



## CONEJO VALLEY UNIFIED SCHOOL DISTRICT

### Student Support Services

1400 E. Janss Rd., Thousand Oaks CA 91362

(805) 497-9511

## ONLINE PRE-ENROLLMENT INSTRUCTIONS

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, online pre-enrollment is only completed once required documentation is uploaded. All supporting documents must be received by 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-application-2021-2022/>. 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 submit the supplemental paperwork to the school site indicated in your School Choice email.

**Login to:** <https://conejo.vcoe.org/preenrollment/>

**\*When in online Pre-Enroll, if you need to complete the process in Spanish, please click on the top right and you may change the language.**

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 click "Add" under "Students" on the left hand side of the 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 previous school, and student's grade. All yellow fields are required. You will continue through the following items:
  - **Student Residential Status and Legal Bindings.**
  - **Previous School Enrollment** (If student did not attend a school previously, please enter none.)
  - **Affirmation of Prior Discipline Record**
  - **Special Services**
  - **Home Language Survey**
  - **Health Information**
  - **Parent's Guide to Immunization**
  - **Vision, and Hearing Screening**
  - **Authorization for any Medication Taken During School Hours**
  - **Authorization for Treatment**
  - **Acknowledgments and Permission**

3. Proceed to the **PRIMARY GUARDIANS** page. You will click “Add” under the words “Primary Guardian” on the left. 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. Click “Submit” at the top of the page. You may add multiple guardians.
4. Next, is the **EMERGENCY CONTACTS** page. Please click the “Add” button under “Emergency Contacts”. 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. Click “Submit” at the top of the page. You may add multiple Emergency Contacts.
5. Then, continue to the **DOCUMENTATION** page. This is where you will upload all the necessary documents for enrollment.

Parent/Guardian Identification

- Residency Verification
- Co Resident Identification (if applicable)
- Birth Verification- Student’s Birth Certificate or Passport
- Home Language Survey
- Prior School Enrollment Form
- Notification of Transfer of Pupil Records
- Child Custody Statement
- Student Health Inventory
- Verification of Immunizations
- IEP/Section 504 Plan (if applicable)

More specific guidance regarding these documents may be found at the top this page. Below the guidance, please find the five (5) fillable pdf documents that are required as part of the Pre-Enroll process. These documents will need to be opened, filled in, saved and uploaded on this page. Pre-Enroll will not be complete without these documents.

When uploading the documents please use the “Applies to” field to indicate if a document applies to every student in the household (e.g. residency verification), or if it only applies to the one student being entered now (e.g. immunization record)

6. Finally, at **PRINT and then SUBMIT**, review all of the data you have entered, prior to submission. Once Pre-Enrollment is submitted, it is not possible to make changes.
  - 1) Click “Print the Pre-Enrollment Form” so that you may sign it
  - 2) Click “Submit Completed Enrollment Form”
  - 3) Scan or take a photo of the printed, signed Pre-Enrollment Form and send it via email to your elementary office manager or secondary registrar
  - 4) Once received electronically, the school will review and will contact you if additional information is needed. Elementary and middle school parent contact will begin the week of January 19, and high school parent contact will begin the week of February 1.