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PARENT/LEGAL GUARDIAN PRE-ENROLL STEPS
THESE ARE THE SCREENS/STEPS THE PARENTS/LEGAL GUARDIANS USE TO PRE-ENROLL A STUDENT

WEBSITE: WWW.CNUSD.K12.CA.US ➔ CLICK ON ENROLLMENT ➔ ONLINE REGISTRATION

NEW PRE-ENROLLMENT

1. SELECT [START A NEW PRE-ENROLLMENT]
2. ENTER THE FOLLOWING INFORMATION:
   ✓ EMAIL
   ✓ PASSWORD (Must contain at least 5 characters)
   ✓ RE-ENTER PASSWORD
3. SELECT CONTINUE

STEP 1: HOUSEHOLD

1. ENTER THE FOLLOWING INFORMATION:
   ✓ HOUSEHOLD ADDRESS (Required):
     ★ HOUSE NUMBER
     ★ STREET NAME
     ★ STREET TYPE (ex: Ave, Dr, Ln, etc.)
     ★ ZIP CODE
   ✓ MAILING ADDRESS (Optional)
   ✓ PHONE & EMAIL:
     ★ TELEPHONE NUMBER & TYPE
     ★ EMAIL ADDRESS (Required)
2. SELECT SUBMIT
**STEP 2: STUDENTS**

1. **SELECT ADD UNDER STUDENTS**

   ![Add Students Button]

2. **ENTER THE FOLLOWING INFORMATION:**
   - STUDENT (LEGAL) **FIRST NAME**
   - STUDENT (LEGAL) **LAST NAME**
   - **GENDER**
   - **HISPANIC/LATINO (IF NO, SELECT RACE)**
   - **BIRTHDATE**
   - **BIRTH CITY** (on birth certificate)
   - **BIRTH STATE** (on birth certificate)
   - **BIRTH COUNTRY** (on birth certificate)
   - **PRIMARY LANGUAGE**
   - **HOME LANGUAGE**
   - **PREVIOUS SCHOOL** (If applicable, only if it was OUTSIDE Corona-Norco USD)
   - **GRADE**

3. **THE STUDENTS HOME SCHOOL WILL POPULATE AT THE BOTTOM**

4. **SELECT SUBMIT**

   ![Student Information Form]

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**TO ADD ADDITIONAL STUDENTS, CLICK ON THE ADD BUTTON AGAIN AND REPEAT THE STEPS ABOVE**
STEP 3: PRIMARY CONTACTS

1. SELECT ADD UNDER PRIMARY CONTACTS

   ![Image of the軟件界面，顯示選擇添加的按鈕。]

2. ENTER THE FOLLOWING INFORMATION:

   - CONTACT TITLE
   - CONTACT FIRST NAME
   - CONTACT LAST NAME
   - CONTACT TYPE
   - RELATIONSHIP
   - LIVES WITH STUDENT (Only check this box if the student physically lives at the same address as the contact)
   - HOME ADDRESS
   - PHONE(S) – Add as many phone numbers you like (select Add Phone link to add more)
   - PRIMARY LANGUAGE
   - CONTACT EMAIL ADDRESS
   - EDUCATION LEVEL

3. SELECT SUBMIT

   ![Image of the软件界面，顯示提交按鈕。]

TO ADD ADDITIONAL PRIMARY CONTACTS, CLICK ON THE ADD BUTTON AGAIN AND REPEAT THE STEPS ABOVE
STEP 4: EMERGENCY CONTACTS

1. SELECT ADD UNDER EMERGENCY CONTACTS

2. ENTER THE FOLLOWING INFORMATION:
   - EMERGENCY CONTACT FIRST NAME
   - EMERGENCY CONTACT LAST NAME
   - PHONE(S) – Add up to 3 phone numbers
   - RELATIONSHIP
   - NOTES (Optional)

3. SELECT SUBMIT

   TO ADD ADDITIONAL EMERGENCY CONTACTS, CLICK ON THE ADD BUTTON AGAIN AND REPEAT THE STEPS ABOVE
**STEP 5: PRINT & SUBMIT TO DISTRICT**

1. **SELECT PRINT AND SUBMIT UNDER FINAL STEPS**

   ![Image showing selection process](image1)

2. **SELECT THE SUBMIT COMPLETED PRE-ENROLLMENT BUTTON TO SEND YOUR INFORMATION TO THE DISTRICT**

   ![Image showing submission process](image2)

3. **A CONFIRMATION SCREEN WILL APPEAR, SELECT SUBMIT**

   ![Image showing confirmation screen](image3)

4. **YOU WILL KNOW THE FORM WAS SUBMITTED BY VIEWING THE SUBMITTED DATE/TIME STAMP IN THE FINAL STEPS BOX:**

   ![Image showing submitted date and time](image4)

**PRINT A COPY OF YOUR SUBMISSION**

- **UNDER FINAL STEPS, SELECT PRINT & SUBMIT**

  ![Image showing print submission](image5)

- **CHOOSE THE PRINT PRE-ENROLLMENT FORM BUTTON**

  ![Image showing print pre-enrollment form](image6)
**IF PARENT HAD TO QUIT PRE-ENROLL PROCESS WITHOUT FINISHING:**

1. SELECT [CONTINUE A PRE-ENROLLMENT IN PROGRESS]
2. ENTER THE FOLLOWING INFORMATION:
   - EMAIL
   - PASSWORD (Must contain at least 5 characters)
3. SELECT LOG IN
4. COMPLETE THE REMAINING AREAS BY FOLLOWING THE INSTRUCTIONS IN THE PRIOR PAGES IN THIS HANDOUT.