

Online Enrollment Step-By-Step Help Guide

Highline Public Schools

Thank you for enrolling your student using our online enrollment portal, ParentVUE. We are excited to work with your family to ensure you have access to educational services through your neighborhood school (the school your address is zoned for).

To enroll, families must have a ParentVUE account set up. The account setup process varies depending on whether your family is **brand new** to Highline Public Schools or if you are a **current or returning family**. Please refer to our additional [ParentVUE specific help guides](#) for more support.

This help guide will demonstrate what your screen will look like when enrolling online. Please note that some of the questions that are asked may vary by grade level.

Your neighborhood school and the enrollment team in the Family Center are available to assist you with this process.

Tips before you begin:

- Find your neighborhood school using our [School Finder Tool](#)
- Gather your student(s) enrollment documents:
 - Birth verification (birth certificate, passport, etc.)
 - Immunization record
 - Proof of your address (lease or mortgage agreement, utility bill, etc)

**More detail on acceptable enrollment documentation [here](#).*

1

Visit our enrollment website: highlineschools.org/enroll **or** open the ParentVUE app on your mobile phone. If using the web version, find the ParentVUE enrollment drop-down menu to determine your starting point.



2

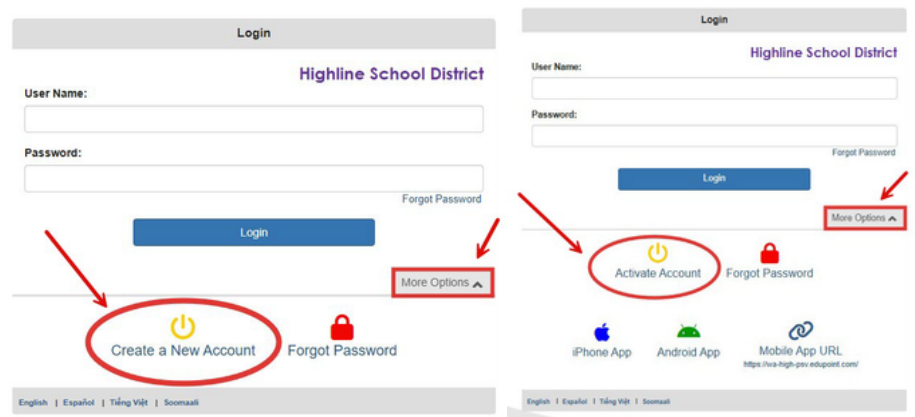
Access ParentVUE, our online enrollment portal.

- Create a ParentVUE account if this is the very first time you are enrolling a student in Highline Public Schools **or**
- Log-in to your existing ParentVUE account if you are a current or returning family and know your username and password **or**
- Activate your ParentVUE account if you have current or previously enrolled student(s) but have never logged in or had access to your ParentVUE account before

***additional ParentVUE help guides available [here](#)**

(New families)

(Current or returning families)

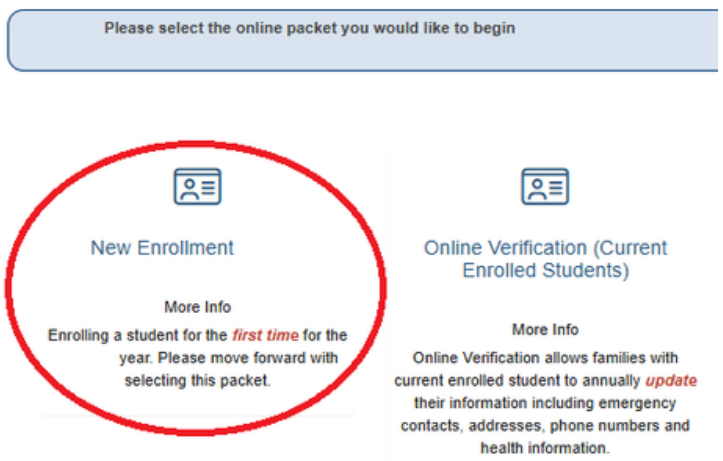


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Once you have set-up ParentVUE, you are ready to begin enrolling! Login to ParentVUE through our website or through the ParentVUE mobile application.

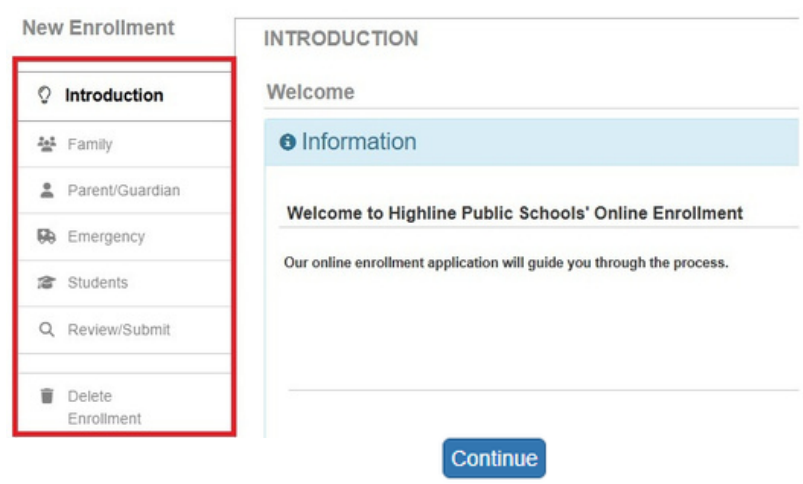
Once logged in, select the **New Enrollment** packet. Be sure to select the correct school year as more than one academic year can be open at the same time.

SELECT REGISTRATION TO BEGIN



4

The introduction page provides information on what is needed to complete enrollment. There are three required documents needed: student's proof of birth, immunization records, and proof of your address. Towards the end of this application, you will have the option to upload these documents online or you can choose to deliver them personally to the school. If applicable, guardianship or custody documentation should be delivered directly to the school.



5 If this is the first time you are enrolling a student in Highline Public Schools, there will not yet be any students associated with your account. Click “save and continue” to move forward.

If you have current or previously enrolled students, those student(s) names will appear on your screen.

*Click save and continue after completing each page to move forward.

6 Enter your name in the electronic signature field. Your name must match our system records. Your name may also be displayed in the upper right-hand corner of your screen as reference if you are using a computer.

7 Enter your home address using the search box to auto populate the address field information. If entering a unit number, you will need to enter your unit number manually. Under “Unit Type” select the “#” symbol Under Unit Number, enter your unit number

Non-Resident/out of district applicants will have to manually enter their address in each field that applies. The search feature will not detect out of district addresses.

8 If your mailing address is the same as your home address, ensure the box is checked indicating so.

If you have a different mailing address, you may uncheck the box, and manually type in your mailing address.

9 Enter the enrolling parent and/or guardian’s contact information. You will be able to add additional parents/guardians later in the process. Please add each parent’s information separately.

10 Enter your phone number. Then, check the “primary” box on the left, and the “contact” box on the right.

If you wish to add your work phone or an additional number, click “Add New”.

Please indicate if you need an interpreter for school to home communication, by checking the “interpreter needed” checkbox.

PARENT/GUARDIAN 66%

Contact Information:

✕	Line	Primary	Type	Phone	Extension	Contact	Not Listed
<input type="checkbox"/>	1	<input type="checkbox"/>		() - - *		<input type="checkbox"/>	<input type="checkbox"/>

[+ Add New](#)

Email Address *

Interpreter Needed

[< Previous](#) [Save And Continue >](#)

11 Highline Public Schools is required to ask about military status. If you have served in the Military, you may choose to indicate the start date, type of military service, and the end date.

If you have not served in the military or prefer to not disclose this information, click on the calendar icon and select today’s date.

Highline School District

New Enrollment

- Introduction
- Family
- Parent/Guardian**
- Emergency
- Students
- Review/Submit
- Delete Enrollment

PARENT/GUARDIAN 82%

Military Status:

Instructions

Washington State requires the collection of information about active military status for all parent/guardians of students. Please select the Military Service option that applies to the parent/guardian being entered. If you have not served in the military, please select today’s date in the start date field, and select no military service in the drop down menu.

✕	Line	Start Date	Military Service	End Date
<input type="checkbox"/>	1	01/21/2026		MM/DD/YYYY

[+ Add New](#)

Military Service

- No Military Service
- Active Military Service
- US Military Reserve
- WA National Guard
- Declined to state

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12 You may visit the Nutrition Services Department webpage to learn more about nutrition information, programs and to see the weekly menus.

Highline School District

New Enrollment

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PARENT/GUARDIAN 100%

Nutrition Services:

Highline Public Schools has been approved for the Community Eligibility Provision (CEP) program for the 2025-2026 school year. All enrolled students on campus can receive a breakfast and lunch at no charge each school day, regardless of family or household income.

Research has shown that there is a crucial relationship between nutrition and academic performance. We strive to offer quality meals to set our students up for success every day. Please visit [this page](#) for more information about meals. Nutrition Services staff at schools are also available to answer questions you have about meal options.

Even though meals are at no cost for everyone, families might be asked to complete the Child Nutrition Eligibility and Education Benefit (CNEEB) application to access other discounts and benefits. Income data allows schools to maintain state funding. Your school will have more information about income surveys

[< Previous](#) [Save And Continue >](#)

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13 To add another parent/guardian, click “Add New Parent/Guardian” located directly under the first parent’s name. In the next few pages, you will be asked to enter the parent/guardian’s contact information just as you did for the first parent.

Highline School District

New Enrollment

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PARENT/GUARDIAN

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.

To remove a parent contact from a student please contact your student’s school.

✕	First Name	Last Name	Gender	Status
✎	Parent A	Parent A		Complete

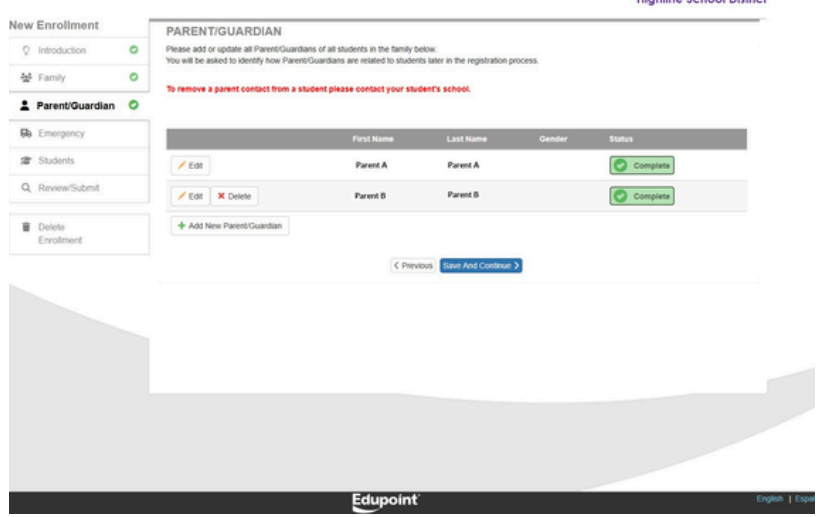
[+ Add New Parent/Guardian](#)

[< Previous](#) [Save And Continue >](#)

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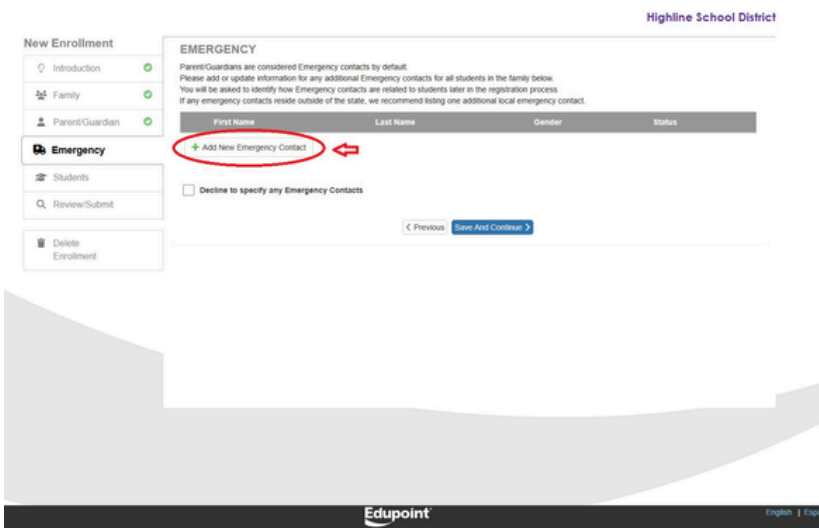
14

You may add additional guardians, if applicable. If you don't wish to add any more guardians, you may continue to the next page.



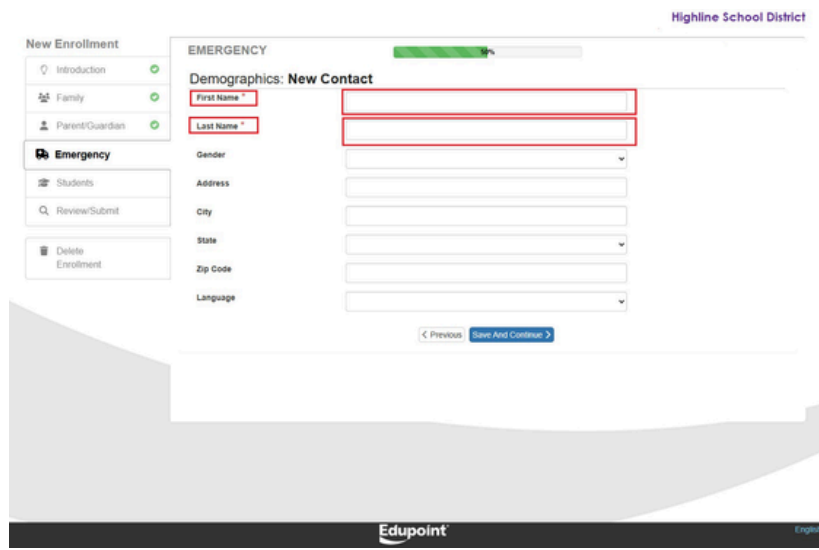
15

Please provide additional contacts that can be called in the event of an emergency where parents/guardians are unavailable. List contacts by clicking **Add New Emergency Contact**. You can add the student's uncle, aunt, sibling, grandparent, family friend, etc.



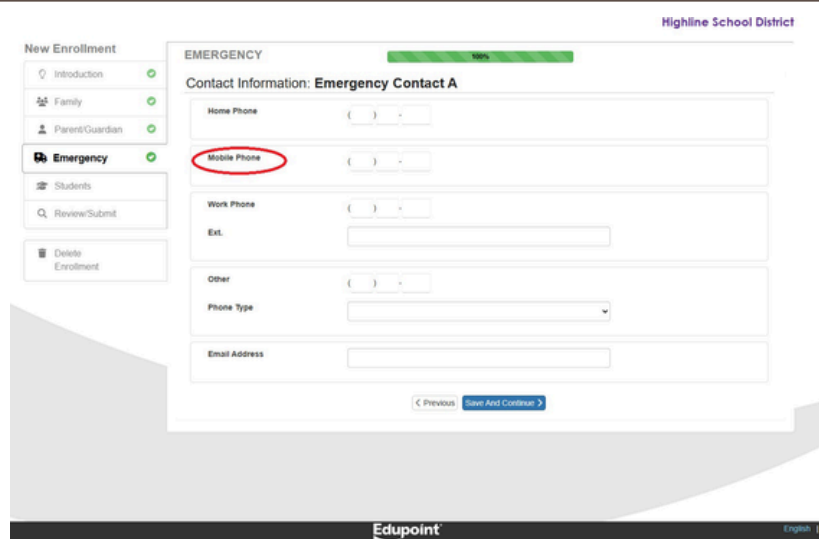
16

Please enter your emergency contacts' first and last name. The rest of the fields are optional responses.

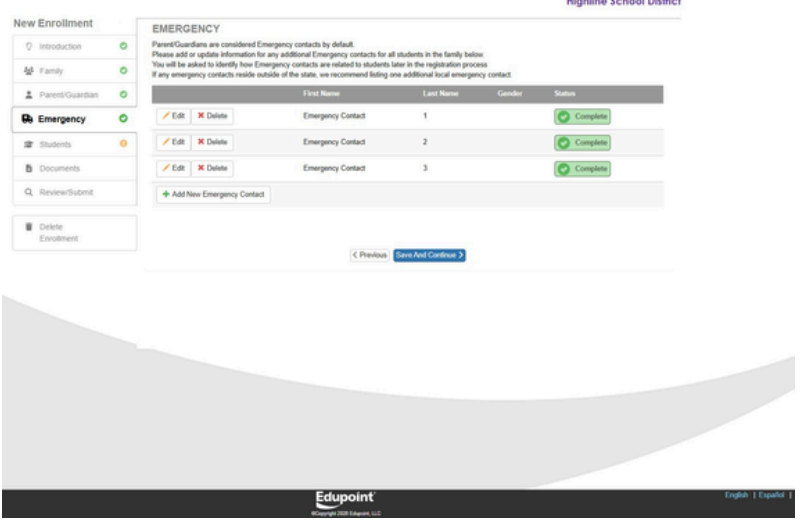


17

Enter the emergency contact's mobile phone number. It is optional to enter their email address or additional phone numbers.

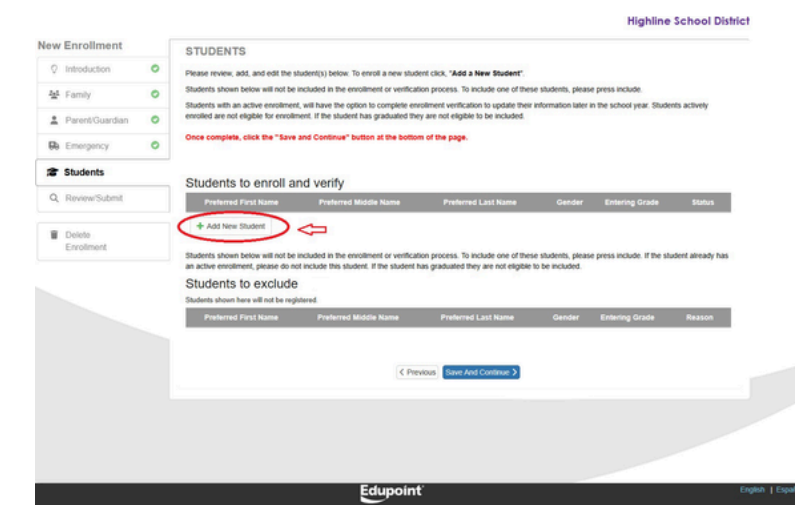


You will repeat the same process to add additional emergency contacts.



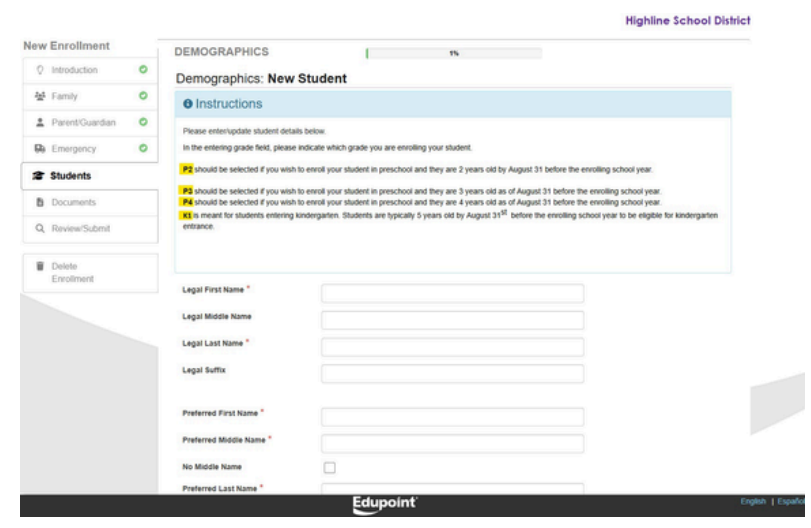
This is where you will enter your student's information. Click "Add New Student" to begin.

Note: If you have students currently enrolled or previously graduated, you will see their name(s) listed under the "students to exclude" section. (Current enrolled students are excluded since they already have an active enrollment.)

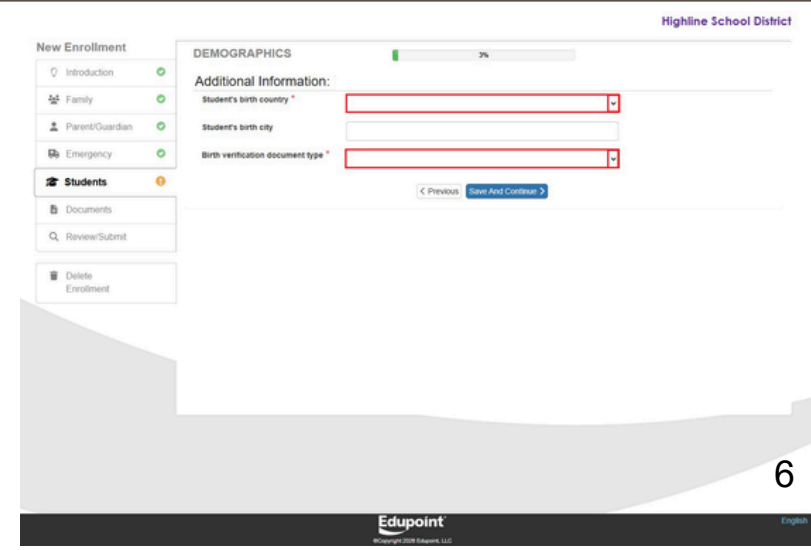


Enter your student's information. Start with the legal first and last name(s).

After, you can enter your student's preferred name(s), if applicable. The preferred fields allow students to identify an alternate name or nickname that they prefer to use at school. If the enrolling student does not have a preferred name, please re-enter the legal name.



Please indicate where your student was born and which type of birth verification you will provide towards the end of this application or to your student's school office.

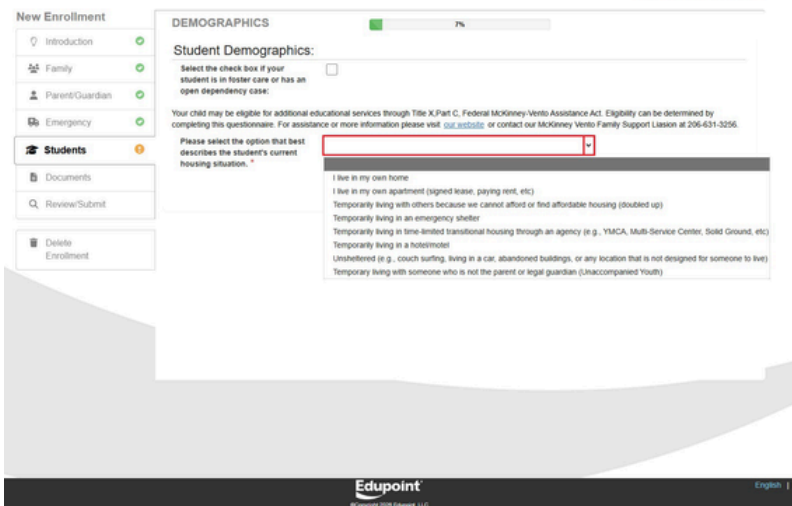


22

This section covers information about your student’s housing arrangement. Please select the option in the drop-down menu that best fits your student’s housing situation.

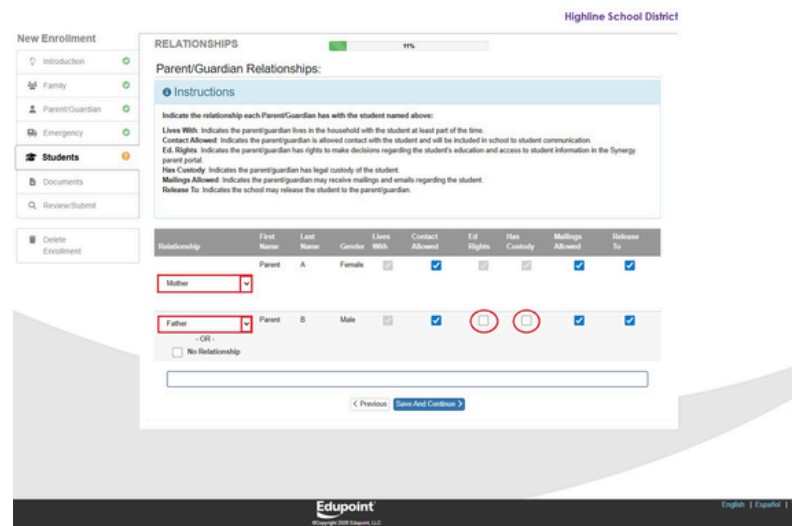
If your student **is** in foster care or has an open dependency case, please indicate so by checking the box, and answering follow up questions that auto-populate.

If your child **is not** in foster care, leave that area blank.



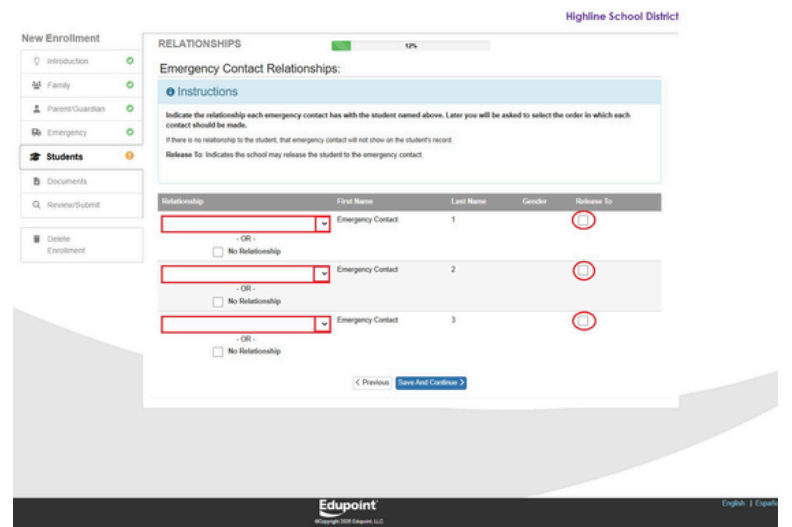
23

Indicate the relationship each parent/guardian has with the enrolling student. You will also indicate which permissions each adult has with the student. Please read through the definitions provided in the instructions. Use the drop down menu to select the relationship type, and manually check the boxes to indicate parent permissions.



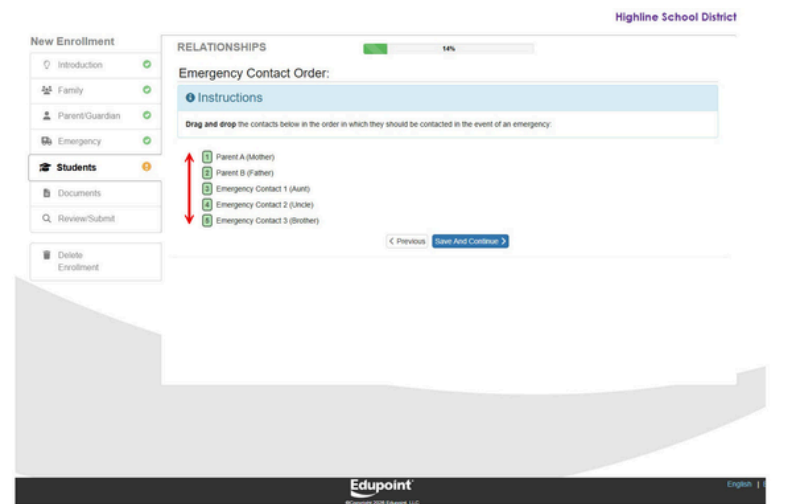
24

Indicate the relationship between your student and the emergency contact(s) using the drop down menu. You can select whether they are the student’s aunt, sibling, grandparent, family friend, etc. Check the box under “release to” on the right hand side, if you give the school permission to release your student to the listed emergency contacts.



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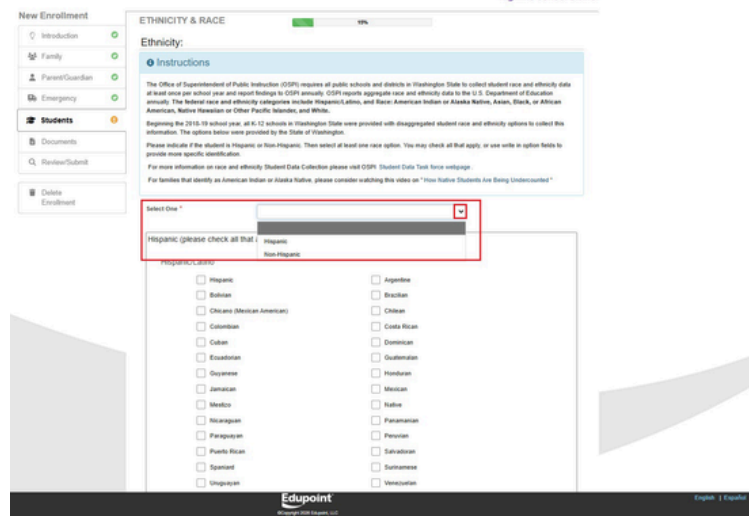
You can change the order of your contacts. Simply drag a name with your finger or mouse and place it where you want it in the list.



26

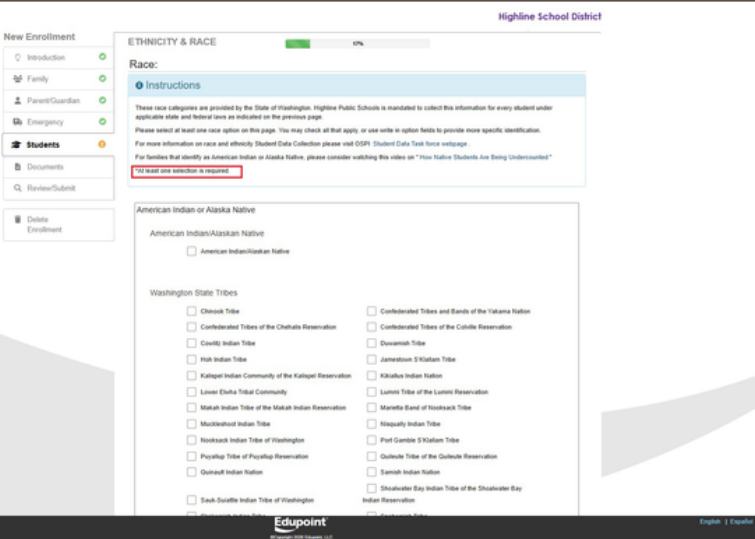
Highline Public Schools is required to ask questions about our enrolling students' race and ethnicity. On this screen you will be asked if your student is Hispanic or Non-Hispanic. If your student is of Hispanic descent, please indicate so.

If your student is not, please select "Non-Hispanic" and continue to the next page.



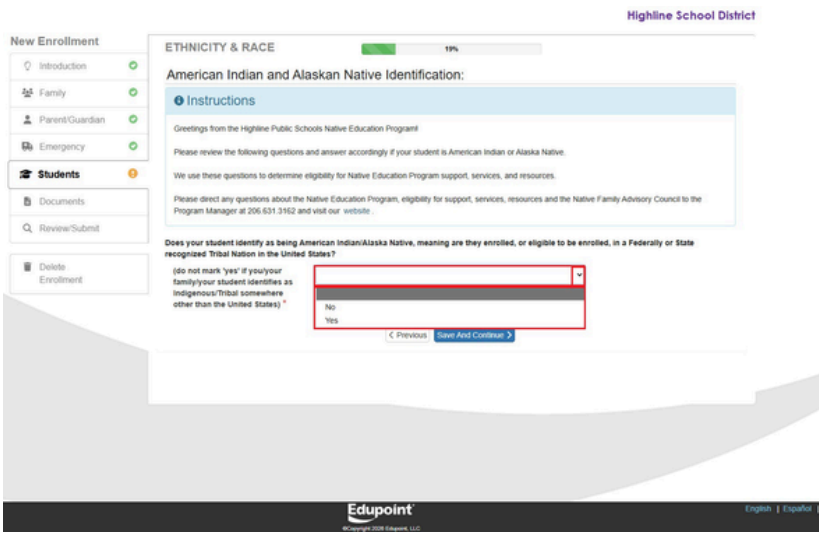
27

Please select which race your student identifies with. You may check more than one option. You may also write in your preferred race if there is not an option listed that matches your student's racial identity.



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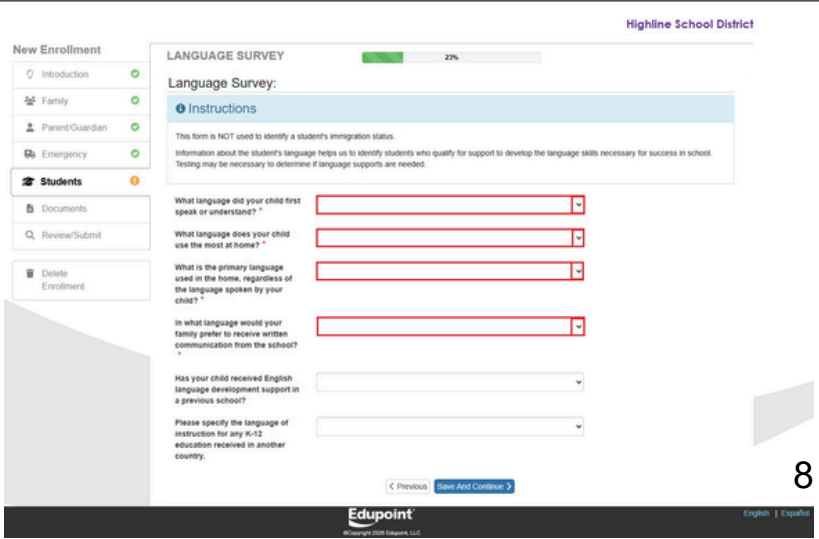
The American Indian and Alaskan Native identification section helps to identify if your student is eligible for Native Education programming resources. If your student identifies as American Indian/Alaskan Native or the students parents/guardians are eligible to be enrolled in a Federally Recognized Tribe, you may indicate so.



29

Washington State requires the home language survey to help identify if your student is eligible for additional language support while at school. It will also help your school coordinate best communication efforts with your family.

Use the drop down fields to complete the set of questions.



The health questionnaire helps us to keep students safe while at school. We must know if your student has any medical conditions, health concerns, or special needs. You may be asked to provide additional information if you respond “yes” to any of the questions.

Please provide information about your child’s previous school(s) attended. This helps the enrolling school to request records. Please do your best to provide any information you can.

*If this will be the first time your child attends school, you can choose the drop down option that indicates “has never attended school before”.

In this section you will be asked questions about your students' disciplinary history.

If you select “yes” to one or both questions, you will be asked to provide additional information.

Please indicate if your student has ever received Special Education Services, such as an IEP or 504 plan. If you respond “yes” you may be asked additional questions.

34

Your child's school requires information on how your student will arrive and depart each day. Please select your option from the drop-down menu.

35

Please indicate whether or not you have internet access where you are living. Please use the drop down menu to select your answer.

36

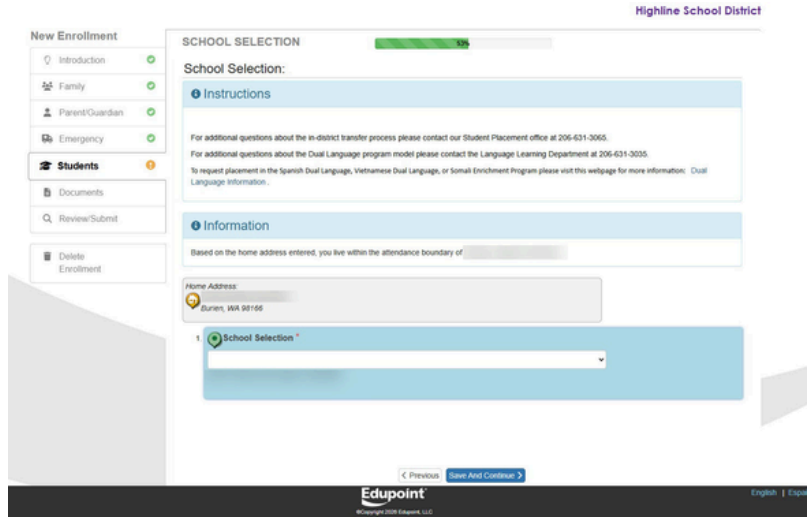
- If enrolling a kindergartner, you will be asked about any attended early learning programs that your child may have attended.
- If enrolling a middle or highschooler, you will be asked a different set of questions.

37

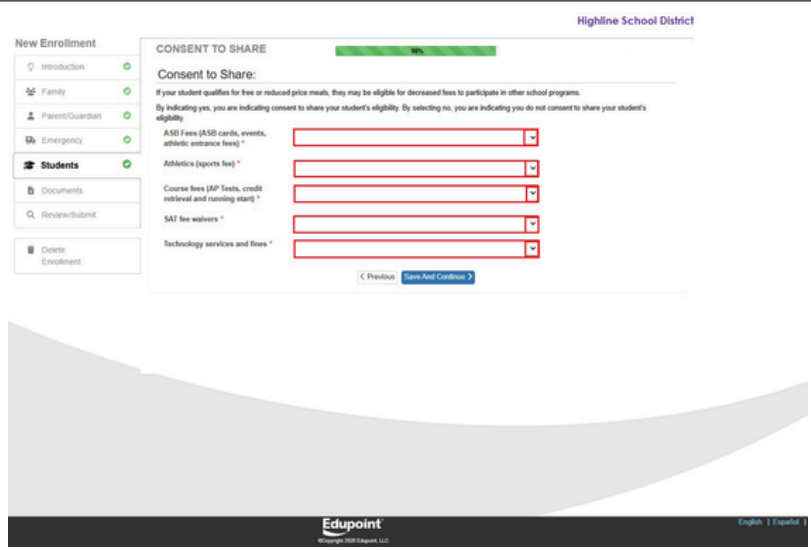
We offer dual language programs at several schools. There are ways to you can opt-in if your neighborhood school **does not** offer dual language. There is also the option to opt-out if your neighborhood school **is** dual language. Please continue to the next page.

For Highline residents, your neighborhood assigned school will auto-populate in this school selection page.

If you are enrolling as a Non-Resident (those who live outside of Highline Public Schools boundaries), please ensure you follow the Non-Resident Students Application Process as outlined on our website.

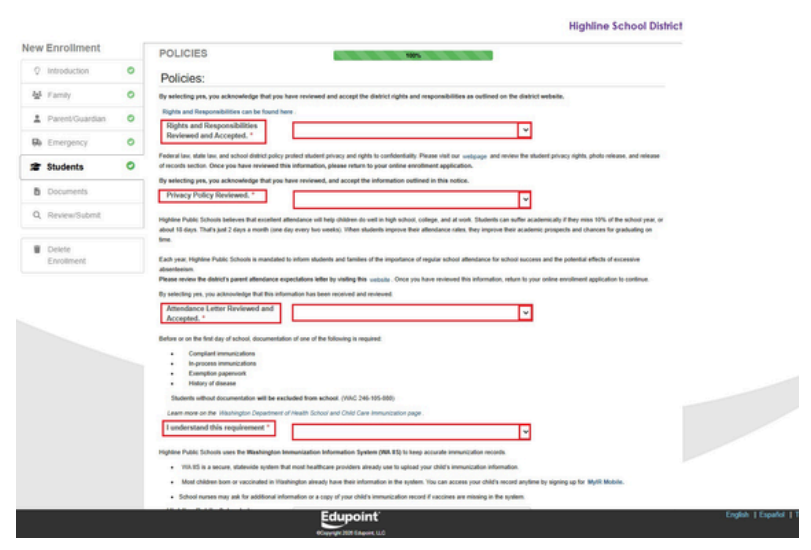


This questionnaire is used to help ensure eligible families are connected to additional resources.



Please review Highline Public School’s Rights and Responsibilities and Attendance Letters.

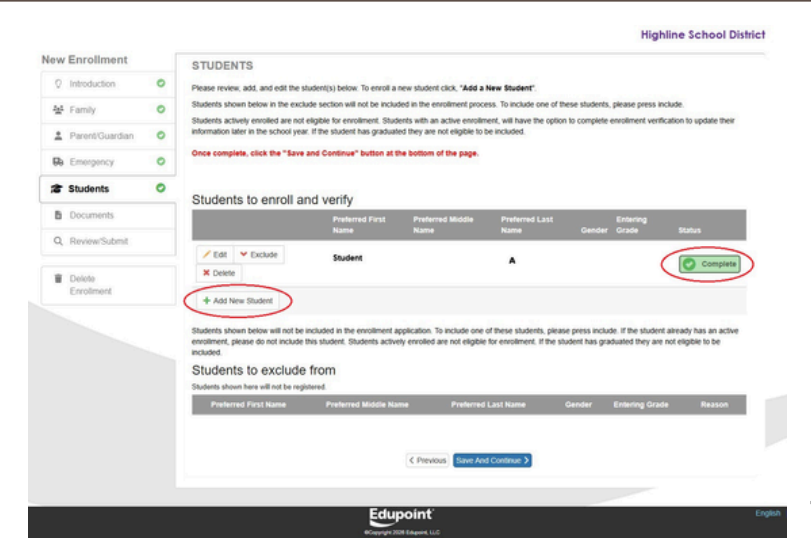
By using the drop down menu and indicating “yes”, you attest that you have reviewed and accepted the policies. You can find the attendance letter and the rights and responsibilities information at all times by visiting highlineschools.org/info.



You have completed all sections for your student.

If you have another student to enroll, click “**Add New Student**”. You will repeat the entire process again for every student you enroll.

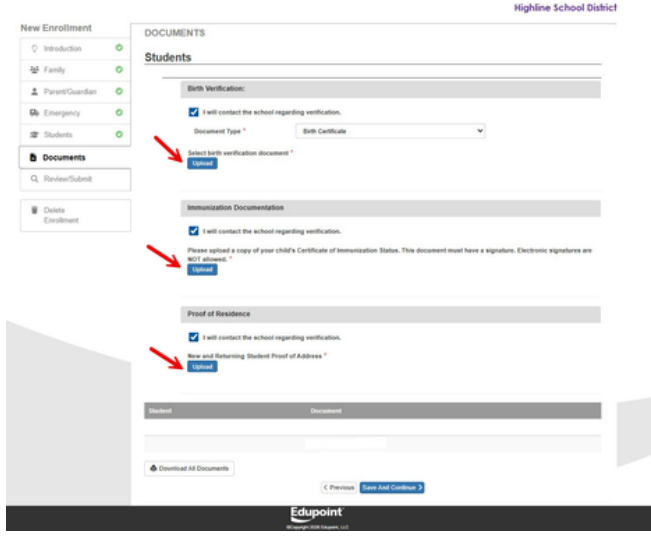
If you do not have any more students to enroll, save and continue to next page.



42

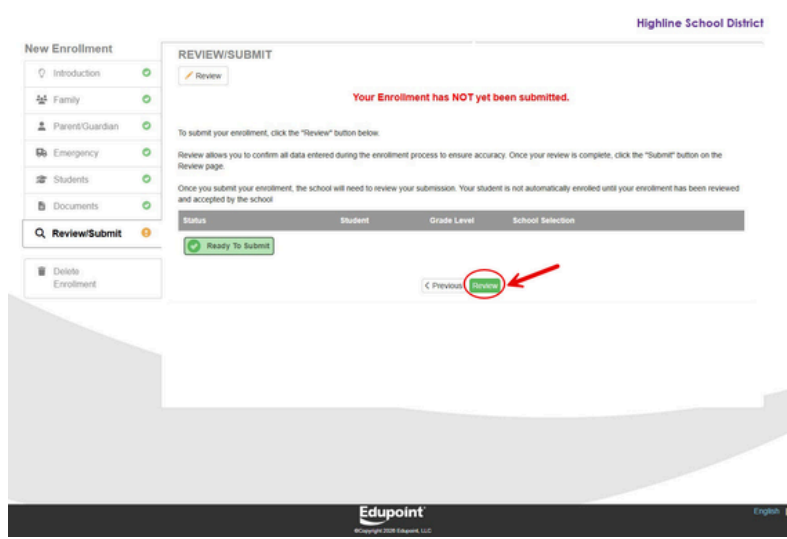
Please upload your enrollment documents. There are a few ways you can do it:

- Take photos of documents directly from your mobile phone’s camera and upload to ParentVUE.
- Upload saved or scanned copies from your phone’s files or photo gallery.
- Hand-deliver the documents to your neighborhood school office. Check each box indicating that you will contact the school regarding verification.



43

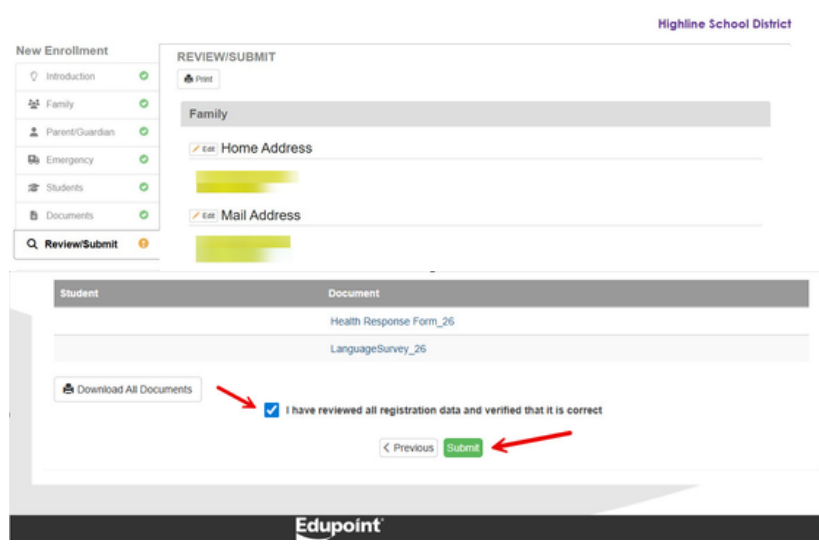
You will be prompted to review your entire enrollment application before submitting. You can make any necessary edits at this time. You cannot go back and make changes after submitting.



44

After reviewing, you are now ready to submit your enrollment(s).

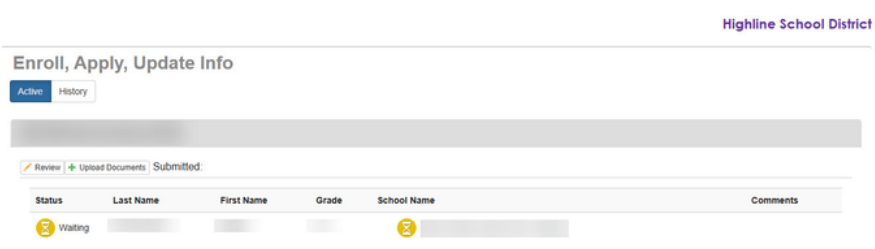
Check the box stating that you’ve reviewed all registration data and verified that it is correct.



45

Your neighborhood school will review and process the enrollment(s). Wait for a confirmation email and/or communication from your school’s office. You can check the status of your enrollment(s) by clicking on “Status” when you return to ParentVUE. School staff may add a comment.

You may also check the status by contacting your neighborhood school.





You have completed all sections of online enrollment. Thank you for utilizing our Enrollment Help Guide.

For additional support or questions, please contact your neighborhood school or the Family Center at 206-631-3003.

Visit our [enrollment website](https://highlineschools.org/enroll): highlineschools.org/enroll