

ONLINE PRE-ENROLLMENT INSTRUCTIONS

The online process takes approximately 30-40 minutes. If you are unable to complete the process in one sitting you may save, log out and resume at a later time.

NEW STUDENT
REGISTRATION
ONLINE

NUEVO ESTUDIANTE
REGISTRO
EN LÍNEA

1. GO TO WWW.SANTAMARIAHIGHSCHOOL.ORG

Click the 'New Student Registration Online' icon on the main webpage.

2. CLICK ON 'NEW STUDENT REGISTRATION ONLINE' ICON

3. SELECT LANGUAGE AND CLICK 'ENROLL A NEW STUDENT'

4. YEAR SELECTION

Select 2022-2023, Pre-enrollment

5. LOGIN

Create an account if you don't have one already, or login into an existing account. A verification e-mail will be sent to the email address entered at a later step to verify account.

Login

If you have previously used this website to enroll a student for this district, you may login as an existing user. If this is your first time here, Please provide your email address and a password to create a new account.

Existing user	Create new account
<small>Email address</small> <input type="text"/>	<small>Your Name</small> <input type="text"/>
<small>Password</small> <input type="password"/>	<small>Email address</small> <input type="text"/>
<input type="button" value="Login"/>	<small>Password</small> <input type="password"/>
<small>Forgot Password</small>	<small>Re-type Password</small> <input type="password"/>
	<input type="button" value="Create account"/>

6. TERMS OF SERVICE

Review, select 'I agree' and click 'Next'

7. STUDENT'S NAME

Enter student's name as it appears on the birth certificate or passport. Select 'Ninth Grade' for the grade level. Hit 'Next'

8. STUDENT ADDRESS

Enter address information without using special symbols (e.g. #, ½). The zip code extension is not necessary.

****Please note, a proof of address is required if address does not match Jr. high records provided.**

9. SELECT SCHOOL

Select Santa Maria High School if living within the SMHS boundaries.

10. ACCOUNT VERIFICATION

If creating a new account, a verification e-mail will be sent to the e-mail address entered at the beginning of the enrollment process. Click the link to confirm account.

After clicking the link the following should appear:

****If verification does NOT appear, return to the login page, and hit "Forgot Password" to reset the password.**

New account email verification

☒ Thank you for verifying your email address. Click "Next" to begin the enrollment process.

11. GENERAL STUDENT INFORMATION

All questions should be answered, except Student's mobile phone number if student does not have a cell number.

*Home phone number will be used to send all general calls. Parent cell phone numbers are ok.

12. LANGUAGE INFORMATION

Complete the Migrant Education Survey

Answer 4 language questions after completing survey

13. TRIBAL FOSTER YOUTH QUESTIONNAIRE

Optional. Scroll down to "Parent Information" to skip.

14. PARENT INFORMATION

Use the following format when entering name(s) under 'Mailing Name':

- a. Two parents with the same last name: Mayra/Jorge Zepeda
- b. Two parents with different last names: Mayra Arevalos/Jorge Zepeda
- c. One parent/guardian: Jorge Zepeda

15. RESTRAINED INDIVIDUAL

If yes, additional questions will be asked. Court documents will be required.

16. EMERGENCY CONTACTS

First name, last name, relationship to student, and a phone number is required for at least one emergency contact. May add additional contacts.

17. HEALTH SURVEY

Optional. Add any medical conditions student suffers from.

18. OTHER DISTRICT ENROLLMENT

Skip this section (do not enter any information).

19. DOCUMENTS

Review district documents.

20. DOCUMENTS UPLOAD

Documents will be required via upload or in person before enrollment can be accepted. Documents required:

- Proof of address
- Caregiver documents if student lives with someone other than parents
- Vaccinations
- Birth Certificate or Passport

21. SUPPLEMENTAL QUESTIONS, RESIDENCE SURVEY, & FAMILY MILITARY SURVEY

Make one selection for each one survey.

22. REVIEW ENROLLMENT INFORMATION

If all is correct, hit 'Finish and Submit'.

The records office will receive your enrollment and will contact you if additional information is necessary.