Online Registration – New K-12 Enrollment
## *ParentVUE Guides*
Higley Unified School District #60

Overview

When a parent enrolls a student, the process will be completed using the district's online enrollment system. This document provides instructions on how to access online enrollment system and complete the process.
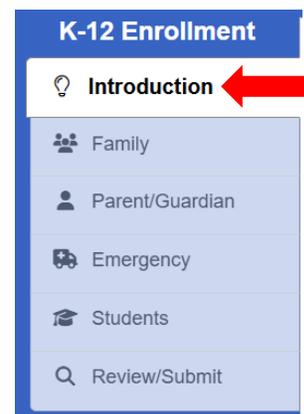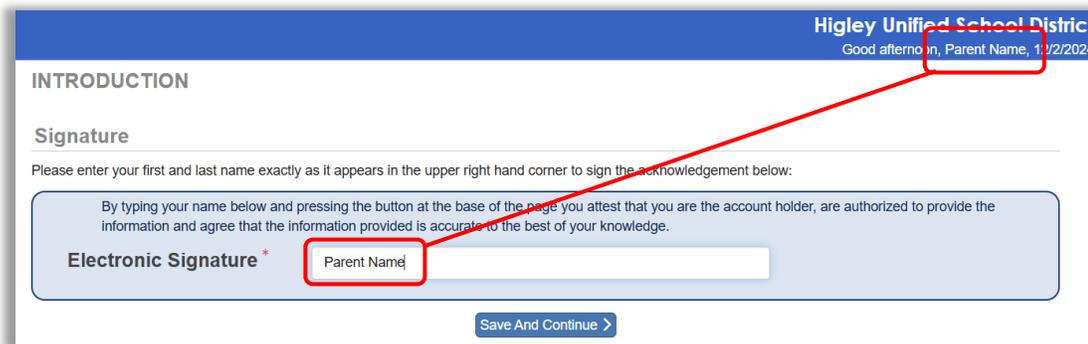
New Online Enrollment

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. Select the school year you are wishing to enroll your student by clicking on **Get Started →**.
3. The next few screens will guide you through several modules, each module will have several screens. You will be asked to enter information about yourself and your student. As you update information, click **Save And Continue** at the bottom of each screen.
4. Each screen will have **Instructions** on how to complete each screen. These can be found on the top of each page.
5. As you complete each screen and click **Save & Continue**, you will receive an error message if you are missing the required information.
6. As each module is completed you will see a green check next to it on the module menu to the left of your screen.
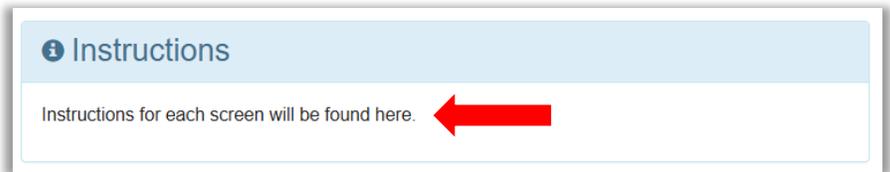
Introduction module:

1. **Welcome screen** - read and confirm information and check confirmation box and click **Continue**.
2. If you have a current student, you will see them listed on the **Student Summary** screen.
3. On the **Signature** screen the **Electronic Signature** needs to match the name <u>exactly</u> as shown in the top right of your screen.

Module Menu

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Family module:

If you *already have* a student enrolled, you will just be confirming information in this module. Please update any information that has changed.

If you *do not* have a student already enrolled in the district, you will need to complete all of the required information on each screen listed below:

1. The screens to complete in the **Family** Module:
   a. **Home Address** - Please type your home address below and then press the ENTER key.
   a. **Mailing Address** – Please indicate whether your home address is the same as the mailing address. If not, please provide a mailing address below.
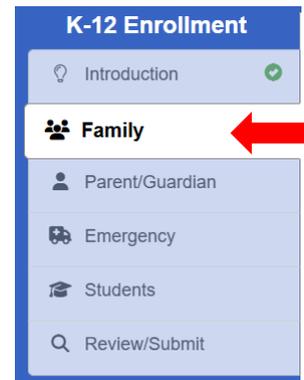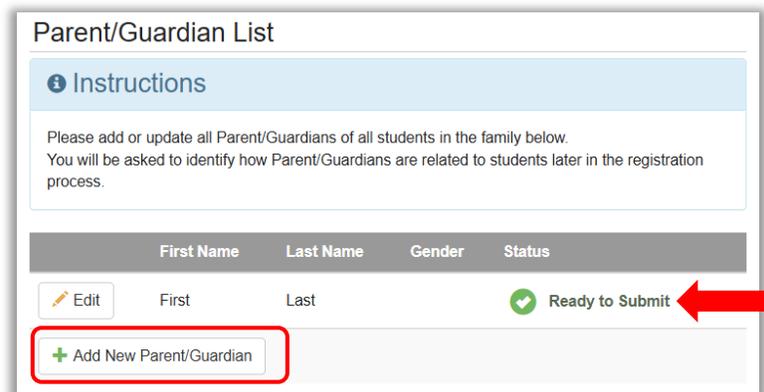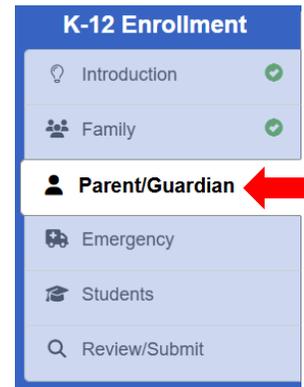
Parent/Guardian module:

If you *already have* a student enrolled, you can update your information by clicking on the **Edit** button to the left of your name. If the student's other Parent/Guardian has a ParentVUE account, they will need to log in to update their own information.

If you *do not* have a student already enrolled in the district, you will need to complete all of the required information on each screen listed below:

1. The screens to complete in the **Parent/Guardian** Module. Please add or update all Parent/Guardians of all students in the family below. You will be asked to identify how Parent/Guardians are related to students later in the registration process.:
   a. **Demographics** – Please provide demographic information about the parent or guardian, only use the full, legal name of the individual.
   b. **Contact Information** – Enter the contact information for this parent/guardian. The email address provided will be used for communication from the school concerning your student.
   c. **Work Address** – Enter the work address for the parent/guardian; this is not required and you can bypass by toggling the button on the top to **No**. If you are a district employee, please make sure to check the box and enter your site.
   d. **Military Status** – If the parent/guardian is currently or has served in the US Military please provide the information below.; this is not required.
   e. When you have completed all the information for you, you will see a green **Ready to Submit** icon in the Status column.
   f. At this point you can add a New Parent/Guardian by clicking on the **+Add New Parent/Guardian** button and following the same steps as above.

Emergency module:

If you *already have* a student enrolled, you can update your current emergency contact information by clicking on the **Edit** button to the left their name, delete emergency contacts by clicking the **Delete** button to the left their name or add new contacts by following the steps below.

If you *do not* have a student already enrolled in the district, you will need to complete all of the required information on each screen listed below:

1. Please add or update information for all **Emergency Contacts** for all students in the family below. At least **one (1)** Emergency Contact must be listed. Emergency contacts should not be individuals listed as parents.
2. You will be asked to assign emergency contacts to each student individually later in the registration process.
3. Add emergency contacts by clicking on the **+Add Emergency Contact** button
   a. Please provide **Demographic** information about the emergency contact, only use the **full, legal name** of the individual.
   b. Please provide the **Contact Information** for this emergency contact. At least one (1) phone number for this emergency contact.
   c. Once you have added all your contacts you will see the green **Ready to Submit** icon and you can proceed.
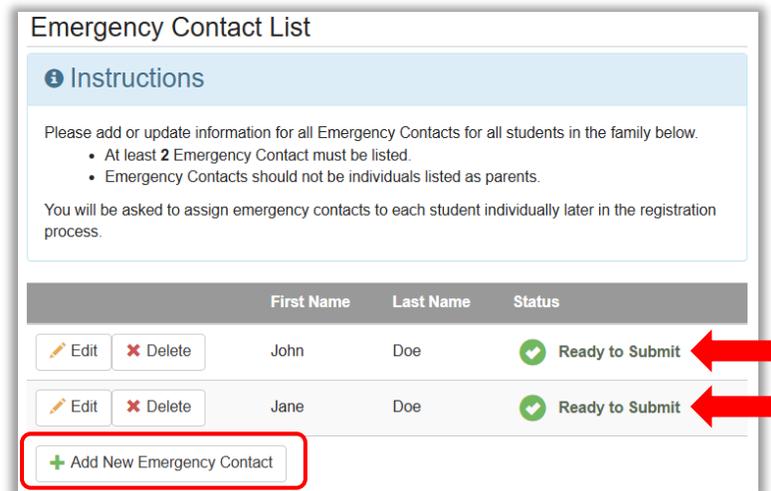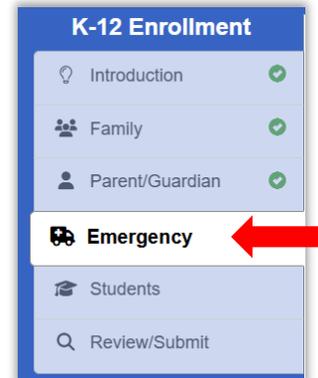
Students module:

If you have current students, you will be given the option to include/exclude them in this enrollment and edit their information, by clicking on the appropriate button to the left of their name. See the ParentVUE Re-Enrollment Guide for more information.

4. Click the **+Add New Student** button to add student information.
   d. **Demographics** - Please provide the information exactly as it appears on the birth verification document. You will be required to provide birth verification documents at the end of the online enrollment process.
   e. Add all required student information to the **Additional Information** screen for your student.
   f. On the **Attendance Contact Information** screen, please provide at least one (1) primary attendance contact for the student. The number(s) designated as PRIMARY will be utilized for attendance phone calls.
      • If you would like more than one number called you can add additional numbers by clicking **+Add New**.
      • Make sure you check the **Primary** box for numbers you are giving us permission to call.
   g. Indicate your student's ethnicity and race on the **Ethnicity & Race** screen. If you select Native American/Alaskan Native in the Race section, you will be asked to complete more information in regard to your tribal Community.
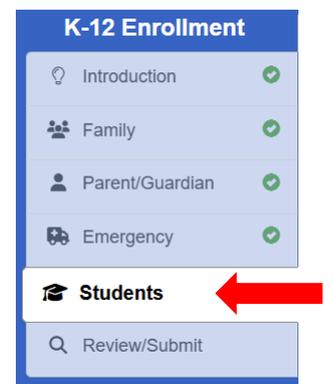
h. Indicate all parental relationships by using the drop downs and check boxes next to each parent/guardian name on the **Parent/Guardian Relationships** screen. There is a key below indicating what each parental characteristic box means. Indicate if there were any custody arrangements that the school needs to know about. *The situations the school we need to know about include any restrictions on educational rights or contact for your student.*

i. Indicate all emergency contact relationships by using the drop downs next to each emergency contacts name on the **Emergency Contacts Relationships** screen. Note: Students will be released to emergency contacts in the case of an emergency.

j. Edit the order of your emergency order contacts on the **Emergency Contact Order** screen by dragging and dropping the green number icon in the order you would like these individuals contacted.

k. Select the language that corresponds to each question using the drop downs on the **Language Survey** screen and complete the electronic signature in the designated box.

l. Complete all required questions on the **Support Programs** screens. Depending on your answers to these questions you may be asked to provide additional information and/or documents.

m. Complete all required questions on the **Special Services** screen. Depending on your answers to these questions you may be asked to provide additional information and/or documents. Please note: Special services include gifted services, special education services, speech therapy and 504 plans.

n. Review and acknowledge the district's Health Policies policy by selecting "I acknowledge the HUSD Immunization Policy from the drop down on the **Health Information** screen.

o. Indicate if your student has medications by toggling the yes/no button on the **Medications** screen. If you indicated your student has medications, you can add them by clicking **+Add New Home Medication** boxes.   If your student has no medications, toggle the button to **No**.

p. Indicate if your student has health conditions by toggling the yes/no button on the **Health Conditions** screen. If you indicated your student has health conditions, you can add them by clicking **+Add New Condition** box. If your student has no health conditions, toggle the button to **No**.

q. Information on the **Immunization Status** screen cannot be edited and will be entered when your school's Health Aid receives your immunization records. This screen is for informational purposes only.

r. Indicate what information you would like released and any social media opt outs you would like for your student on the **Information Release** screen.

s. Enter all schools your student previously attended on the **Previous Schools Attended** screen. If your student has not attended any schools, you can leave this blank. If you do not know all the information about the school just the school's name is acceptable.

t. Indicate the following information on the **School Selection** screen.
   - Indicate your student's start date.
   - Select your school in the **School Selection** (all schools that provide the grade level you have indicated will populate the drop down) and **Pathway** drop down under the map.

u. If the address provided is not within the school boundaries that you have selected, you will need to complete the **Open Enrollment Application** screen and the **Discipline History** screen. Additional documentation will be requested in the **Documentation** module as needed for the application.

v. Once this module is complete, you should see all your student(s) you would like to enroll in the **Students to Enroll** section at the top of the **Student List** screen. If all the information is complete there will be a **Ready to Submit** icon in the **Status** column. If you are missing information, you will see a yellow **In Progress** icon. If you click on the In **Progress icon** it will take you to the screen where you are missing information.

Documents module:

1. You will be asked to provide the following documents upon initial enrollment. Additional documents may be requested based off answers given to questions in the **Student** section.
   a. **Family Documents**
      - **Primary address verification**: we often call this Proof of Residency. Acceptable forms:
        o Valid Arizona driver's license, Arizona identification card
        o Valid Arizona motor vehicle registration
        o Valid Arizona Address Confidentiality Program authorization card
        o Property deed/Mortgage documents
        o Property tax bill
        o Rental agreement or lease (including Section 8 agreement or off-base military housing)
        o Utility bill (water, electric, gas, cable, phone)
        o Bank or credit card statement
        o W-2 wage statement
        o Payroll stub
        o Certificate of tribal enrollment (506 Form) or other identification issued by a recognized Indian tribe located in Arizona
        o Other documentation from a state, tribal, or federal agency (Social Security Administration, Veterans' Administration, Arizona Department of Economic Security, etc.)
   o Temporary on-base billeting facility (for military families)
   b. **Student Documents**
      - **Birth verification** – Select acceptable document in the drop down. Some forms that can be provided may require a notarized affidavit.
      - **Current Immunization Records**: See Arizona Department of Health Services website for required immunizations for Grades K-12.
      - **Previous School Records** – Attendance, Transcript/grades, withdrawal form, discipline, etc. You may be asked if your student has attended a school and/or is open enrolling.
2. Documents can be uploaded by clicking on the blue **Upload** button.
3. If you do not want to or cannot upload them, check the "I will submit this document to the school via email". You can then email these documents or you can deliver these documents to the front office of your school.
4. Note that your student cannot be enrolled until you have submitted these documents.

Review/Submit module:

1. Click on the green **Review** button and scroll through your enrollment to make sure all information is correct.
2. Click on the "I have reviewed all registration data and verified that it is correct" box on the bottom.
3. Click **Submit**.
4. A confirmation box will pop up, click **OK** to submit and complete your enrollment.
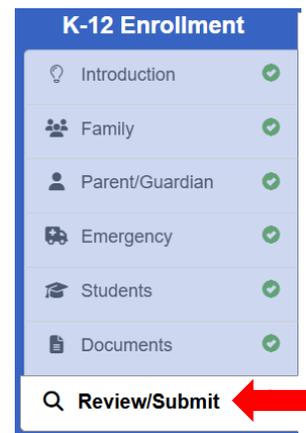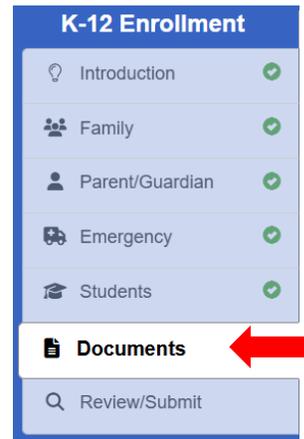
Notes on New Online Enrollments

- A yellow circle with a white exclamation point will appear for information not complete.
- A green circle with a white check mark will appear if you have completed a module.
- If you see a yellow **In Progress** Icon, you have not completed the module. If you click on the **In Progress** icon it will take you to where you are missing information.
- Note at anytime that you need to start your enrollment over, you can click the "Delete K-12 Enroll XX/XX" tab at the bottom of the module menu to the left and begin again.

🗑 Delete K-12 Enroll