Parent Guide to:

2020 – 2021 Student On-Line Pre-Enrollment
LOG IN

Log in to the Student Enrollment at [https://enroll.lausd.net](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.

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**Los Angeles Unified School District**

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

This pre-enrollment application is **only for school of residence and does not include Zone of Choice Schools.**

Before you begin this application process, ensure your current address in the Resident School Finder at [https://lausd.net/ResidentSchoolFinder](https://lausd.net/ResidentSchoolFinder) is correct. If your resident school falls in a Zone of Choice School, please contact the Zone of Choice Office before filling out the application.

As a part of this application, you will enter information about the child you are enrolling and will need to upload the following documents:

- **Proof of Residence**
  - Utility service contract, bill or payment receipts (Gas, Water, or Electricity)
  - Property tax, rental or lease agreement, current rental receipt
  - Official government-issued (CAWORKS, Social Security, Medi-Cal)
  - Current pay stub
  - Voter registration

- **Proof of Age of Minor**
  - Birth certificate
  - Baptismal certificate
  - Passport
  - Court order
  - Health official's statement of birth certificate data
  - Department of Public Social Services (DPSS) letter verifying birth certificate data

- **Parent/Guardian Educational Rights Holder/Caregiver (Parent) Identification**
  - Student’s birth certificate or baptismal certificate or Court order establishing the parent/guardian relationship AND
  - Adult’s government-issued photo identification (Driver’s license or DMV identification card)

- **Proof of Immunization**
  - For your reference, the Parent’s Guide to Immunization Required for School Entry is available at: [https://lausd.org/assetomo/IMMUNIZATION20212022.pdf](https://lausd.org/assetomo/IMMUNIZATION20212022.pdf)

Once you have gathered these documents, click the **Start new application** button to begin the enrollment process for the 2020-21 school year:

**Thank you for choosing the Los Angeles Unified School District.** It is our pleasure to welcome you.
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

Step 12  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.

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.

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

![Image of student enrollment form](image)

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

Start new application