

Online Registration - Preschool Re-Enrollment

ParentVUE Guides

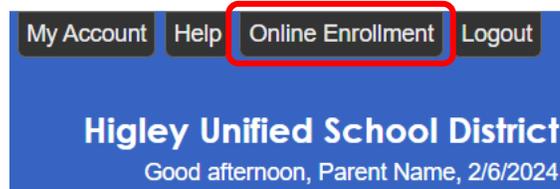
Higley Unified School District #60

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

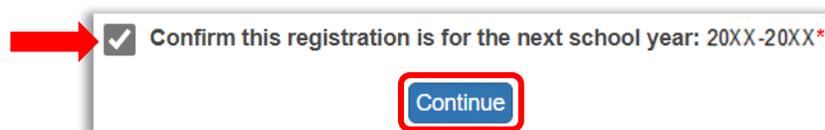
1. Log in to your ParentVUE account on a web browser. <https://parentvue.husd.org/>
If you need assistance accessing your ParentVUE account, please contact your student's school.
2. Once logged in, click the **Online Enrollment** link in the upper right of the page.



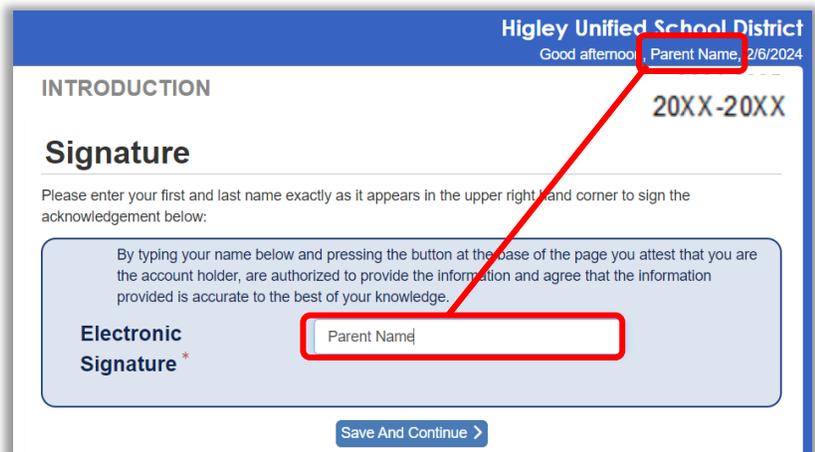
3. On the **Select Registration to Begin** screen, click the green **Get Started** button for Preschool Enrollment under the correct School Year. Enrollments cannot be transferred between registration years, so it is important to choose the correct year.



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.



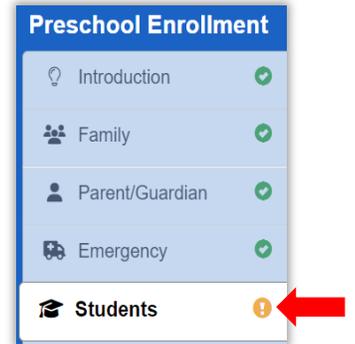
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7. Review each tab and make any changes that are necessary. Some data cannot be changed through Online Enrollment (i.e. Parent Name, Student Name, etc.). For these items, please contact your student's school.

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 incomplete items, it will be indicated by a yellow exclamation point.



8. On the **Student** tab, there are two sections. Use the **Include** and **Exclude** buttons to move the child's name from one section to the other.
- **Students to enroll**
The preschooler that you would like to enroll should be listed under this heading.
 - **Students to exclude**

Students to enroll

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 | Status |
|------------|-------------|-----------|--------|----------------|-------------|
| James | | Sullivan | Male | | In Progress |

Students to exclude

Students shown here will not be registered. If the list contains the name of a student that is eligible for Online Enrollment who you wish to register online, click the **INCLUDE** button next to the student's name.

| First Name | Middle Name | Last Name | Gender | Entering Grade | Reason |
|------------|-------------|-----------|--------|----------------|---|
| Michael | | Wazowski | Male | | You have excluded this student from the application |

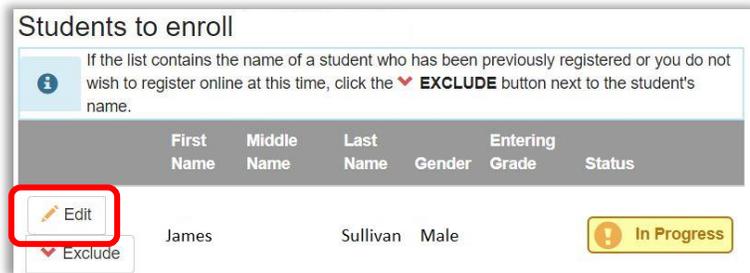
If you have other children at HUSD that you are not enrolling in Preschool (i.e., an incoming Kindergartener), they should be listed here. You will include those students in a separate K-12 Enrollment.

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9. Once you have included your child in this re-enrollment, click the **Edit** button to continue the enrollment.



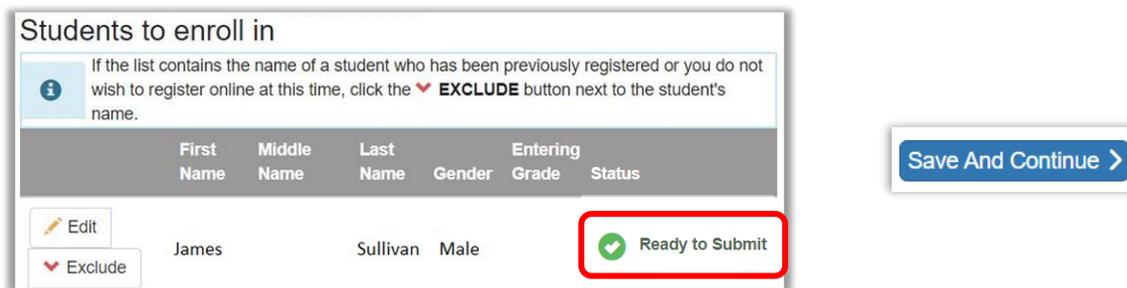
Students to enroll

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 | Status |
|------------|-------------|-----------|--------|----------------|-------------|
| James | | Sullivan | Male | | In Progress |

Buttons: Edit (highlighted), Exclude

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



Students to enroll in

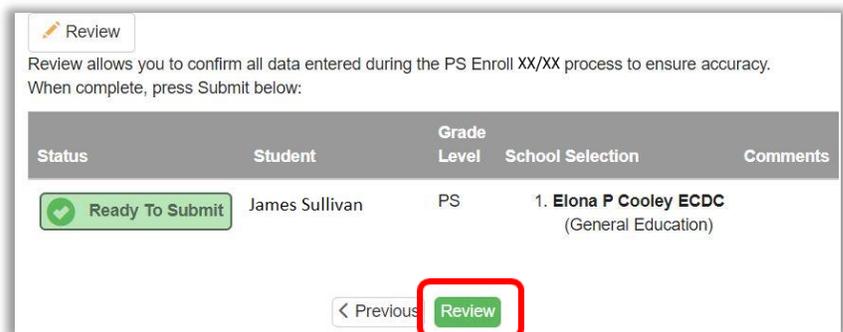
If the list contains the name of a student who has been previously registered or you do not wish to register online at this time, click the **EXCLUDE** button next to the student's name.

| First Name | Middle Name | Last Name | Gender | Entering Grade | Status |
|------------|-------------|-----------|--------|----------------|-----------------|
| James | | Sullivan | Male | | Ready to Submit |

Buttons: Edit, Exclude, Save And Continue >

11. The **Documents** tab will allow you to upload documents based on any changes that were indicated. If an address change was made, a new Proof of Residency is required. Immunization records are only required if they were not previously submitted. Click **Save and Continue**.

12. The application is required to be reviewed. Click the review button on the **Review/Submit** tab.



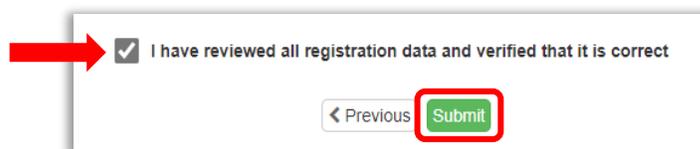
Review

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

| Status | Student | Grade Level | School Selection | Comments |
|-----------------|----------------|-------------|--|----------|
| Ready To Submit | James Sullivan | PS | 1. Elona P Cooley ECDC (General Education) | |

Buttons: < Previous, Review (highlighted)

13. Once all changes have been verified as corrected, check the checkbox that it has been reviewed and then click **Submit**.



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

Buttons: < Previous, Submit (highlighted)





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14. Click **OK** on the pop-up confirmation box 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 PS 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 PS Enroll XX/XX information in this portal; however, you may return to Preschool Enrollment to check the status of your submission.

15. You can see the status of your application when you click on the Status tab while logged into ParentVUE.

Home Status Synergy Mail My Account ParentVUE Logout

Higley Unified School District
Good afternoon,

Online Enrollment

Active History

Preschool Enrollment

Review Submitted: 1/7/2025 2:22 PM

| Status | Last Name | First Name | Grade | School Name | Comments |
|---------|-----------|------------|-------|------------------------------|----------|
| Waiting | Sullivan | James | PS | Elona P Cooley ECDC: Waiting | |

