The new student online pre-enrollment application is only for **school of residence** for **new students entering** Transitional Kindergarten/Kindergarten through 12th grade.
**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 Login link located on the right top corner of the screen.

NOTE: You need to submit one document for Proof of Residence and one document for Proof of Age of Minor.
**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  
Click the **Pre-Enrollment Applications** box to access the Pre-Enrollment Applications page.

Step 6  
From the Pre-Enrollment Applications homepage, click the **Start new application** button to open a Student Information box to start creating an online pre-enrollment application.
Step 7  Select the School Year applying to (Current or Next) and complete the Student Information fields. Fields marked with a red asterisk (*) are required and must be completed.

Step 8  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 9  Enter your full address.

Step 10  Click the View Schools button to display the schools in your area.
Step 11  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 12  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 13  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 an asterisk (*) is required.
### Step 14
The Student Housing Questionnaire information is required. Schools are required to remove barriers to enrollment, attendance, and academic success for students experiencing homelessness.

### Step 15
Once the Student Housing Questionnaire is completed, click **Save and continue**

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**Student Housing Questionnaire (SHQ)**

The McKinney-Vento Homeless Assistance Act, part of Every Student Succeeds Act (ESSA), entitles all school-aged children experiencing homelessness access to the same free, appropriate public education that is provided to non-homeless youth. Schools are required to remove barriers to enrollment, attendance, and academic success of students experiencing homelessness. To determine eligibility please complete this form. For additional information, please contact the Homeless Education Office at (213) 202-7581.

**Has the student transferred schools any time after completing the second year of high school? **
- Yes
- No
- Not applicable

**The student is: (check all that apply)**
- A parenting teen
- An unaccompanied youth
- A runaway

**Is the student currently living in one of the Nighttime Residence options listed below?**
- Shelter (ex: Homeless, Domestic Violence...etc)
- Motel or Hotel
- Garage (unconverted)
- Car, trailer, or campsite
- Temporarily in another family’s house or apartment
- Temporarily with an adult that is not the parent or guardian
- Yes
- No

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### Section 3 – Parent/Legal Guardian tab

**Step 16**
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 17**
Click the **Save and continue** button.
Section 4 – Home Language and Ethnicity tab

Step 18 Enter all required fields (*) regarding the home language of the student.

Step 19 Click the Yes or No radio button to answer if the Student’s Ethnicity is Hispanic or Latino (required*).

Step 20 Click the Select hyperlink to indicate the race/ethnicity/cultural heritage (may enter up to 5).

Step 21 Click the Save and continue button.
Section 5 - Student Education tab

Step 22  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 23  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 24**  **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 25**  Click the **Save and continue** button.

**Section 6 – Children Living in Household tab**

**Step 26**  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 27**  Click the **Save and continue** button.
Section 7 – Health Information tab

**Step 28** Select/enter all applicable answers, especially in the required fields (*).

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

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

Section 8 – Emergency Contacts tab

**Step 30** 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 31** Click the **Save and continue** button.
Section 9 – Documents upload

Step 32  Click the Choose File button next to a requirement to open the File Upload window.

Step 33  Locate and click the document to be uploaded.

Step 34  Click the Open button of the File Upload window.

Step 35  Click the Upload document button displaying on the screen. The system will generate a “File uploaded successfully” message.

Step 36  Repeat step 32 to step 35 to upload each required document.

Step 37  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 38  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 39  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