


## Create Account (New Families Only)



The instructions below are for families new to Desert Heights. If you are an existing parent/guardian within the district, either login with your ParentVUE account or contact the school for your activation key to activate it.

- [Click here](#) to access the Online Registration Account Access Screen.
- If you are a new family and **do not have an existing ParentVUE account**, click “More Options” and then “Create a New Account”.

- Review and accept the privacy statement.
- Enter the parent/guardian’s name and email address information along with the characters in the picture. Once complete, click “Continue to Step 3”.

- Click  and close the browser window.
- Check the email address used to register the account and locate the “ParentVUE Registration” message.

- Click the “[here](#)” link in the email to proceed with the account setup.
- Enter the enrolling parent’s email address along with the desired password. Confirm the password and click “Save and Continue”.

## Start the Registration

Depending on the time of year, you will see the option to:

- ✓ Register for the current school year.
- ✓ Register for the current school year or next school year. Start of enrollment for the next school year can vary.

### **Current School Year Only:**

This option will simply provide the option to click [Begin New Registration >>](#).

A screenshot of a registration interface. At the top, there is a blue information bar with a white 'i' icon and the text: "You will be entering information for the school year of 2018-2019". Below this bar, there is a "Begin New Registration >>" button.

### **Current School Year or Next School Year:**

When this option displays, simply select the school year for enrollment and then click [Begin New Registration >>](#).

A screenshot of a registration interface. It shows a blue information bar with a white 'i' icon and the text: "Please select the registration school year.\*". Below the bar is a dropdown menu with two options: "2018-2019" (selected) and "2019-2020". At the bottom of the screen, there is a "Begin New Registration >>" button.

- Review the introduction and click "Continue".

A screenshot of the "Desert Heights Charter Schools" online registration introduction page. The page title is "Desert Heights Charter Schools" and the user is logged in as "Good morning, Jane Doe, 2/7/2019". The page is titled "INTRODUCTION" and "2019-2020". It features a "Welcome" message and an "Information" section. The "Information" section contains a welcome message and instructions for the registration process. At the bottom, there is a link to a printable PDF of technical instructions.

*Note: All fields with a red asterisk (\*) are required throughout the registration process.*

- A screen like the following will display. If you have students enrolled in our school, a list will display, otherwise, it will be blank. Click "Save And Continue".

A screenshot of the "Student Summary" page in the online registration system. The page title is "Desert Heights Charter Schools" and the user is logged in as "Good morning, Jane Doe, 2/7/2019". The page is titled "INTRODUCTION" and "2019-2020". It features a "Student Summary" section with an "Information" tab. Below the tab is a table with columns: "First Name", "Last Name", "Grade", "School Year", "School", and "Status". At the bottom, there is a "Save And Continue >>" button.

- Enter the enrolling parent's First and Last name in the Electronic Signature field. Click "Save and Continue".

A screenshot of the "Signature" page in the online registration system. The page title is "Signature" and the user is logged in as "Good morning, Jane Doe, 2/7/2019". It features a "Please enter your first and last name below:" label and a text input field. Below the input field is a blue information bar with a white 'i' icon and the text: "By typing your name below and pressing the button at the base of the page you attest that you are the account holder, are authorized to provide the information and agree that the information provided is accurate to the best of your knowledge." Below the bar is a label "Electronic Signature\*" and a text input field containing "Jane Doe". At the bottom, there is a "Save And Continue >>" button.

- On the “Family – Home Address” screen, enter the family’s address in the fields provided and click “Save And Continue”.

- On the “Family – Mail Address” screen, select the checkbox if the mail and home address are the same, or enter the family’s mailing address in the fields provided and click “Save And Continue”.

- Enter the demographic information for the parent/guardian completing the registration and click “Save And Continue”

- Enter the work address or click the checkbox if the parent/guardian is unemployed registration and click “Save And Continue”

- “Add” phone numbers as needed for the identified parent/guardian and be sure to specify which number is the primary. Click “Save And Continue” once complete.

Contact Information: Jane Doe

**Instructions**

Enter the contact information for this parent/guardian:

**Phone Numbers**

X	Line	Primary	Type	Phone	Extension
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	Mobile	( 002 ) 555 - 1234	
<input type="checkbox"/>	2	<input type="checkbox"/>	Work	( 002 ) 222 - 9876	

[+ Add New](#)

Email Address

<< Previous Save And Continue >>

- From this screen, the existing parent/guardian’s information can be edited, or another parent/guardian can be entered as needed. Click “Save And Continue” if no additional modifications/additions are required.

PARENT/GUARDIAN 2019-2020

Add [+ update Parent/Guardian details.](#)

	First Name	Last Name	Gender	Status
<a href="#">Edit</a>	Jane	Doe	Female	<a href="#">Complete</a>

[+ Add New Parent/Guardian](#)

<< Previous Save And Continue >>

- Click “Add New Emergency Contact” to enter emergency contacts.

*Note: A **minimum of one emergency contact** is required and a maximum of 4 contacts can be entered per student.*

**EMERGENCY**

Please add at least 1 emergency contacts:

First Name	Last Name
<input type="text"/>	<input type="text"/>

[+ Add New Emergency Contact](#)

1. Enter the emergency contact’s first and last name and optionally enter information in the remaining fields. Click “Save And Continue”.

**Instructions**

Please fill in the following fields:

First Name

Last Name

Gender

Address

City

State

Zip Code

Language

<< Previous Save And Continue >>

2. Enter the contact information for this emergency contact. Click “Save And Continue”.

Contact Information: John Smith

**Instructions**

Enter the contact information for the emergency contact below:

Primary Phone

Mobile Phone

Work Phone  Ext.

Other  Phone Type

<< Previous Save And Continue >>

3. Edit or add additional contacts as needed from this screen.

**EMERGENCY**

Please add at least 1 emergency contacts:

	First Name	Last Name	Gender	Status
<a href="#">Edit</a> <a href="#">Delete</a>	John	Smith	Male	<a href="#">Complete</a>

[+ Add New Emergency Contact](#)

<< Previous Save And Continue >>

4. Click “Save And Continue” once all emergency contacts have been added.

- The “Students” screen will allow you to start entering student data. Click “Add New Student” to begin.

**STUDENTS** 2019-2020

Please add or update student details for each student you want to enroll.

Complete status displayed in green box on this screen does not mean that the registration is completed. Please continue registration by clicking the “Save And Continue” button once you are done with this page.

If you need to add a new student, but “Add New Student” button is missing, please stop registration and notify your school immediately.

If your 12th grader(s) attend(s) Desert Heights in the 2018-19 academic year, please exclude them from the 2019-20 registration by clicking on the “Exclude” button next to their name.

**Students to enroll in 2019-2020**

First Name	Last Name	Gender	Grade	Status
<input type="button" value="+ Add New Student"/>				

View-only access to students that will not be enrolled in this application:

**Students to exclude from 2019-2020**

First Name	Last Name	Gender	Grade	Reason
<input type="button" value=" &lt;&lt; Previous"/> <input type="button" value=" Save And Continue &gt;&gt;"/>				

- Enter the appropriate demographic data for the new student and click “Save And Continue”.

**Demographics: New Student**

**Instructions**

Please enter all relevant information for this student:

First Name \*

Middle Name \*

No Middle Name

Last Name \*

Suffix

Gender \*

Birth Date \*

Entering Grade \*

Primary Address \*

Home Address: 12345 W Main St, Glendale, AZ 85308

Mail Address: 12345 W Main St, Glendale, AZ 85308

- Complete the additional demographic data for the current student and click “Save And Continue”.
- Note: Depending on your selection, additional fields may be exposed for completion.*

**Instructions**

Please enter all relevant information for this student:

Student's birth country \*

Student's birth state \*

Birth verification document type \*

- Answer the “Dwelling” questions and click “Save And Continue”.

**Dwelling: Minnie Mouse**

**Instructions**

Please enter all relevant information for this student:

The purpose of this survey is to determine eligibility for potential services under the McKinney-Vento Homeless Education Assistance Improvements Act of 2001.

Does your student lack a fixed, regular, and adequate nighttime residence?

The student lives with

Student lives

- If the current registration is for a kindergarten student, the following screen will display. Review the policy, acknowledge the fee and click “Save And Continue”.

**Kindergarten: Minnie Mouse**

In addition to the online registration form, and required documentation, a refundable \$50.00 supply/materials fee is required for all kindergarten registrations. Please check the box to acknowledge understanding of this policy, and upon completion of the registration form, please submit the fee to the front office at Desert Heights Charter School.

Check to acknowledge required \$50 fee:

- Complete the “Ethnicity & Race” questionnaire. Click “Save And Continue”.

*Note: More than one race can be selected if needed.*

**Ethnicity: Minnie Mouse**

**Instructions**

Provide the following information about the student's ethnicity:

Select One \*

Provide the following information about the student's race:

Black - African American  White  
 Asian  American Indian - Alaskan Native  
 Native Hawaiian - Pacific Islander  Unknown

[<< Previous](#) [Save And Continue >>](#)

- Enter the student’s previous school information for the past 2 years. Click “Save And Continue”.

**Previous Schools Attended: Minnie Mouse**

**Instructions**

Please provide previous school attended information for the past two years:

School Name	City	State	Country	Grade	School Year Attended	Phone
Disneyland	Anaheim	CA	United States of America	K1G	2018-2019	
California Adventure	Anaheim	CA	United States of America	K1G	2018-2019	

- Complete the “Discipline History” section. Click “Save And Continue”.

*Note: Additional fields will be required if “Yes” is selected for either field.*

**Discipline History: Minnie Mouse**

**Instructions**

Please provide the discipline history for the student:

Has this student ever been suspended from school? \*  No  Yes

Has this student ever been expelled from school? \*  No  Yes

- Complete the “Enrollment Information” section. Click “Save And Continue”.

**Enrollment Information: Minnie Mouse**

**Instructions**

Please answer the following questions regarding the student's history of retention and homeschooling:

Has student ever been retained? \*

Has student ever been homeschooled? \*

If yes, what grade was the student homeschooled?

If yes, what year was the student homeschooled?

- Complete the “Special Services” section. Click “Save And Continue”.

*Note: Additional fields will be required if the student has participated in special services or program.*

**Special Services: Minnie Mouse**

**Instructions**

Please provide the special services history for this student:

Has this student ever been tested for special services or programs? \*  No  Yes

Has this student ever participated in special services or programs? \*  No  Yes

Identify which of the following apply to this student:

Extended Learning Program (ELP) / Gifted / GATE / Accelerated \*  No  Yes

Speech Therapy \*  No  Yes

Does this student have a current 504 plan? \*  No  Yes

Special Education \*  No  Yes

Does the student have a current IEP? \*  No  Yes

What is the approximate date of signature? \*

What is the name of the school where signed? \*

- Complete the “Language Survey” section. Click “Save And Continue”.

**Language Survey: Minnie Mouse**

**Instructions**

Provide the following information about the student:

Primary language used in the home regardless of the language spoken by the student \*

Language most often spoken by the student \*

Language the student first acquired \*

- Enter the student's physician and dentist information. Click "Save And Continue".

Health Information: Minnie Mouse

**Instructions**

Please provide the following health information:

Physician

Name:

Phone Number: (  )  -  extn.

Preferred Hospital:

Dentist

Name:

Phone Number: (  )  -  extn.

Office:

- Enter any notable health conditions for the student, or if the student does not have any health conditions, click the "Student has no health conditions" checkbox. Click "Save And Continue".

Health Conditions: Minnie Mouse

**Instructions**

Please enter any physical or mental health conditions (seizures, allergies, etc.) below. The school will contact the parent/guardian as needed if additional documentation is required upon enrollment.

Student has no health conditions

- OR -

Health Condition	Comment
Allergy	Student has a severe allergy to nuts

- Enter any medication that will be provided to the school for administration and identify any notable medication the student receives at home. If the student does not take any medication, click the "Student has no medication" checkbox. Click "Save And Continue".

*Note: The school does not provide medication. **Medication that needs to be administered by the school must be provided by the parent/guardian** to the school in its original packaging along with the appropriate consent form.*

Medications: Minnie Mouse

**Instructions**

Our schools do not provide medication. Alternatively, parents must provide and give written consent for any medication that requires administration at school. Also, students are NOT to carry medications at school or to/from school. Any exceptions for students to carry/administer their own medication must be arranged through the school health center.

Student has no medication

- OR -

List any medications that need to be taken by the student at school

Medication Name	Dose	Frequency	Reason
Benedryl	1 Tip	2	External Nives due to food allergies

List any medications not listed above or provide additional comments about the medications to be taken at school

List any medications taken by the student at home

Medication Name	Dose	Frequency	Reason
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List any medications not listed above or provide additional comments about the medications to be taken at home

- Select the relationship for the parent(s)/guardian(s). Also, check any boxes that apply for each parent/guardian. Click "Save And Continue".

Parent/Guardian Relationships: Minnie Mouse

**Instructions**

Indicate the relationship each Parent/Guardian has with the student:

Relationship	First Name	Last Name	Gender	Lives With	Contact Allowed	Ed Rights	Has Custody	Mailings Allowed	Release To	Financial Resp
Mother	Jane	Doe	Female	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Lives With:** Indicates the parent/guardian lives in the household with the student.  
**Contact Allowed:** Indicates the parent/guardian is allowed contact with the student and will be included in school to student communication.  
**Ed. Rights:** Indicates the parent/guardian has rights to make decisions regarding the student's education and access to student information in the Synergy parent portal.  
**Has Custody:** Indicates the parent/guardian has legal custody of the student.  
**Mailing Allowed:** Indicates the parent/guardian may receive mailings regarding the student.  
**Release To:** Indicates the school may release the student to the parent/guardian.  
**Financial Resp.:** Indicates the parent/guardian is financially responsible for the student.

<< Previous Save And Continue >>

- Select the relationship for the listed emergency contacts and indicate whether the student can be "released to" the identified contact. Click "Save And Continue".

Emergency Contact Relationships: **Minnie Mouse**

**Instructions**

Indicate the relationship each emergency contact has with the student. When "Release To" is checked, it authorizes the school to release the student to the identified person without further contact/approval from a parent/guardian. Later you will be asked to indicate your call order preferences for all contacts.

Associate at least 1 contacts and at most 4.

Relationship	First Name	Last Name	Gender	Release To
Emergency Contact	John	Smith	Male	<input checked="" type="checkbox"/>
- OR -				
<input type="checkbox"/> No Relationship				

- From the "Emergency Contact Order" screen, drag and drop contacts to change the order. Click "Save And Continue".

Emergency Contact Order: **Minnie Mouse**

**Instructions**

Drag and drop the contacts below in the order in which they should be contacted in the event of an emergency:

- Jane Doe (Mother)
- John Smith (Emergency Contact) *Mobile Phone: 222-222-2222  
Home Phone: 555-555-5555  
Work Phone: 444-444-4444*

- Review the FERPA policy and designate your preference for releasing directory information for the student. Click "Save And Continue".

FERPA: **Minnie Mouse**

**Instructions**

Open enrollment allows you to apply for enrollment at a school of your choice. Please selector your top [NUMSCHOOLS] schools, in the order of your preference, which you would like to attend:

Can the school release directory information?

- Review the "Permissions" information and designate your preference for each item. Click "Save And Continue".

Permissions: **Minnie Mouse**

**Instructions**

Please select "Yes" next to the statement if you, as the parent/guardian, permit the identified student to participate in the corresponding item during the school day, at school sponsored events or as part of any Desert Heights club or athletics program. This permission will cover the entire tenure of the child while attending any Desert Heights school.

By selecting "Yes" below, you are giving permission for the identified student to participate in school sponsored events during the school year. The school will take all reasonable precautions to insure against the possibility of accidents. I understand the school or the teacher in charge is not liable for accidents occurring to students either on school premises or while on school sponsored events as part of the school's activities. Information concerning a specific school sponsored event, such as date, time of departure, destination, cost and means of transportation will be sent to the parent/guardian prior to each school sponsored event.

Participate in off-campus activities:

Private transportation with an adult driver:

School vehicles used for transportation:

Walk from school to another site:

Public transportation from school to another site:

There may be times during the school year when the school, news media or others wish to photograph or videotape your child at school for use in print, video, Internet or other communications. By selecting "Yes" below you are giving permission to the school to provide information concerning school activities with the identified child to the general news media. Additionally, you are giving permission for the student's name, portrait, picture or voice to be used for display or in promotional material in a variety of mediums.

Release media/news information as outlined above:

There may be times during the school year when the school, news media or others wish to use artwork created by your student at the school for use in print, video, Internet or other

- Once the student and parents/guardians have reviewed the appropriate handbook, click the checkbox to indicate understanding of the identified policy. Click "Save And Continue".

Policy Acknowledgement: **Minnie Mouse**

**Instructions**

The Student & Parent Handbook contains a variety of important policies that require acknowledgement from families upon enrollment and again annually at the start of each school year.

Please click the necessary link to review the current handbook for the enrolling student's grade level.

[Kindergarten - 4th Grade Student & Parent Handbook](#)  
[5th - 12th Grade Student & Parent Handbook](#)

Once reviewed, please check the items below to confirm the parent(s)/guardian(s) along with the student acknowledge the receipt of all information and agree to abide by the outlined school policies:

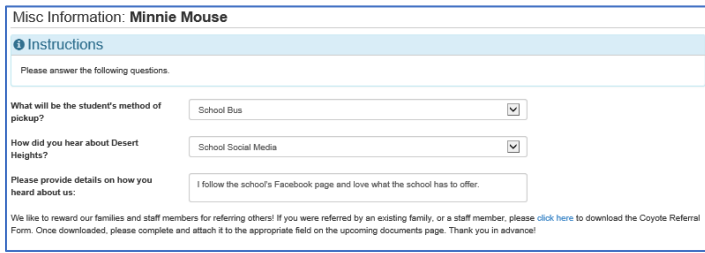
Student & Parent Handbook:

Commitment to Excellence Contract:

- Complete the "Misc Information" section. Click "Save And Continue".



*Note: If the student was referred by an existing Desert Heights family or staff member, please take a minute to complete the Coyote Referral Form.*



Misc Information: **Minnie Mouse**

**Instructions**

Please answer the following questions.

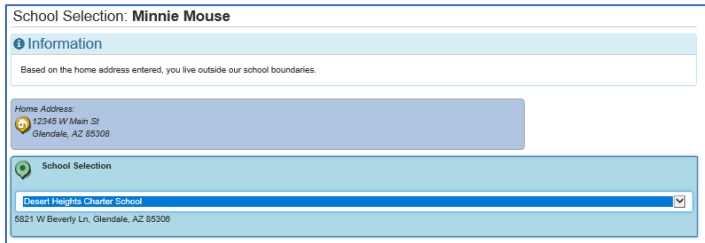
What will be the student's method of pickup?  School Bus

How did you hear about Desert Heights?  School Social Media

Please provide details on how you heard about us:

We like to reward our families and staff members for referring others! If you were referred by an existing family, or a staff member, please [click here](#) to download the Coyote Referral Form. Once downloaded, please complete and attach it to the appropriate field on the upcoming documents page. Thank you in advance!

- Complete the school selection. Click “Save And Continue”.



School Selection: **Minnie Mouse**

**Information**

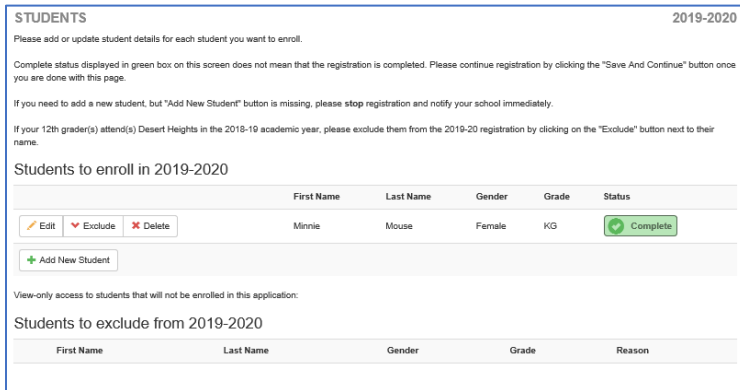
Based on the home address entered, you live outside our school boundaries.

Home Address:

School Selection:

- Add additional students as needed from this screen. Click “Save And Continue”.

*Note: Please add all students in the household and “exclude” those you wish not to enroll.*



STUDENTS 2019-2020

Please add or update student details for each student you want to enroll.

Complete status displayed in green box on this screen does not mean that the registration is completed. Please continue registration by clicking the “Save And Continue” button once you are done with this page.

If you need to add a new student, but “Add New Student” button is missing, please stop registration and notify your school immediately.

If your 12th grader(s) attend(s) Desert Heights in the 2019-19 academic year, please exclude them from the 2019-20 registration by clicking on the “Exclude” button next to their name.

Students to enroll in 2019-2020

First Name	Last Name	Gender	Grade	Status
Minnie	Mouse	Female	KG	<input checked="" type="checkbox"/> Complete

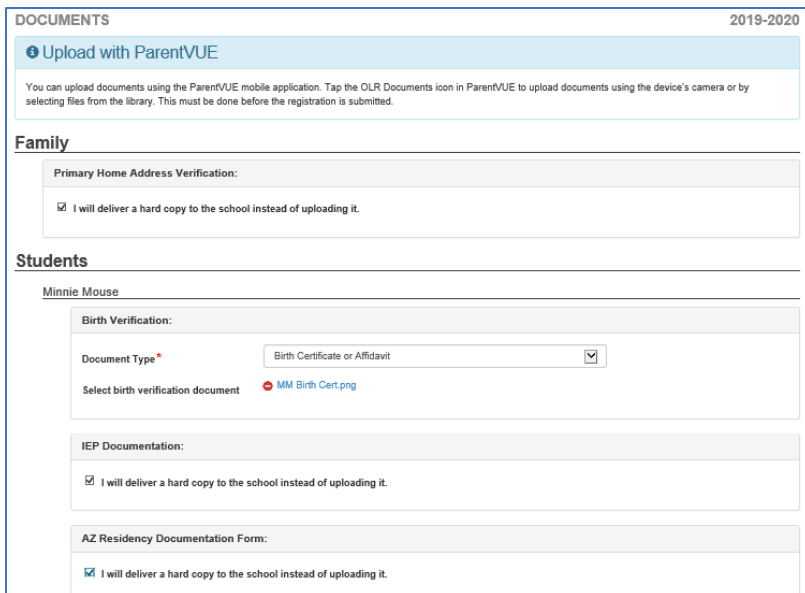
View-only access to students that will not be enrolled in this application:

Students to exclude from 2019-2020

First Name	Last Name	Gender	Grade	Reason
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- Upload all applicable documents for all students by **browsing to the file and clicking** , or indicate the items will be hand delivered to the school. Click “Save And Continue”.

**Note: All documents must be received by the school to finalize the registration. Missing documents will cause processing delays.**



DOCUMENTS 2019-2020

**Upload with ParentVUE**

You can upload documents using the ParentVUE mobile application. Tap the OLR Documents icon in ParentVUE to upload documents using the device's camera or by selecting files from the library. This must be done before the registration is submitted.

**Family**

Primary Home Address Verification:

I will deliver a hard copy to the school instead of uploading it.

**Students**

Minnie Mouse

Birth Verification:

Document Type\*:

Select birth verification document:

IEP Documentation:

I will deliver a hard copy to the school instead of uploading it.

AZ Residency Documentation Form:

I will deliver a hard copy to the school instead of uploading it.

- Once the student registration is complete, click “Review” to review the data pending submission.

**REVIEW/SUBMIT** 2019-2020

[Review](#)

Review allows you to confirm all data entered during the registration process to ensure accuracy. When complete, press Submit below.

Status	Student	Grade Level	School Selection	Comments
<a href="#">Ready To Submit</a>	Minnie Mouse	KG	Desert Heights Charter School	

[<< Previous](#)
[Review](#)

- Review all information saved to the student's registration and click "Edit" as needed to make modifications

**REVIEW/SUBMIT** 2019-2020

[Print](#)

**Family** 
[<< Previous Change](#)
[Next Change >>](#)

[Edit](#) Home Address

12345 W Main St  
Glendale, AZ 85308

[Edit](#) Mail Address

12345 W Main St  
Glendale, AZ 85308

**New Parent/Guardian: Jane Doe**

[Edit](#) Demographics

First Name: Jane  
Middle Name:  
Last Name: Doe

[Show Changes](#)  ON

- Once the information is accurate, check the box to verify the data is correct and click "Submit".  
*Note: Once the registration is submitted, additional students cannot be registered until the pending registrations are processed. To avoid any unnecessary delays, enter data for all children prior to submitting.*

I have reviewed all registration data and verified that it is correct

[<< Previous](#)
[Submit](#)

- When prompted, click "OK" to submit the registration for further processing by the school

Confirm

Pressing OK will submit the student registration information for the 2019-2020 school year. From this point on you will not be able to make any further changes to the registration information in this portal; however, you may return to Online Enrollment to check the status of your submission.

[OK](#) [Cancel](#)

- An email confirmation will also be received to indicate a successful submission.

Successful Submission Inbox x

DoNotReply@dhschools.org 10:12 AM (0 minutes ago) ☆

to me

Dear Jane Doe, The online registration form has been successfully submitted. If you elected to hand deliver documents, please bring them to the school as soon as possible since they are required to finalize the registration. Please allow a few days for processing. We will contact you when your student's registration form has been accepted. If you have any questions please call the school at [602896-2900](tel:6028962900). Thank you!

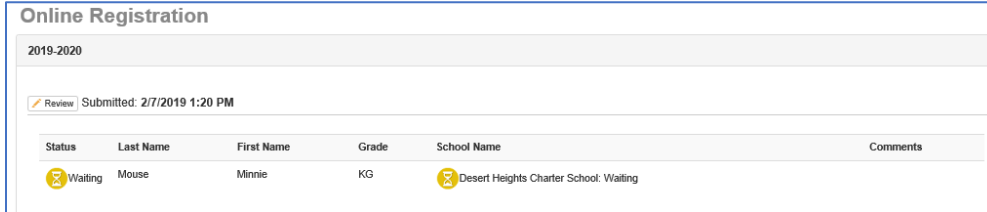
**Note: To prevent processing delays, please hand deliver any necessary documents to the school as soon as possible.**

# Check Status

During the review process, emails will be sent from the school, but the enrolling parent/guardian can also check the registration status online.

*Note: The form cannot be modified once submitted. If you notice errors while reviewing the information, please contact the school's registrar for assistance.*

- [Click here](#) and login.
- The Online Registration page will load and display the status of all pending registrations.



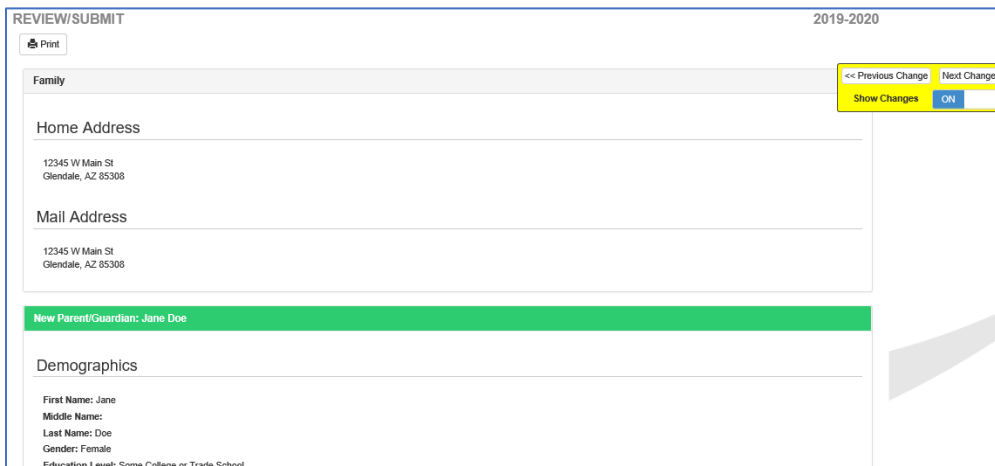
**Online Registration**

2019-2020

[Review](#) Submitted: 2/7/2019 1:20 PM

Status	Last Name	First Name	Grade	School Name	Comments
Waiting	Mouse	Minnie	KG	Desert Heights Charter School: Waiting	

- Click the [Review](#) button to review the submitted form.



REVIEW/SUBMIT 2019-2020

[Print](#)

Family

Home Address  
12345 W Main St  
Glendale, AZ 85308

Mail Address  
12345 W Main St  
Glendale, AZ 85308

New Parent/Guardian: Jane Doe

Demographics

First Name: Jane  
Middle Name:  
Last Name: Doe  
Gender: Female  
Education Level: Some College or Trade School

<< Previous Change Next Change >>  
Show Changes ON

- From the review page, the registration page can be printed if desired by clicking the [Print](#) button.