley Middle School (General Education)	

[< Previous](#) **Review**

13. On the **Review/Submit** screen, all changes you have made will be highlighted in yellow.
14. Once all changes have been verified as correct, click the checkbox next to “I have reviewed all registration data and verified that it is correct” and then click **Submit**.

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

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

15. Click **OK** on the **Confirm** 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 K-12 Enroll XX/XX information for the 20XX-20XX school year. From this point on you will not be able to make any further changes to the K-12 Enroll XX/XX information in this portal; however, you may return to K-12 Enrollment to check the status of your submission.

OK Cancel

