



CONEJO VALLEY UNIFIED SCHOOL DISTRICT

Student Support Services

1400 E. Janss Road Thousand Oaks, CA 91362
(805) 497-9511

ONLINE PRE-ENROLLMENT INSTRUCTIONS FOR STUDENTS K-12

In an effort to assist parents and guardians in the process of enrolling their child/children, CVUSD has moved to an online pre-enrollment system. Follow the instructions below to begin the enrollment process. Please note, completing online pre-enrollment is just the first step to enrolling your child/children in CVUSD. All supporting documents, identification, and proof of residency must be submitted to your school site before your child/children may attend school.

If enrolling your child in TK, please complete the School Choice Application at <https://cvusdforms.com/school-choice-online-application-2019-2020/>. In March, you will receive a School Choice email, indicating where your child should enroll. Please complete the online pre-enrollment process at that time and take the supplemental paperwork to the school site indicated in your School Choice email.

Login to: <http://conejo.vcoe.org/PreEnroll>

1. The first field will lead you to **HOUSEHOLD** information. You will be prompted to enter your street address, parent or guardian's phone number, and email address. If you are uncertain of how to enter your address, please use the provided link to the US Postal Service. If you are uncertain of the school that your child should attend based on your address, please use the provided link to My School Location.
2. Next, proceed to the **STUDENTS** page. You will be prompted to enter your child's legal name, gender, birthdate and birth place, student's first language and language spoken at home, student's email address and phone number, student's previous school, and student's grade. If you are uncertain of the grade your student is in, please use the provided link to Grade Placement by Date of Birth
3. Proceed to the **PRIMARY GUARDIANS** page. Please note that "Primary Guardians" refers only to birth parents with intact educational rights or legal guardians—only contact info for those parties should be indicated on this page. In addition to listing address, email address, phone number of Primary Guardians, please also indicate Primary Guardian's language and last level of education completed.
4. Next, is the **EMERGENCY CONTACTS** page. Listing step parents, grandparents, other relatives, or family friends in this field, authorizes the listed persons to pick your child up from school, or to be contacted by your child's school in case of emergency. Please indicate the Emergency Contact name, phone number, and relationship to the child.
5. Finally, at **PRINT AND SUBMIT**, review all of the data you have entered, prior to submission. Once pre-enrollment is submitted, it is not possible to make changes.

*Please note, pre-enrollment is the first step in enrolling your child/children. Once the pre-enrollment form is completed online, please gather all supplemental documents as indicated on the **ENROLLMENT CHECKLIST** in the Enrollment Packet, and take them to your child's/children's school site to complete the enrollment process.