



PRE-ENROLL

PARENT/LEGAL GUARDIAN STEPS

Corona-Norco Unified School District

CONTENTS

PARENT/LEGAL GUARDIAN PRE-ENROLL STEPS.....3

NEW PRE-ENROLLMENT3

IF PARENT HAD TO QUIT PRE-ENROLL PROCESS WITHOUT FINISHING:8



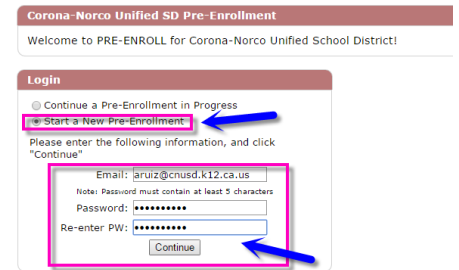
PARENT/LEGAL GUARDIAN PRE-ENROLL STEPS

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**

Pre-Enrollment Corona-Norco Unified SD

Exit Reset **Submit**

Summary
Process Started: 12/11/2014 2:22 PM
Household

Household Address

House: 2620
Number Suffix

Street: Clark Ave
Prefix Name Type Suffix

Suite: Complex:
Type Number

City: Norco CA 92860
City State Zip

Mailing Address (If different from above)

Line 1:
Line 2:
City: State Zip

Phone & Email

Telephone: 951-736-5050 Residence Unlisted
Number Type

Email Address: aruiz@cnusd.k12.ca.us



STEP 2: STUDENTS

1. SELECT **ADD** UNDER STUDENTS

Summary	
Process Started: 12/11/2014 2:26 PM	
Household	
2620 Clark Ave Norco, CA 92860 951-736-5050 aruiz@cnusd.k12.ca.us	
Students	
<input type="button" value="Add"/>	
Primary Contacts	
<input type="button" value="Add"/>	
Emergency Contacts	
<input type="button" value="Add"/>	
Final Steps	
Print and Submit Not Submitted To District	

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**

Summary	
Process Started: 12/11/2014 2:26 PM	
Household	
2620 Clark Ave Norco, CA 92860 951-736-5050 aruiz@cnusd.k12.ca.us	
Students	
<input type="button" value="Add"/>	
Primary Contacts	
<input type="button" value="Add"/>	
Emergency Contacts	
<input type="button" value="Add"/>	
Final Steps	
Print and Submit Not Submitted To District	

Student Information	
Student Name:	John <input type="text"/> <input type="text"/> <input type="text"/> Smith <input type="text"/>
	First Middle Last Suffix
Nickname:	<input type="text"/>
Gender:	Male <input type="text"/>
SSN:	<input type="text"/>
Hispanic/Latino:	<input type="radio"/> Yes <input checked="" type="radio"/> No
Race:	White <input type="text"/>
Additional Race:	<input type="button" value="Add Race"/>
Birth Date:	02/06/2001 <input type="text"/> 13 years 10 months
Birth Place:	Las Vegas <input type="text"/> Nevada <input type="text"/> United States of America <input type="text"/>
	City State Country
Citizenship:	<Unset> <input type="text"/> <Unset> <input type="text"/>
	Status Country
Language:	English <input type="text"/> English <input type="text"/>
	Primary Home
Email Address:	<input type="text"/>
Primary Phone:	951-736-5050 Residence
Additional Phones:	<input type="button" value="Add Phone"/>
Previous School:	Birney (Alice) School <input type="text"/>
Grade:	Eighth <input type="text"/>
School:	Q_Dev_Norco Int 2711 Temescal Ave 951-736-3206 Corona, CA 92860

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

Summary
Process Started: 12/11/2014 2:26 PM

Household
2620 Clark Ave
Norco, CA 92860
951-736-5050
aruiz@cnsud.k12.ca.us

Students
X John Smith
Add

Primary Contacts
Add

Emergency Contacts
Add

Final Steps
Print and Submit
Not Submitted To District

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**

Reset **Submit**

Primary Contact Information

Contact Name: Mrs Jane Smith
Title First Middle Last Suffix

Contact Type: Parent **Relationship:** Mother

Lives With Student:

Home Address: 2620 Clark Ave
Line 1
Line 2
Norco CA 92860
City State Zipcode
Country

Work Address:
Line 1
Line 2
City State Zipcode
Country

Phone(s):
Seq Number Ext Type Unlisted Msg
X 1 951-736-1234 Residence
Add Phone

Primary Language: English **Email:** aruiz@cnsud.k12.ca.us

Education Level: C - College Graduate **Employer:** CNUSD

PL 874: **Occupation:**

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

Summary	
Process Started: 12/11/2014 2:26 PM	
Household	
2620 Clark Ave Norco, CA 92860 951-736-5050 aruiz@cnusd.k12.ca.us	
Students	
<input checked="" type="checkbox"/>	John Smith
<input type="button" value="Add"/>	
Primary Contacts	
<input checked="" type="checkbox"/>	Mrs Jane Smith
<input type="button" value="Add"/>	
Emergency Contacts	
<input type="button" value="Add"/>	
Final Steps	
Print and Submit	
Not Submitted To District	

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**

Emergency Contact Information

Contact Name:	<input type="text" value="Diana"/>	<input type="text" value="Smith"/>
	<small>First</small>	<small>Last</small>
Phone(s):	<input type="text" value="951-316-1234"/>	<input type="text"/>
	<small>Number</small>	<small>Ext</small>
	<input type="text"/>	<input type="text"/>
	<input type="text"/>	<input type="text"/>
	<small>Type</small>	<small>Msg</small>
	Cellular <input type="button" value="v"/>	<input type="checkbox"/>
	<input type="button" value="v"/>	<input type="checkbox"/>
	<input type="button" value="v"/>	<input type="checkbox"/>
Relationship:	<input type="button" value="v"/> Grandmother	
Notes:	<input type="text" value="Picks John up from school on Tuesdays & Thursdays"/>	

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

Summary	
Process Started: 12/11/2014 2:26 PM	
Household	
<input checked="" type="checkbox"/> 2620 Clark Ave Norco, CA 92860 951-736-5050 aruiz@cnusd.k12.ca.us	
Students	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> John Smith
<input type="button" value="Add"/>	
Primary Contacts	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Mrs Jane Smith
<input type="button" value="Add"/>	
Emergency Contacts	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Diana Smith
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Bob Smith
<input type="button" value="Add"/>	
Final Steps	
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/> Print and Submit
Not Submitted To District	

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

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

Are you sure all data is complete and you are ready to send it to the district?

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

Final Steps

Print and Submit

Submitted: 12/11/2014 3:21 PM

PRINT A COPY OF YOUR SUBMISSION

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

Final Steps

Print and Submit

Submitted: 12/11/2014 3:21 PM

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

★ **PRINT A COPY FOR TO BRING WITH YOU TO YOUR REGISTRATION APPOINTMENT**

Printed 12/12/2014 10:21 AM

Pre-Enrollment Information
Corona-Norco Unified SD

Page 1

Process Started: 12/11/2014 2:26 PM

Submitted: 12/11/2014 3:21 PM

Household InformationPhone: 951-736-5050 Residence
Address: 2620 Clark Ave
Norco CA 92860Email Address: aruiz@cnusd.k12.ca.us
Mailing Address:**Student: John Smith**Birth Date: 2/6/2001 13 years 10 months
Birth Place: Las Vegas, NV US
SSN:
Phone(s):
Email Address:
Primary Language: English
Home Language: English
Grade: EighthNickname:
Gender: Male
Hispanic/Latino: No
Race: White
Citizenship: <Unset>
Country: <Unset>
Previous School: Birney (Alice) School
Preferred School: Q_Dev_Norco Int**Primary Contact: Mrs Jane Smith**Phone(s): 951-736-1234 Residence

Home Address: 2620 Clark Ave
Norco CA 92860
Primary Language: English
Education Level: C - College Graduate
PL 874:Contact Type: Parent
Relationship: Mother
Work Address:

Email Address: aruiz@cnusd.k12.ca.us
Employer: CNUSD
Occupation:**Emergency Contact: Diana Smith**

Phone(s): 951-316-1234 Cellular

Relationship: Grandmother
Notes: Picks John up from school on Tuesdays
& Thursdays**Emergency Contact: Bob Smith**

Phone(s): 951-222-7898 Residence

Relationship: Grandfather
Notes: Always at home.**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.


Login

Continue a Pre-Enrollment in Progress
 Start a New Pre-Enrollment

Please enter your login information, and click "Log In"

Email:

Password:



[Forgot Your Password?](#)

