A guide for new-to-district selected applicants to Choices programs (Magnet, Permits With Transportation, Dual Language Education, Schools for Advanced Studies, Admission Criteria Schools, Affiliated Charters); Open Enrollment; and Zones of Choice online applicants who have received a school assignment. Note: parent must have applied online, and accepted a placement prior to pre-enrollment.
LOG IN

Log in to the Student Enrollment at [https://enroll.lausd.net](https://enroll.lausd.net) using your parent account email address and password. If you have a login account for the LAUSD Parent Portal or for Unified Enrollment, you can use the same email address and Password, otherwise please click on Create an Account. If you need assistance with obtaining your password, please click on Forgot Password.

NOTE: This online pre-enrollment application is for new students entering Transitional Kindergarten/Kindergarten through 12th grade.

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.

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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 enter your current address in the Resident School Finder [https://residentlausd.lausd.net](https://residentlausd.lausd.net) or contact the Zone of Choice Office at 206-558-558.

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

- If you are missing any of these required documents, you may still submit the application, but will need to work with your LAUSD school to complete the pre-enrollment process.

**Proof of Residence**

- Utility service contracts, bills or payment receipt (Gas, Water, or Electricity)
- Property lease, rental or lease agreement, current rental receipt with address of property on receipt
- Official government mail (CAWORKS, Social Security, Medi-Cal)
- Current pay stub
- Voter registration

**Proof of Age of Minor**

- Birth certificate
- Baptism certificate
- Record of withdrawal
- Court order
- Health official statistics record of birth certificate date
- Department of Public Social Services (DPSS) letter verifying birth date and age verified

**Parent/Guardian Educational Rights Holder/ Caregiver (“parent”) Identification**

- Students birth certificate or baptism certificate or Court order establishing relationship AND
- Adult’s government-issued photo identification (Drivers license or CA ID)

**Proof of Immunization**

For your reference, the Parental Guide to Immunizations Required for School Entry [https://www.cdph.ca.gov/Portals/1/CDPH%20Documents/English/Parental%20Guide%20to%20Immunizations%20Required%20for%20School%20Entry%20Final.pdf](https://www.cdph.ca.gov/Portals/1/CDPH%20Documents/English/Parental%20Guide%20to%20Immunizations%20Required%20for%20School%20Entry%20Final.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 or click **Create an account**.

Step 4  Enter all the information in the fields marked with an asterisk (*). Check the box, **I’m not a robot** and then click on **Register**.
Los Angeles Unified School District Account Registration

Your email address is your username. To create an account, enter a valid email address e.g. user@webmail.com. A parent account allows you to:
- Apply to multiple school choice programs offered by L.A. Unified.
- e-Choices (Magnets, Permits With Transportation and Dual Language), Zones of Choice, Incoming Inter-District Permits, District K-12 Open Enrollment and Conservatory of Fine Arts.
- Manage your application(s).
- Access Parent portal to monitor student's attendance, final grades, update emergency telephone numbers, track student's progress towards completion of graduation requirements and many more...

First Name: * 

Middle (optional) 

Last Name: * 

Email Address:* 

Re-enter Email:* 

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Please enter the numbers below for security purposes *

Cancel

Register

I'm not a robot
**Step 5**  Click the **Unified Enrollment Pre-enrollment for Accepted Applicants** box to access the Pre-Enrollment Applications page.

**Step 6**  From the Pre-Enrollment Applications homepage, click the **Start Pre-enrollment** button to open a Student Information box to start creating an online pre-enrollment application.
**Step 7** Select your Student’s Accepted Placement.

**Step 8:** Save and continue at the end of each page.

**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** Verify and complete the Student Information fields. Fields marked with a red asterisk (*) are required and must be completed.

**Step 10** Verify your accepted placement selection. 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 11 Verify the student’s Legal name. If the student has a preferred name, enter in this section.

Step 12 Verify the Date of Birth, Enrolling grade and Home phone number.

Step 13 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.**

**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 another 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.

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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.
Note: If you are enrolling another student, please click **Start New Application**.