

# HOW TO: Parent/Legal Guardian Pre-Enroll Steps

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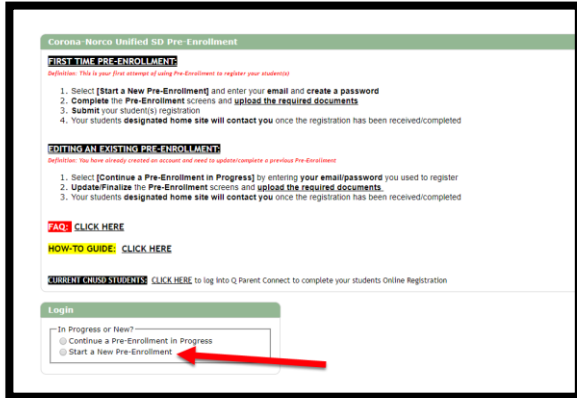
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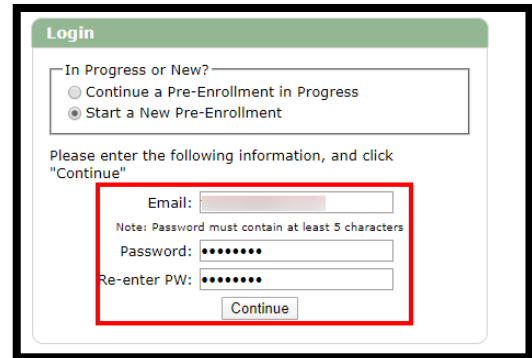
# NEW PRE-ENROLLMENT

## Step 1: Login

1) Select the *Start a New Pre-Enrollment* option



2) Enter a valid email address, create a password and select *Continue*

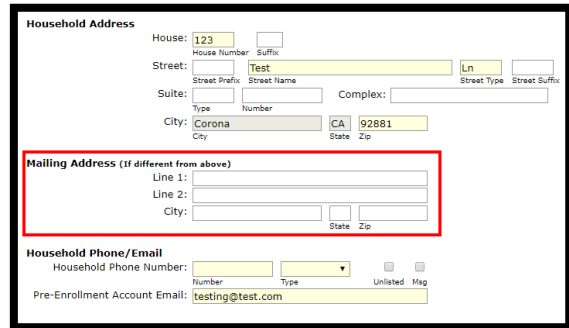
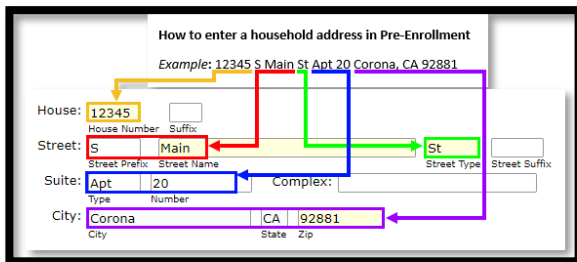


## Step 2: Household

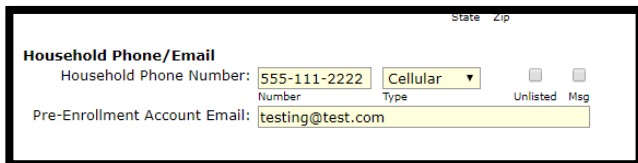
1) Enter the Household Address:

- House Number
- Street Prefix (If applicable)
- Street Name
- Street Type
- Suite (If applicable)
- Zip Code

2) Enter a Mailing Address (optional)



3) Enter a household phone number and type and verify the Email address



## Step 3: Students

1) Select **Add** under **Students**

Summary  
Process Started: 5/12/2020 12:07 PM

**Household**  
123 Test Ln  
Corona, CA 92881  
555-111-2222  
testing@test.com

**Students**  
**Add**

**Primary Contacts**  
**Add**

**Emergency Contacts**  
**Add**

**Documentation**  
**Add**

2) Fill out the following information:

- Student Name
- Gender
- Hispanic/Latino (If no, select race)
- Birthdate
- Birth City
- Birth State
- Birth Country
- Primary Language
- Home Language
- Previous School
- Grade
- CNUSD Enrollment Start Date
- 1<sup>st</sup> Enrolled California
- 1<sup>st</sup> Enrolled United States

**Student Information**

Student Name: Test  
First Middle Last Suffix

Gender: Female  
Hispanic/Latino?  Yes  No

Race: Add Race

Birth Date: 03/20/2003 17 years 1 months

Birth Place: Corona California United States of America  
City State Country

Language: English English  
Primary Home

Student Phone Number: 555-111-2222 Cellular  
Additional Phones: Add Phone

Previous School: Vista Murrieta High, Murrieta (Murrieta, CA)

Grade: Eleventh

School: Q\_Dev\_Centennial High  
1820 Rimpau Ave 951-739-5670  
Corona, CA 92881 ajbarile@cnusd.k12.ca.us

CNUSD Enrollment Start Date: 08/11/2020  
1st Enrolled in California: 05/05/2010  
1st Enrolled in United States: 05/05/2010

Future Year Start Dates

3) Click the **Submit** button

Reset Submit Updates P

**Student Information**

Student Name: Test  
First

Nickname:

Gender: Fem  
Hi

**TO ADD ADDITIONAL STUDENTS, CLICK THE ADD BUTTON AND REPEAT THE STEPS ABOVE**

# Step 4: Primary Contacts

1) Select *Add* under Primary Contacts

Summary  
Process Started: 5/12/2020 12:07 PM

**Household**  
1820 Rimpau Ave  
Corona, CA 92881  
555-111-2222  
testing@test.com

**Students**  
 Test Student

**Primary Contacts**  
 ←

**Emergency Contacts**

**Documentation**

**Final Steps**  
 Submit and Print

Not Submitted To District

2) Enter the following information:

- Contact Title
- Contact First Name
- Contact Last Name
- Contact Type
- Relationship
- Lives with Student (Only if the contact lives at the same address as the student)
- Home Address
- Phone(s) – Add as many phone numbers you would like (select Add Phone button to add more)
- Primary Language
- Contact Email Address
- Education Level
- Employer

**Primary Contact Information**

Contact Name: Mr Test Parent  
Title First Middle Last Suffix

Contact Type: Parent Relationship: Father

Lives With Student:

Home Address: 1820 Rimpau Ave  
Line 1  
Line 2  
Corona CA 92881  
City State Zipcode  
Country

Work Address: Line 1  
Line 2  
City State Zipcode  
Country

Phone(s):  
Seq Number Ext Type Unlisted Msg  
 1 555-112-2211 Cellular

Primary Language: English Email: testparent@testparent.com  
Education Level: C - College Graduate Employer: CNUSD  
Occupation:

3) Click the *Submit* button

← **Updates Pending**

**Primary Contact Information**

Contact Name: Test  
Title First Middle

Contact Type: Parent

Lives With Student:

Home Address: 1820 Rimpau Ave  
Line 1

**TO ADD ADDITIONAL PRIMARY CONTACTS, CLICK THE ADD BUTTON AND REPEAT THE STEPS ABOVE**

**AT LEAST 1 PRIMARY CONTACT MUST BE ENTERED**

## Step 5: Emergency Contacts

1) Select *Add* under Emergency Contacts

Summary  
Process Started: 5/12/2020 12:07 PM

**Household**  
 1820 Rimpau Ave  
Corona, CA 92881  
555-111-2222  
testing@test.com

**Students**  
 Test Student  
 Add

**Primary Contacts**  
 Test Parent  
 Add

**Emergency Contacts**  
 Add

**Documentation**  
 Add

**Final Steps**  
 Submit and Print

2) Enter the following information:

- Emergency Contact First Name
- Emergency Contact Last Name
- Phone(s) – Add up to 3 phone numbers
- Relationship
- Notes (Optional)

**Emergency Contact Information**

Contact Name:    
First Last

Number Ext Type Msg  
Phone(s):

Relationship:

Notes:

3) Click the *Submit* button

**Updates Pending**

**Emergency Contact Information**

Contact Name:    
First Last

Number Ext  
Phone(s):

**TO ADD ADDITIONAL EMERGENCY CONTACTS, CLICK THE ADD BUTTON AND REPEAT THE STEPS ABOVE**

**AT LEAST 2 EMERGENCY CONTACTS MUST BE ENTERED**

# Step 6: Documentation

1) Select **Add** under Documentation

PROCESS Started: 5/12/2020 12:07 PM

**Household**  
 1820 Rimpau Ave  
 Corona, CA 92881  
 555-111-2222  
 testing@test.com

**Students**  
  Test Student

**Primary Contacts**  
  Test Parent

**Emergency Contacts**  
  John Appleseed  
  Terry Appleseed

**Documentation**  
 ←

**Final Steps**

2) Review the **REQUIRED** documents and the if applicable documents

The following documents are **required** to pre-enroll your student into CNUSD:

- [REG] Immunization Records
- [REG] Birth Verification
- [REG] Parent/Guardian ID
- [REG] Address verifications
- [REG] Home Language Survey
  - CLICK HERE to download the form
  - Please save the document to your computer and then upload to Pre-Enrollment
- [REG] Record of Special Services
  - CLICK HERE to download the form (English)
  - CLICK HERE to download the form (en español)
  - Please save the document to your computer and then upload to Pre-Enrollment

**If applicable** please include the following forms:

- [REG] IEPs/504
- [REG] Court orders
- [REG] Address Affidavit
  - CLICK HERE to download the form
  - Please save the document to your computer and then upload to Pre-Enrollment

3) Select the **CLICK HERE** link under [REG] Home Language Survey and [REG] Record of Special Services to download the forms (**REQUIRED**)

The following documents are **required** to pre-enroll your student into CNUSD:

- [REG] Immunization Records
- [REG] Birth Verification
- [REG] Parent/Guardian ID
- [REG] Address verifications
- [REG] Home Language Survey
  - CLICK HERE** to download the form
  - Please save the document to your computer and then upload to Pre-Enrollment
- [REG] Record of Special Services
  - CLICK HERE** to download the form (English)
  - CLICK HERE** to download the form (en español)
  - Please save the document to your computer and then upload to Pre-Enrollment

4) Once the forms open, fill out the different fields

**HOME LANGUAGE SURVEY**

CORONA-NORCO UNIFIED SCHOOL DISTRICT  
 HOME LANGUAGE SURVEY  
 ENGLISH

DATE: \_\_\_\_\_ SCHOOL: \_\_\_\_\_  
 TEACHER: \_\_\_\_\_

The California Education Code requires schools to determine the language(s) spoken at home by each student. This information is essential in order for schools to provide meaningful instruction for all students.

Your cooperation in helping us meet this important requirement is requested. Please answer the following questions and have your son/daughter return this form to his/her teacher. Thank you for your help.

Name of Student: Last \_\_\_\_\_ First \_\_\_\_\_ Middle \_\_\_\_\_ Grade \_\_\_\_\_ Age \_\_\_\_\_

- Which language did your son or daughter learn when he or she first began to talk?  
 \_\_\_\_\_
- What language does your son or daughter most frequently use at home? English \_\_\_\_\_
- What language do you use most frequently to speak to your son or daughter? \_\_\_\_\_
- Name the language most often spoken by the adults at home: \_\_\_\_\_

Signature of Parent or Guardian \_\_\_\_\_

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**RECORD OF SPECIAL SERVICES**

Corona-Norco Unified School District  
 RECORD OF SPECIAL SERVICES

Student ID# \_\_\_\_\_  
 School: \_\_\_\_\_

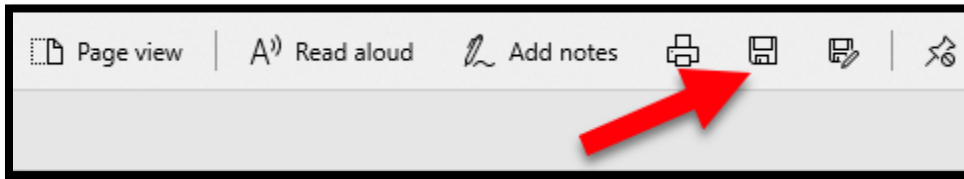
\_\_\_\_\_, (Student's Name) receives the following special services:

- Current 504 Plan (Federal Rehabilitation Act of 1973)

**A CURRENT IEP WOULD IDENTIFY THE FOLLOWING SPECIAL SERVICES:**

- Speech Therapy
- Adapted Physical Education (Students who require development or corrective physical education)
- Resource Specialist Services (Students who receive special education instruction from a resource specialist for less than 1/2 of their school day)
- Special Day Class (Students who receive special education instruction from a special education teacher for more than 1/2 of their school day)
- Visually Handicapped Services (Students with significant visual impairments who receive enlarged materials, tutorial assistance, Braille instruction, etc., through the IEP process)
- Hearing Impaired Services (Students with significant hearing loss who receive special services including a sign language interpreter through the IEP process)
- Physical or Occupational Therapy

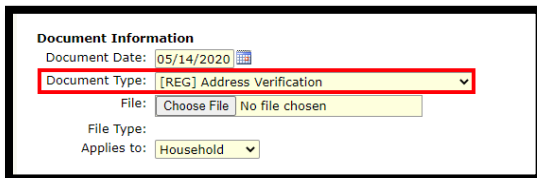
5) Select the save icon in your browser to save the filled-out forms to your computer (screenshot shown is using the Microsoft Edge browser)



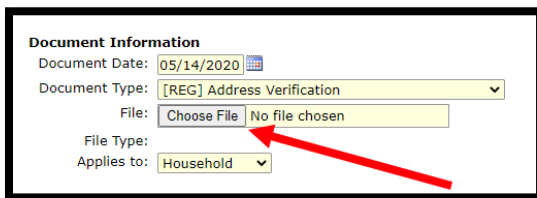
6) Under the Document Information section:

- **Document Date** – Set to the current date
- **Document Type** – Select the kind of document that you are uploading
  - Address Verification
  - Birth Verification
  - Home Language Survey
  - Immunization Records
  - Parent/Guardian ID
  - Record of Special Services
  - Address Affidavit (If applicable)
  - Court Orders (If applicable)
  - IEP/504 (If applicable)
- **File** – Select the *Choose File* button to select a file from your computer
- **File Type** – Displays the type of file that was uploaded (PDF, DOC, DOCX, PNG, etc.)
- **Applies To**
  - Household: Documents that can be applied to the entire household (Address Verification, Parent / Guardian ID, etc.)
  - Individual Student: Documents that can only be applied to a specific student (Immunization Record, Birth Verification, Home Language Survey, etc.)

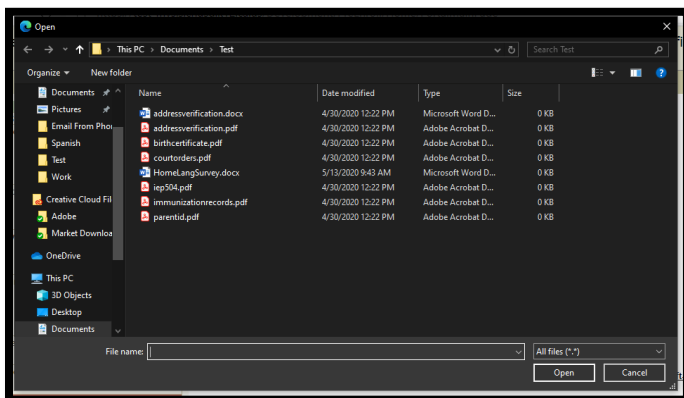
7) Select the *Document Type* dropdown to select the type of document you are trying to upload



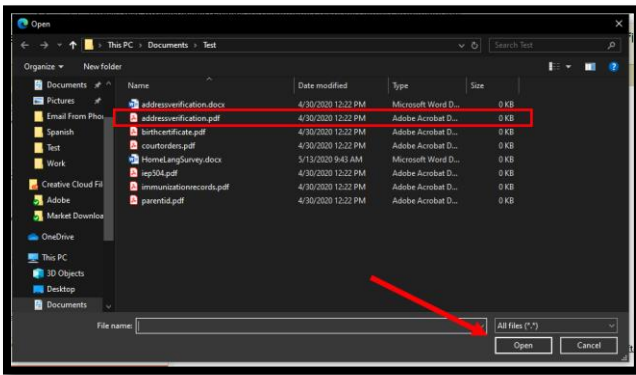
8) Select the *Choose File* button to search for a document on your computer



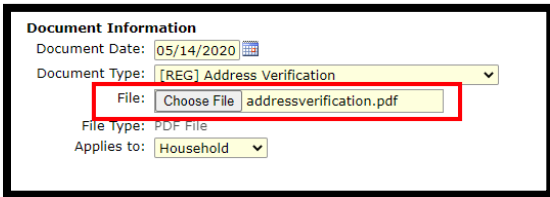
9) After selecting *Choose File*, a new window will open allowing you to search your computer for a document



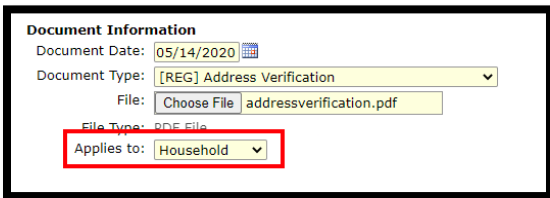
10) Search your computer's file system for the document you are looking for. Once you find it, select it and choose *Open*



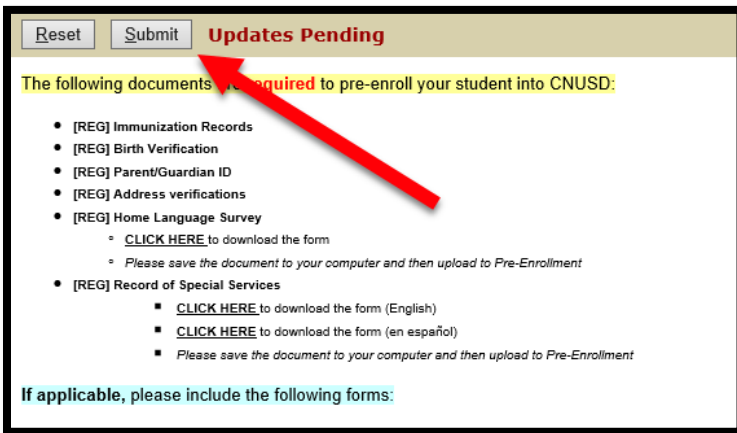
11) The *File* text area should now show the name of the file that you chose



12) Select the *Applies to* drop-down and select whether this document applies to the household or an individual student



13) After verifying that the correct document is attached and that it is applied to the correct option, select the *Submit* button on the top



**TO ADD ADDITIONAL DOCUMENTS, CLICK THE ADD BUTTON AND REPEAT THE STEPS ABOVE FOR ALL REQUIRED DOCUMENTS**



## Step 7: Final Steps

- 1) Under Final Steps click the *Submit and Print* button

Summary  
Process Started: 5/12/2020 12:07 PM

**Household**  
1820 Rimpau Ave  
Corona, CA 92881  
959-111-2222  
testing@test.com

**Students**  
Test Student

**Primary Contacts**  
Test Parent

**Emergency Contacts**  
John Appleseed  
Terry Appleseed

**Documentation**

**Final Steps**  
Submit and Print  
Not Submitted To District

- 2) Before submitting, verify that all *Required* and all *If Applicable* documents have been uploaded. Also make sure that all **REQUIRED** sections have been completed and select the *Submit Completed Pre-Enrollment* button

Reset Submit Completed Pre-Enrollment Print Pre-Enrollment Form

**BEFORE SUBMITTING YOUR COMPLETED PRE-ENROLLMENT:**

1) Please make sure the following documents are attached to your student(s)

- REQUIRED**
  - [REG] Immunization Records
  - [REG] Birth Verification
  - [REG] Parent/Guardian ID
  - [REG] Address verifications
  - [REG] Home Language Survey
  - [REG] Record of Special Services
- IF APPLICABLE**
  - [REG] IEPs/504
  - [REG] Court orders
  - [REG] Address Affidavit

- 3) Confirm that all data is complete, and all **REQUIRED** documents have been submitted

**Confirm**

Are you sure all data is complete/all required documents have been submitted and you are ready to send it to the district?

OK Cancel

- 4) **OPTIONAL:** Click the *Print Pre-Enrollment Form* button to print out a report with all filled out information

Print Pre-Enrollment Form

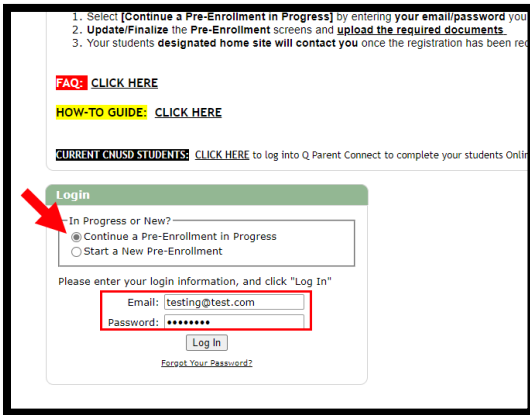
Thank you for completing CNUSD Pre-Enrollment

If you have not received any contact from your s

# CONTINUE A PRE-ENROLLMENT IN PROGRESS

## Step 1: Login

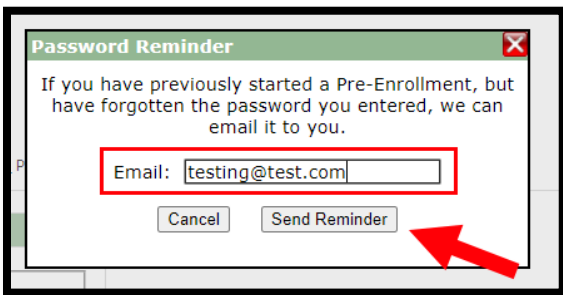
1) Select the *Continue a Pre-Enrollment in Progress* option and enter your Email and Password



2) If you forgot your password, select the *Forgot Your Password?* link



3) Enter your email address and click the *Send Reminder* button

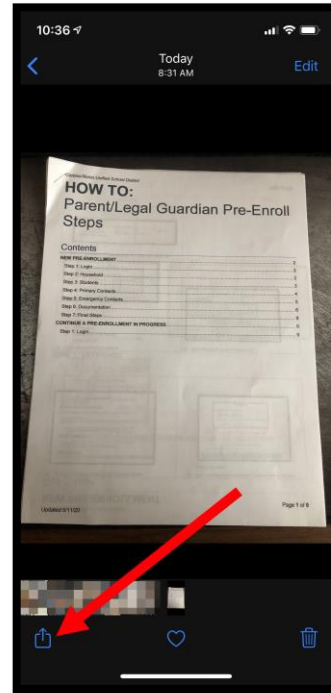


**FOR HELP MAKING CHANGES TO ANY OF THE DIFFERENT SECTIONS, PLEASE FOLLOW THE STEPS AT THE BEGINNING OF THIS DOCUMENT**

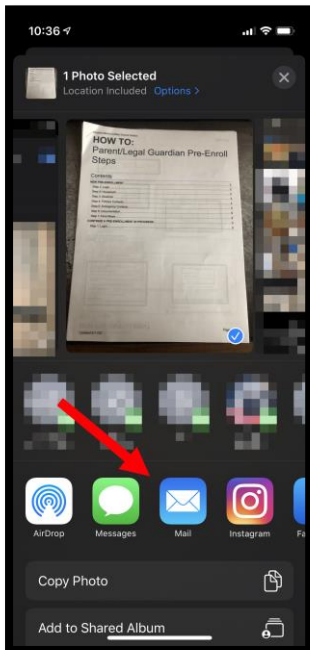
# HOW DO I UPLOAD A DOCUMENT TO MY COMPUTER?

## How to Email a Photo from a Smart Phone

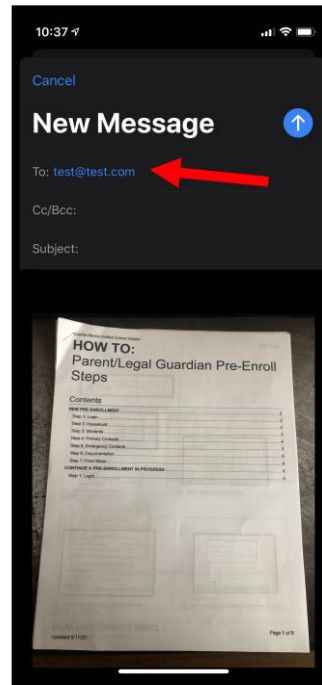
- 1) After taking a photo of your document, go to the *Photos* app on your phone and select the photo you want to upload
- 2) Select the *Export* icon



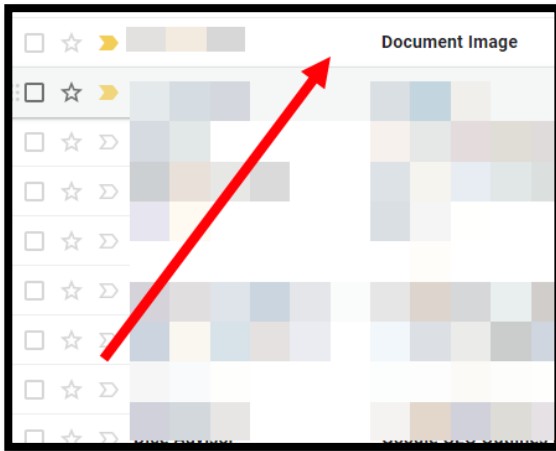
- 3) Select the *Mail* app



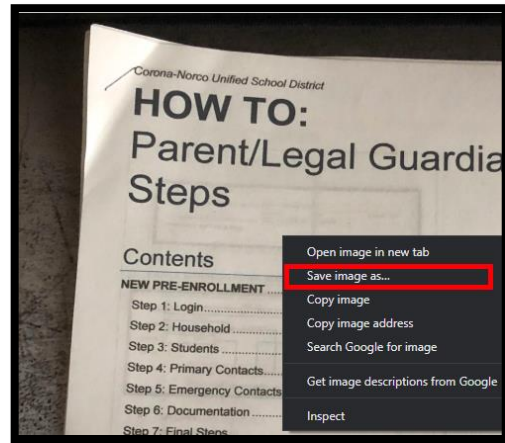
- 4) Enter your email address and send the email



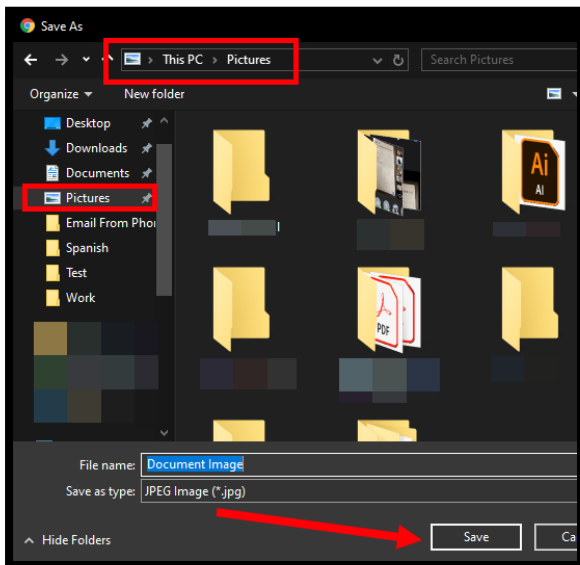
5) Check your email on your computer



6) Right click on the image in the email and select *Save Image As...*



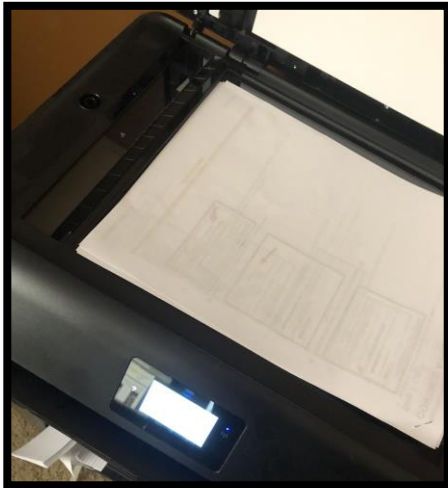
7) Select a folder on your computer where you would like to save the image and click the *Save* button



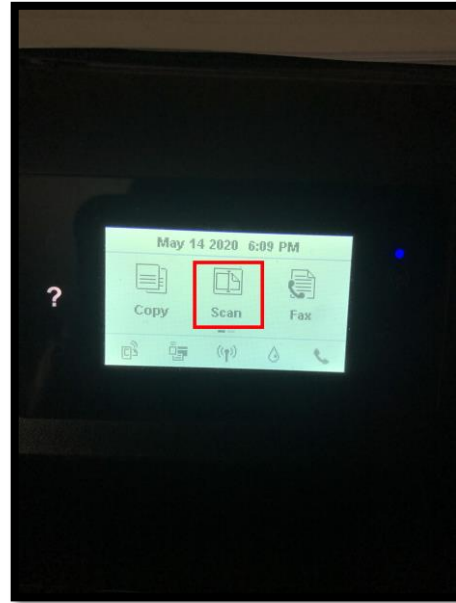
8) The image is now saved to your computer and can be uploaded to the Pre-Enrollment website

# How to Save a Document Using a Scanner

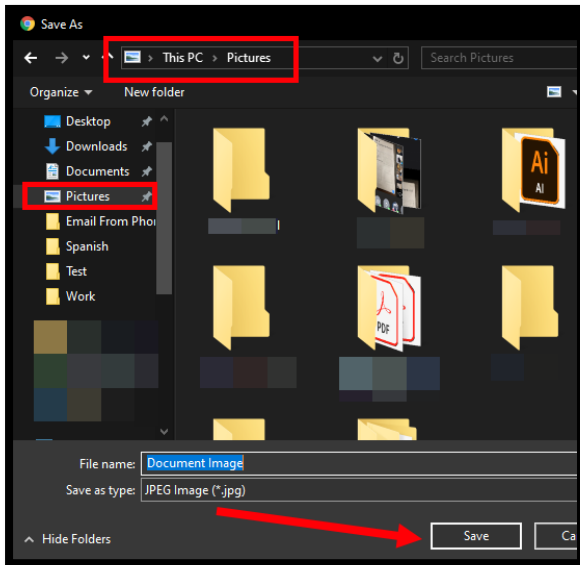
1) Place your document in your scanner



2) Select the Scan option and send it to your computer



3) Select a folder on your computer where you would like to save the image and click the Save button



4) The image is now saved to your computer and can be uploaded to the Pre-Enrollment website