

Use the following information if you are an **existing parent in the Desert Heights community** and need to register a sibling in Kindergarten – 12<sup>th</sup> grade.

- [Click here](#) to access Online Registration.
- Login using your existing ParentVUE User Name and Password.

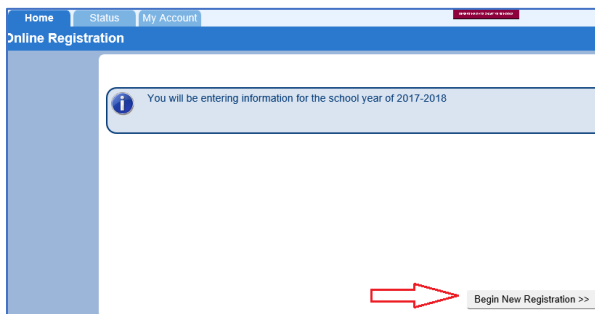
*Note: If you are an existing Desert Heights' parent, but do not have a ParentVUE account, please contact the front office to request an activation code.*



- 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.

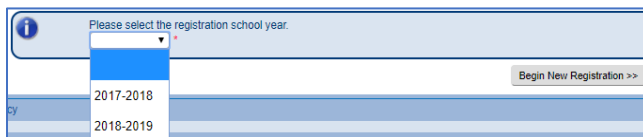
### **Current School Year Only:**

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

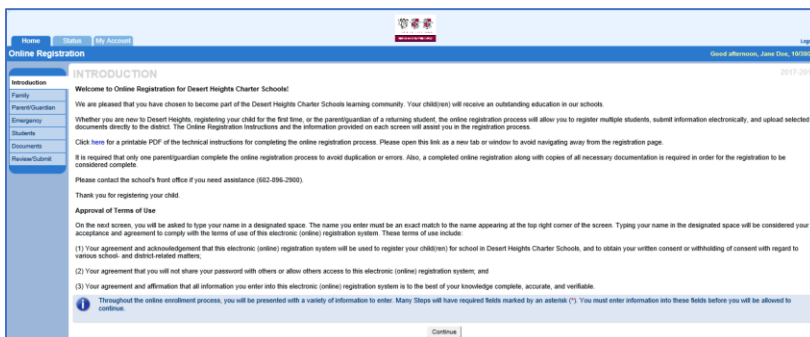


### **Current School Year or Next School Year:**

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



- Review the introduction and click “Continue”.



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

- Enter the parent/guardian's first and last name and click "Save And Continue".

- On the "Family – Home Address" screen, confirm the family's address and click "Save And Continue". If the address has changed, click the "Check here if your address has changed" checkbox to update the address and select the date of the change.

- On the "Family – Mail Address" screen, confirm the family's mailing address and click "Save And Continue".

- Confirm the demographic information for the parent/guardian completing the registration and click "Save And Continue".

- By default, the parent/guardian's mailing address will be set to the family's home address. Deselect the checkbox to modify the address, or leave the checkbox if it's the same and click "Save And Continue".

- Confirm the work address, or click the checkbox if the parent/guardian is unemployed.

- Confirm the contact information for the identified parent/guardian and be sure to specify which number is the primary.

**PARENT/GUARDIAN** 100%

Contact Information: Jane Doe

**i** Enter the contact information for this parent/guardian:

Home Phone (602) 555 - 1234

Mobile Phone (602) 555 - 4567

Work Phone (623) 555 - 9876 Ext.

Other  -  Phone Type

Primary Phone Mobile

Email Address dhcs.parent@gmail.com ✓

- OR -

Parent/Guardian does not have an email address

<< Previous Save And Continue >>

- From this screen, the existing parent/guardian's information can be edited, or another parent/guardian can be added/modified as needed. Click "Save And Continue" if no additional modifications/additions are required.

**PARENT/GUARDIAN**

Add or update Parent/Guardian details.

	First Name	Last Name	Gender	Status
<input type="button" value="Edit"/>	Jane	Doe	Female	<input type="button" value="Complete"/>

- Edit/Delete/Add emergency contacts as needed on this screen. Click "Save And Continue" once all emergency contacts have been added.

**EMERGENCY**

Please add at least 1 emergency contacts:

	First Name	Last Name	Gender	Status
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	John	Smith		<input type="button" value="Complete"/>
<input type="button" value="Edit"/> <input type="button" value="Delete"/>	Jane	Smith		<input type="button" value="Complete"/>

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

- The "Students" screen will allow you to start entering student data for a new student. Click "Add New Student" to begin.

*Note: Existing students will show in the "excluded" section, but this does not indicate they are not enrolled in the school. This just means only new enrollment can be adjusted at this time. If you have questions, please contact the front office.*

**STUDENTS**

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 on "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 2017-18 academic year, please exclude them from the 2018-19 registration by clicking on the "Exclude" button next to their name.

Students to enroll in 2018-2019

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 2018-2019

First Name	Last Name	Gender	Grade	Reason
Donald	Duck	Female	09	The School District is only accepting new enrollments for this year
Minnie	Mouse	Female	12	The School District is only accepting new enrollments for this year

<< Previous Save And Continue >>

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

DEMOGRAPHICS 5%

Demographics: New Student

Please enter all relevant information for this student:

First Name  \*

Middle Name  \*  No Middle Name

Last Name  \*

Suffix

Gender  \*

Birth Date  \*

Entering Grade  \*

**Valid Age Entered for Grade 09!**  
For grade 09, minimum age is (not specified) and max is (not specified) as of 08/31/2017

Primary Address  \*

Home Address  
12345 N 51st Dr  
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.*

DEMOGRAPHICS 10%

Additional Information: Minnie Mouse

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”.

DEMOGRAPHICS 100%

Dwelling: Minnie Mouse

**i** 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 & Race: Minnie Mouse

**i** 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

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

Previous Schools Attended: Minnie Mouse

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

School Name	City	State	Grade	School Year Attended	Phone
<input type="text" value="Disneyland"/>	<input type="text" value="Anaheim"/>	<input type="text" value="CA"/>	<input type="text" value="08"/>	<input type="text" value="2016-2017"/>	<input type="text" value="( 510 ) 555 - 1234"/>
<input type="text" value="California Adventure"/>	<input type="text" value="Anaheim"/>	<input type="text" value="CA"/>	<input type="text" value="07"/>	<input type="text" value="2015-2016"/>	<input type="text" value="( 510 ) 555 - 9878"/>

- 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**

**i** 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**

**i** Please answer the following questions regarding the student's history of retention and homeschooling.

Has student ever been retained? No  \*

Has student ever been homeschooled? Yes  \*

If yes, what grade was the student homeschooled? 06

If yes, what year was the student homeschooled? 2013-2014

- 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**

**i** 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? 05/01/2017  \*

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

<< Previous Save And Continue >>

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

**Language Survey: Minnie Mouse**

**i** Provide the following information about the student:

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

Language most often spoken by the student English  \*

Language the student first acquired English  \*

- Enter the student’s physician and dentist information. Click “Save And Continue”.

**Health Information: Minnie Mouse**

Please provide the following health information:

**Physician**

Name Dr. Smith

Phone Number ( 802 ) 555 - 8520 extn.

Preferred Hospital Thunderbird Banner

**Dentist**

Name Dr. Jones


Phone Number ( 802 ) 555 - 7410 extn.

Office Disney Dental


- 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 Information - Conditions: Minnie Mouse**

**i** 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 <input type="text"/>	Minnie has a severe allergy to nuts.

 Add New Condition

- 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.***

Health Information - Medications: Minnie Mouse

**i** 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 medications 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
Benadryl	1 tsp	2	External hives 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
<input type="button" value="Add New Home Medication"/>			

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

**i** 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 type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Father	John	Doe	Male	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/> No Relationship										

**i** 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.  
 Mailings 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.

- 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: test test

**i** 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
Grandfather	John	Smith		<input checked="" type="checkbox"/>
<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

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

- Jane Doe (Mother) Mobile Phone: 602-555-4567  
Home Phone: 602-555-1234  
Work Phone: 623-555-9876
- John Doe (Father)
- John Smith (Grandfather) Mobile Phone: 623-555-4567  
Home Phone: 623-555-1234  
Work Phone: 623-555-9876

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

FERPA: Minnie Mouse

**i** According to the Family Educational Rights and Privacy Act (FERPA), a school may designate information in education records as ‘directory information’ and may disclose it without parent consent, unless notified that the school is not to disclose the information without consent. The law defines ‘directory information’ as follows: The student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. If you do not wish for directory information for your child to be disclosed, please indicate your request below. This selection will remain in effect unless we receive written authorization from you to change it.

Can the school release directory information?  Yes

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

**Permissions: Minnie Mouse**

**i** 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:  Yes  No

Private transportation with an adult driver:  Yes  No

School vehicles used for transportation:  Yes  No

Walk from school to another site:  Yes  No

Public transportation from school to another site:  Yes  No

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:  Yes  No

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 communications. I give my permission to the school to use artwork created by my student for promotional purposes in a variety of medium. Additionally, I give my permission to display my child’s artwork on Artsonia, in accordance with Artsonia’s terms and conditions of use. I understand that Artsonia preserves students’ privacy and anonymity by listing the artwork only under the student’s first name and a number - last names are never revealed. I also understand that Artsonia will only display comments on student artwork with parental permission, and therefore grant Artsonia permission to email notifications to me when new comments are available for review. \*Complete details on Artsonia’s terms and conditions can be found at [www.artsonia.com/terms](http://www.artsonia.com/terms).

Use artwork as outlined above:  Yes  No

- 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**

**i** 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”.

**Misc Information: Minnie Mouse**

**i** Please answer the following miscellaneous questions.

What will be the student’s method of pickup?

How did you hear about Desert Heights?

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**

**i** Information

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

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

School Selection: Desert Heights Charter School, 8821 W Beverly Ln, Glendale, AZ 85309

- 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**

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 on “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 2017-18 academic year, please exclude them from the 2018-19 registration by clicking on the “Exclude” button next to their name.

Students to enroll in 2018-2019

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

[Add New Student](#)

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

Students to exclude from 2018-2019

First Name	Last Name	Gender	Grade	Reason
Donald	Duck	Female	09	The School District is only accepting new enrollments for this year
Minnie	Mouse	Female	12	The School District is only accepting new enrollments for this year

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

- Upload all applicable documents for all students by **browsing to the file and clicking** Upload, 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**

**Family**

Primary Home Address Verification:

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

Document Type: Electricity Bill

Document: proof of residency.pdf

---

**Students**

**Minnie Mouse**

Birth Verification:

Birth verification document type: Birth Certificate

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

Select birth verification document to be uploaded: birth cert.pdf

IEP Documentation:

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

Immunization Records:

Immunization Records:

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

Please upload a copy of the enrolling students latest immunization records. Refer to the Arizona Department of Health Services website for details regarding school requirements (www.azdhs.gov).

immunizations.pdf

Custody Paperwork:

Custody Paperwork:

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

If applicable, please upload a copy of paperwork that identifies custodial rights as it relates to the enrolling students. [Browse...] [Upload]

Withdrawal Form:

Withdrawal Form:

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

Please upload a copy of the withdrawal paperwork obtained from the prior school of attendance. [Browse...] [Upload]

- Review the registration as needed and click “Submit” once all items are complete.

**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.**

**REVIEW/SUBMIT**

[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
Ready To Submit	Mickie Mouse	KG	1. Desert Heights Charter School	

<< Previous
Submit

- Click “OK” to submit the registration.

**Confirm**

Pressing OK will submit the student registration information for the 2018-2019 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

- A confirmation like the following will be received once the registration has been submitted.

**2018-2019 Registration** Thank you for submitting your registration. Our site staff will review the registration and update the status during the review process. If you have questions, please contact the front office for assistance (602-896-2900). The status of your registration(s) that are in progress can be found on the status page

[Status](#)

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 (602)896-2900. Thank you!

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






## Check Status

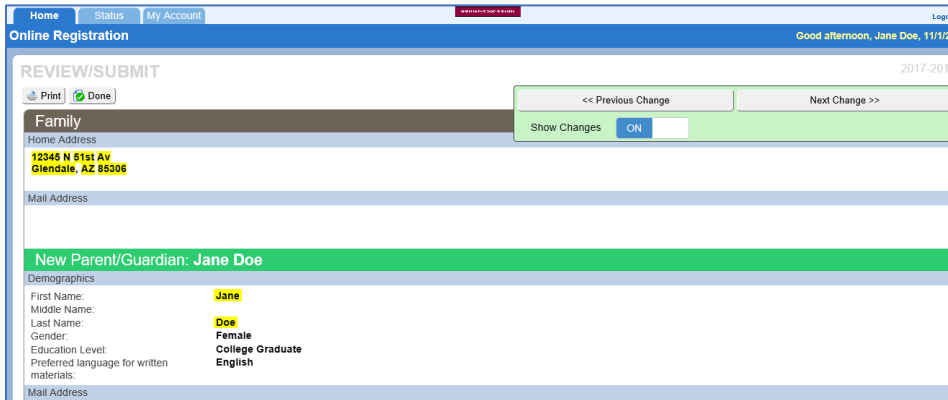
During the review process, emails will be sent from the school, but the enrolling parent/guardian can also check the registration status online.

*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.

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

- Click the  button to review the submitted form.



Home | Status | My Account | [Logout](#) | Good afternoon, Jane Doe, 11/1/2017

2017-2018

Print Done

<< Previous Change | Next Change >>

Show Changes ON

**Family**

Home Address  
12345 N 51st Av  
Glendale, AZ 85306


Mail Address

**New Parent/Guardian: Jane Doe**

Demographics

First Name: Jane  
Middle Name:  
Last Name: Doe  
Gender: Female  
Education Level: College Graduate  
Preferred language for written materials: English

Mail Address

- From the review page, the registration page can be printed if desired by clicking the  button.