

Parent Guide to:

2020 - 2021 Student Pre-Enrollment On-Line

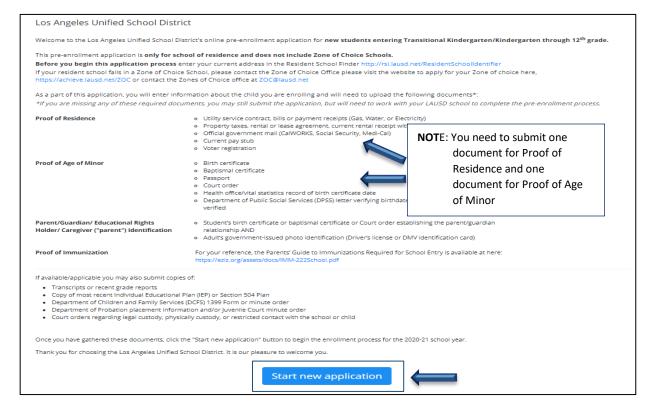
LOG IN

Log in to the Student Enrollment at https://enroll.lausd.net using your email user ID and password.

NOTE: Before you begin the online application process, click the Student Enrollment header for enrollment information. This online pre-enrollment application is for new students entering Transitional Kindergarten/Kindergarten through 12th grade for the school of residence and does not include Zone of Choice Schools

Once you've reviewed the enrollment information, return to the Student Enrollment Homepage by clicking the **Start new application** button at the end of the information or click the **Home** link located on the right top corner Of the screen.

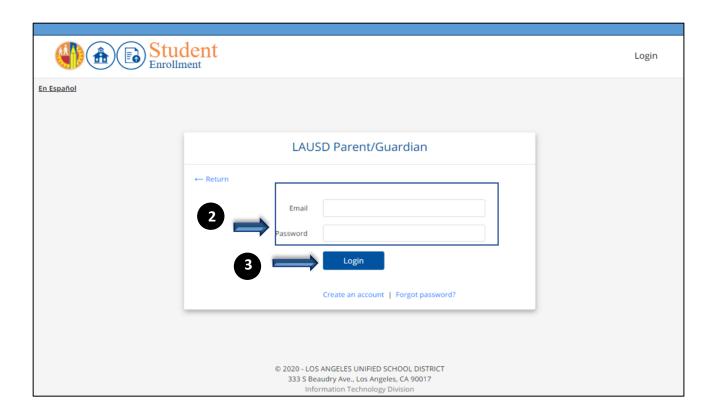




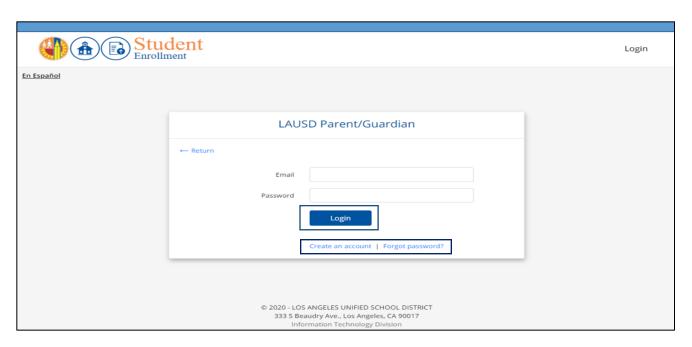
Step 1 Click the **LAUSD Parent/Guardian** icon.



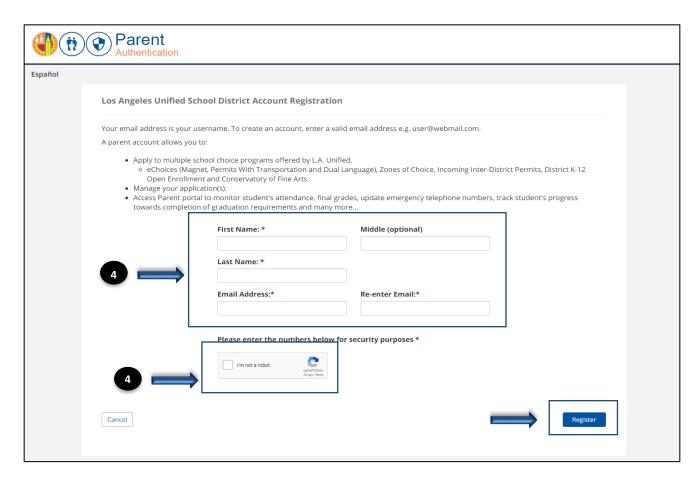
- **Step 2** Type your **email address** and **password** in the corresponding fields.
- **Step 3** Click the **Login** button to open the Student Enrollment Homepage.



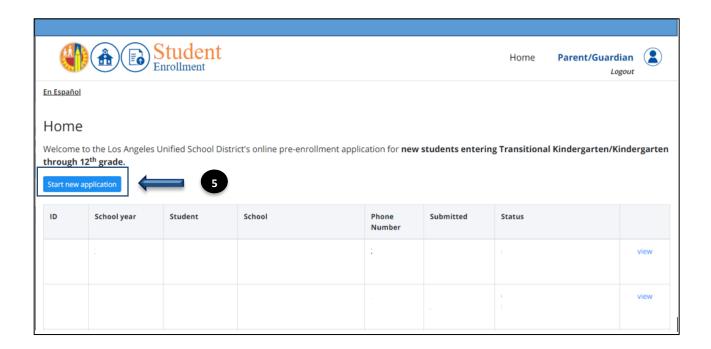
NOTE: If you have a login account for the LAUSD Parent Portal or for Unified enrollment, you can use the same Email and Password, otherwise please click on **Create an Account.** If you need assistance with obtaining your password, please click on **Forgot Password.**



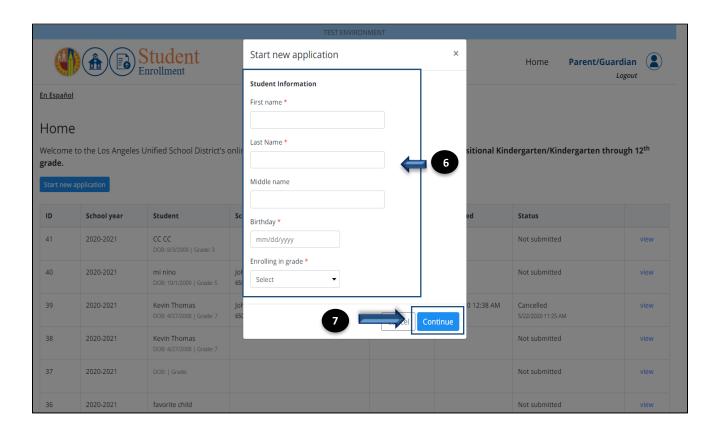
Step 4 Enter all the information in the fields marked with an asterisk (*) and then enter the security numbers that appear on the bottom to the right, **I'm not a robot**. Check the box, **I'm not a robot** and then click on **Register.**



Step 5 From the Homepage, click the **Start new application** button to open a Student Information box to start creating an online pre-enrollment application.



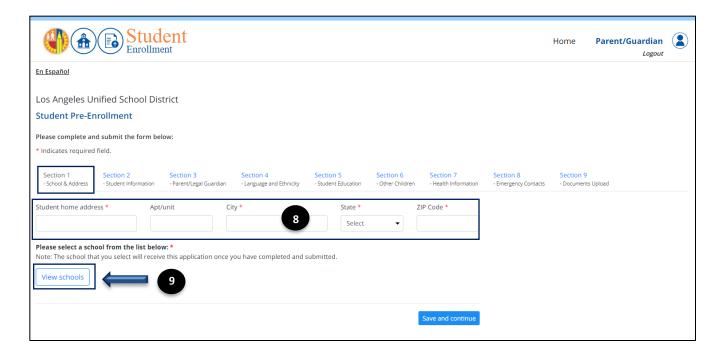
- Step 6 Complete the Student Information fields. Fields marked with a red asterisk (*) are required and must be completed.
- **Step 7** Click the **Continue** button to open the **Student Enrollment** screen.



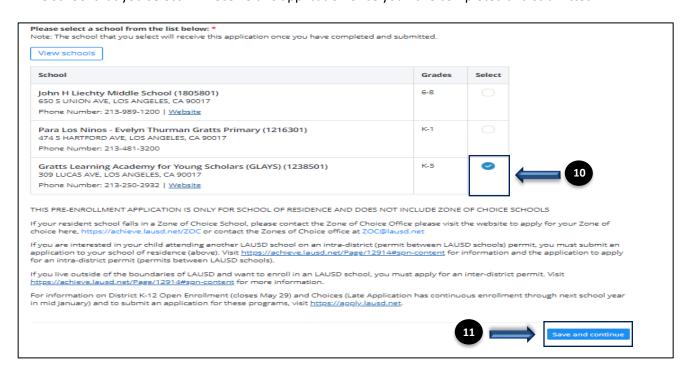
Note: Please remember to click **Save and continue** at the end of each page. This pre-enrollment application allows the ability for users to save any entered information and resume at a future date.

Section 1 - School & Address Tab

- **Step 8** Enter your full address.
- **Step 9** Click the **View Schools** button to display the schools in your area.

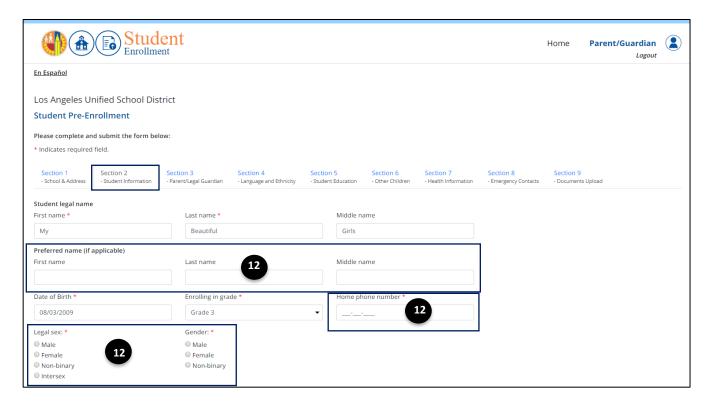


- Step 10 Click the radio button next to the appropriate school grade level (the student will be attending 5th grade in this example; therefore, the radio button next to the elementary school was selected).
- **Step 11** Click the **Save and continue** button to save the answers and to access the next section tab.
- **NOTE:** The school that you select will receive this application once you have completed and submitted.

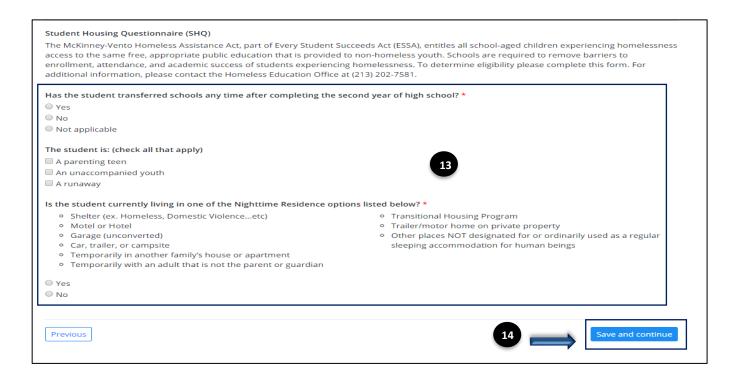


Section 2 – Student Information Tab

The student's **Legal name, Date of Birth and Enrolling Grade** will automatically transfer from the home page. If the student has a **preferred name**, enter in this section. **Enter a phone number**. Click the **radio button** for **legal sex** and **gender**. Remember any field marked with and asterisk (*) is required.



- Step 13 The Student Housing Questionnaire information is required. Schools are required to remove barriers to enrollment, attendance, and academic success for students experiencing homelessness.
- Step 14 Once the Student Housing Questionnaire is completed, click Save and continue

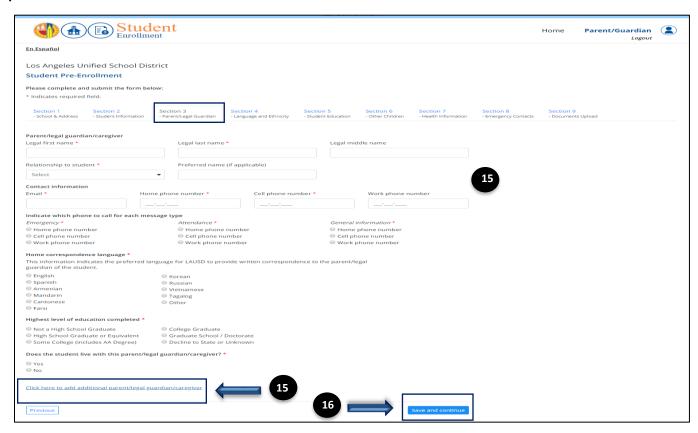


Section 3 - Parent/Legal Guardian tab

Step 15 Select/enter all applicable answers, especially in the required fields (*).

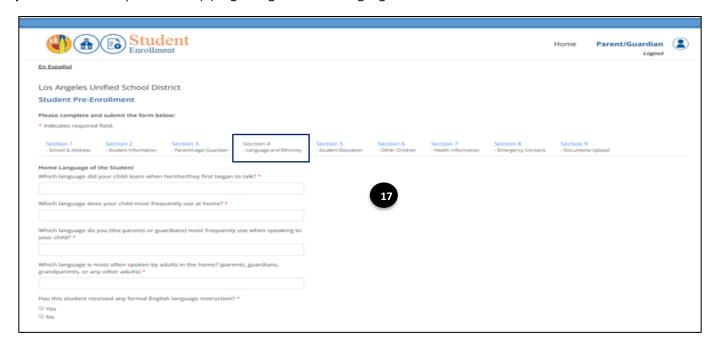
Click the link at the bottom of the page to enter additional parent/legal guardian/caregiver information.

Step 16 Click the **Save and continue** button.



Section 4 - Home Language and Ethnicity tab

Step 17 Enter all required fields (*) regarding the home language of the student.



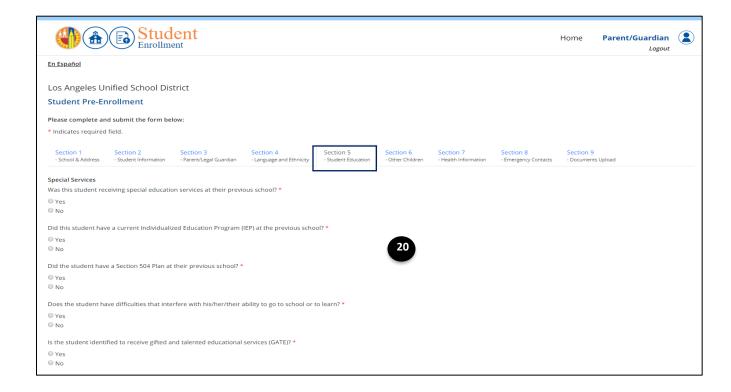
- Step 18 Click the Yes or No radio button to answer the Student's Primary Ethnicity question. Click the radio button to indicate the Student's Primary Race (required*) and Student's Additional Race (optional).
- **Step 19** Click the **Save and continue** button.

Student's Primary Ethnicity				
Is the student's ethnicity Hispanic or Lati	no? *			
○ Yes				
○ No				
Student's Primary Race *				
 African American or Black 	Korean			
American Indian or Alaska Native	Laotian			
Asian Indian	 Native Hawaiian 			
Cambodian	Samoan			
Caucasian or White	 Tahitian 			
O Chinese	 Vietnamese 			
Filipino	Other Asian	18		
 Guamanian 	Other Pacific Islander			
Hmong	 Decline to State 			
○ Japanese				
Student's Additional Race (Optional)				
African American or Black	Korean			
American Indian or Alaska Native	Laotian			
Asian Indian	 Native Hawaiian 			
Cambodian	Samoan			
Caucasian or White	 Tahitian 			
Chinese	 Vietnamese 			
Filipino	Other Asian			
Guamanian	Other Pacific Islander			
Hmong	 Decline to State 			
Japanese				
			19	
Previous				Save and continue

Section 5 - Student Education tab

Step 20 Special Services - Select/enter all applicable answers, especially in the required fields (*).

The answers to some questions will open additional questions/selections when your answer is yes.



Step 21 Previous Schools - Select/enter all applicable answers, especially in the required fields (*).

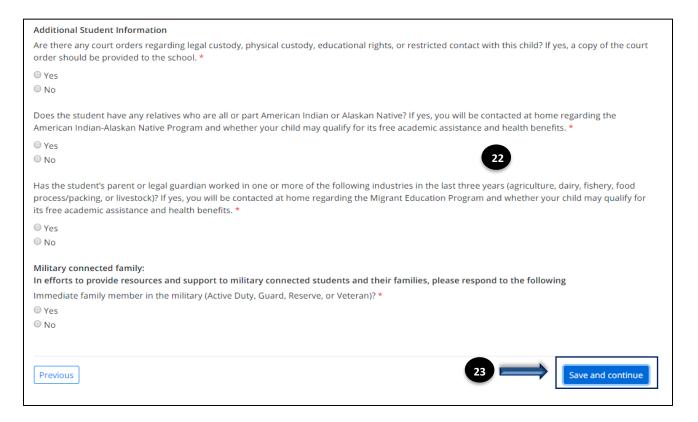
The answers to some questions will open additional questions/selections when your answer is yes.

Previous Schools	
Has the student previously attended this	school? *
○ Yes	
○ No	
Has the student previously attended any preschool)? *	other school or center in the LAUSD (e.g., early education center, state preschool, Head Start, or other
○ Yes	
○ No	21
List last non-LAUSD school student atter Name of School	nded (including early education center, state preschool, Head Start, or other preschool) City/State
Dates Attended (Month/Year)	Grade Level(s)
Is this student currently under an expulsi	on order? *
○ Yes	
○ No	

Step 22 Additional Student Information - Select/enter all applicable answers, especially in the required fields (*).

The answers to some questions will open additional questions/selections when your answer is yes

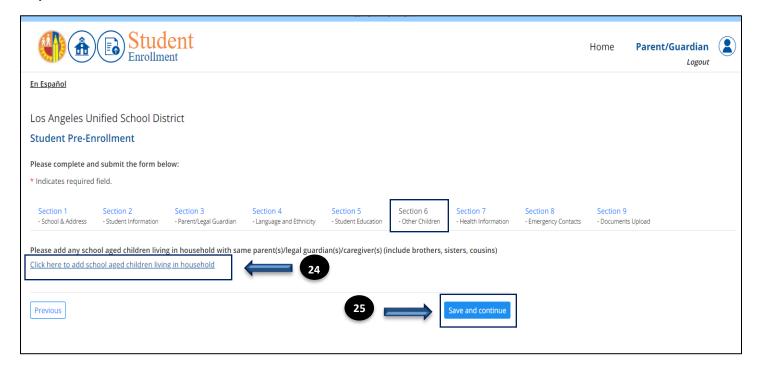
Step 23 Click the **Save and continue** button.



Section 6 - Children Living in Household tab

Step 24 If applicable, click the link provided under this tab to access fields that will allow you to enter information for school-aged children living in the household.

Step 25 Click the Save and continue button

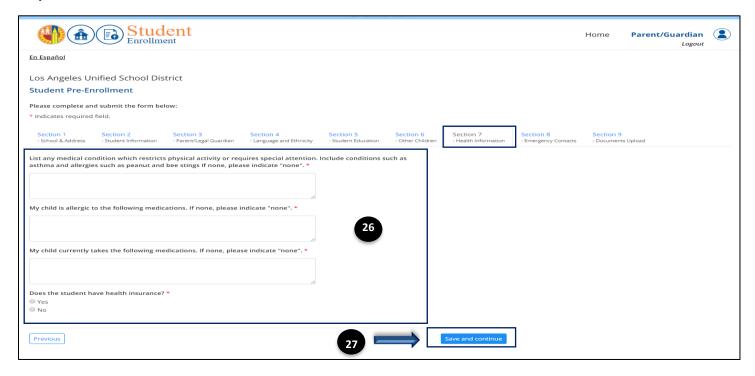


Section 7 - Health Information tab

Step 26 Select/enter all applicable answers, especially in the required fields (*).

The answers to some questions will open additional questions/selections.

Step 27 Click the **Save and continue** button.

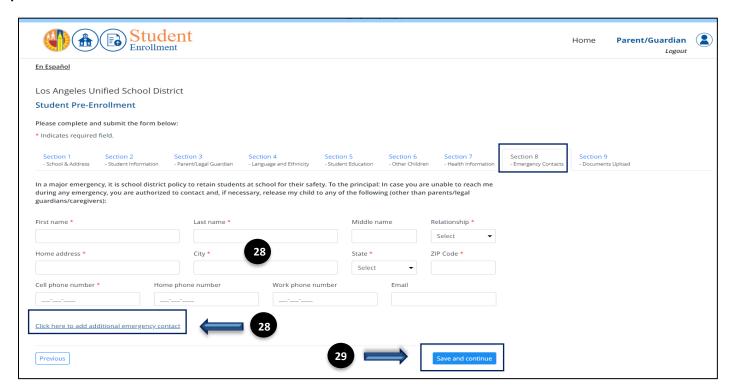


Section 8 - Emergency Contacts tab

Step 28 In a major emergency, it is school district policy to retain students at school for their safety. In case the Principal or other staff member is unable to reach you during any emergency, you need to authorize to Contact and, if necessary, release your child to any person of your trust. Enter contact information, especially in the required fields (*).

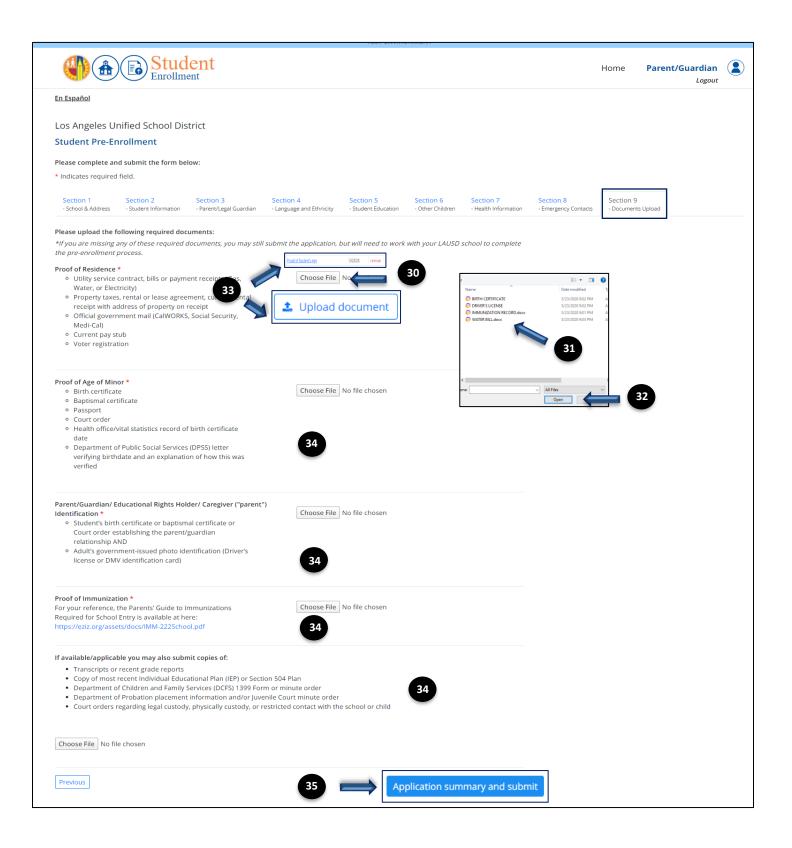
Click the link provided under this tab to add additional emergency contacts.

Step 29 Click the **Save and continue** button.

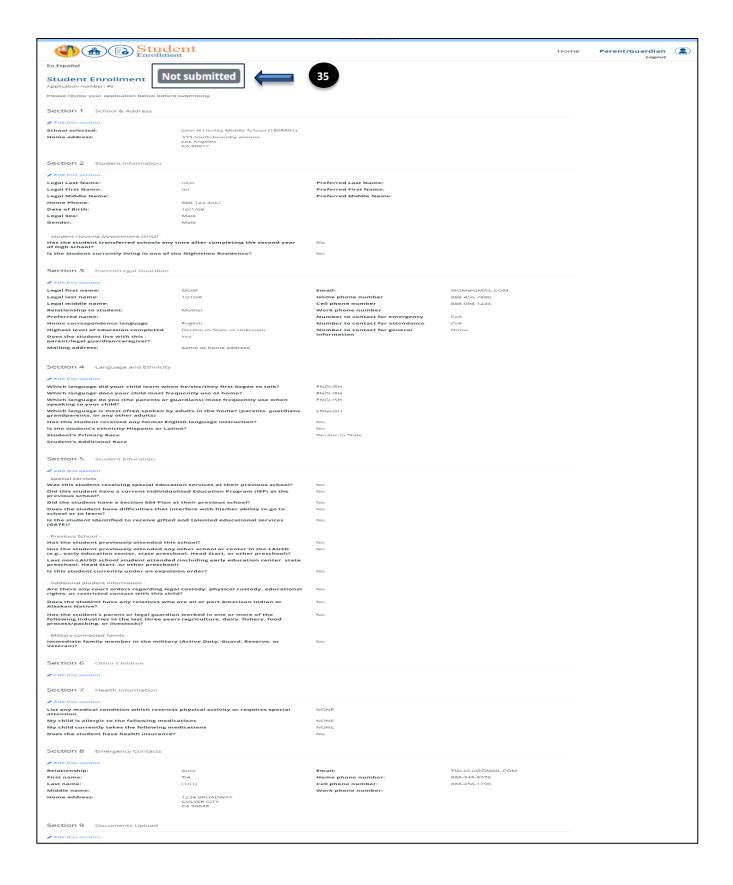


Section 9 - Documents upload

- **Step 30** Click the **Choose File** button next to a requirement to open the File Upload window.
- **Step 31** Locate and click the **document to be uploaded**.
- **Step 32** Click the **Open** button of the File Upload window.
- Step 33 Click the **Upload document** button displaying on the screen. The system will generate a "File uploaded successfully" message.
- **Step 34** Repeat step 30 to step 33 to upload each required document.
- **Step 35** Click the **Application summary and submit** button.



- The summary screen will display Not submitted next to the Student Enrollment heading and your Application number will display underneath. Parent/Guardian/Caregiver will Submit after all information is reviewed.
- Review all your answers, click the edit link for any section you wish to make changes.

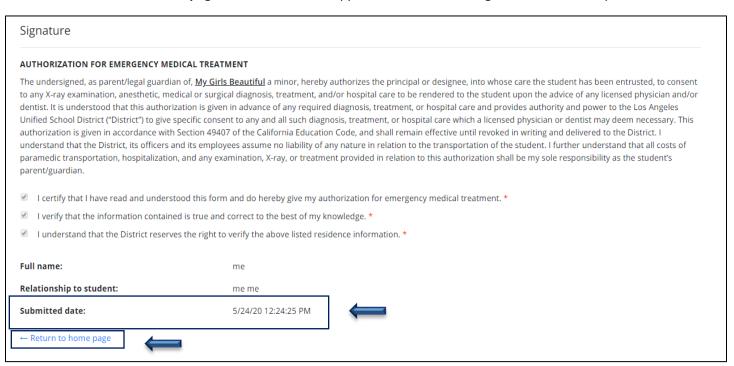


- **Step 36** Complete the required AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT by placing a **checkmark** in each of the three boxes, typing your full name and relationship to the student in the required fields.
- Step 37 Click the Submit button.

ay examination, anesthetic, medical or surgic is understood that this authorization is give	inino a minor, hereby authorizes the principal or designee, into whose care the student has been entrusted, to consent to diagnosis, treatment, and/or hospital care to be rendered to the student upon the advice of any licensed physician and/or designee.
uthorization is given in accordance with Sect inderstand that the District, its officers and it paramedic transportation, hospitalization, and parent/guardian. I certify that I have read and understood I verify that the information contained is	n advance of any required diagnosis, treatment, or hospital care and provides authority and power to the Los Angeles Unifies to any and all such diagnosis, treatment, or hospital care which a licensed physician or dentist may deem necessary. This is 49407 of the California Education Code, and shall remain effective until revoked in writing and delivered to the District. I imployees assume no liability of any nature in relation to the transportation of the student. I further understand that all cost my examination, X-ray, or treatment provided in relation to this authorization shall be my sole responsibility as the student's as form and do hereby give my authorization for emergency medical treatment. * The end correct to the best of my knowledge. * The chool District reserves the right to verify the above listed residence information. *
ull name *	36
telationship to student *	

The word **Submitted** will display next to Student Enrollment and the **submitted date and time** will display at the bottom of the screen. The pre-enrollment application is then sent electronically to the school selected at the beginning of the application process. You will receive an email confirmation at the email provided.

Click the **Return home page** link to start a new application or click the **Logout** link to exit the portal.





Home Parent/Guardian Logout

En Español

Home

Welcome to the Los Angeles Unified School District's online pre-enrollment application for **new students entering Transitional Kindergarten/Kindergarten through 12th grade.**



