



SANTA MARIA HIGH SCHOOL

Junior High School Registration Activities 2023

Mandatory Parent/Student Night for Incoming 9th Graders

Thursday, February 2
5:00 pm English / 6:00 pm Español
SMHS Cafeteria

- ❖ Counselors will give the parents/students an overview of the Santa Maria High School Counseling program.
- ❖ Parents/Students will be introduced to the process of Online Registration.
- ❖ Registration must be completed online. The site can be found by accessing the portal via our school website at www.santamariahighschool.org. Parents must have an active email account.

Counselor Presentation to Students

Counselors will meet with students at their Jr. High Schools to present an overview of the program at SMHS which will include, graduation, college requirements, and elective offerings. Students will be given their online enrollment information for parents to complete.

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|-------------------------|---------------------------------|
| ✓ Tuesday, January 24 | Arellanes JHS & Tommy Kunst JHS |
| ✓ Wednesday, January 25 | Fesler JHS |
| ✓ Thursday, January 26 | El Camino JHS |
| ✓ Friday, January 27 | Jimenez JHS |

Documents Required to Register

- ❖ Student Birth Certificate
- ❖ Immunization Records
- ❖ Proof of Residency (Driver's License or utility bill with parent's name and address)
- ❖ Registration must be completed online. The form can be found by accessing the portal via our school website at www.santamariahighschool.org. Parents must have an active email account.

If you need assistance with online registration, staff will be available weekdays (Monday-Friday) from 5:00 pm – 7:30 pm. Call the registration hotline at 805-925-2567.

Enrollment Checklist

Complete Online Enrollment at www.santamariahighschool.org/registration

Enrollment should only take about 20 minutes to complete.

Information about the student, including demographics, emergency contacts and health information will be collected during the online enrollment process. You will be prompted to upload Supporting Documents (and Legal Documents, if applicable) during the Online Enrollment process. Please prepare electronic copies.

SUPPORTING DOCUMENTS

- ✓ **COPY OF BIRTH CERTIFICATE** (county or state certificate, Not hospital)
- ✓ **COPY OF TWO RECENT UTILITY BILLS** (gas, water, electric) with parent name and address. If you do not have utility bills in your name, a LANDLORD AFFIDAVIT will need to be completed and signed by the homeowner. The homeowner will have to provide a recent utility bill.
- ✓ **COPY OF COMPLETE IMMUNIZATION RECORDS** (Please note: Students WILL NOT receive their schedule or start school until completed immunization records have been submitted.)

LEGAL DOCUMENTS (if applicable)

- ✓ **CUSTODY DOCUMENTS** - To show legal and physical custody of the student. Both parents will have equal access to the student, unless court documents are provided
- ✓ **LEGAL GUARDIANSHIP DOCUMENTS/CAREGIVER FORMS** - Required if someone other than the birth parents are registering the student.
- ✓ **LEGAL NAME CHANGE DOCUMENTS** - Name listed on the birth certificate will be used unless legal name change documents are provided.

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 later.



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 the count.

The screenshot shows a "Login" page with a blue header. Below the header is a light blue information box with an 'i' icon and text: "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." Below this are two columns. The left column is titled "Existing user" and contains fields for "Email address" and "Password", a blue "Login" button, and a "Forgot Password" link. The right column is titled "Create new account" and contains fields for "Your Name", "Email address", "Password", and "Re-type Password", and a blue "Create account" button.

6. TERMS OF SERVICE

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

7. STUDENT'S NAME

Enter the 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

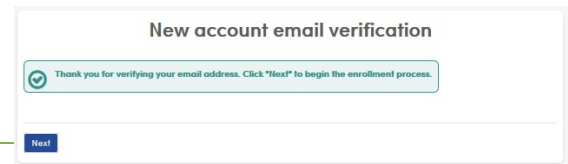
Select Santa Maria High School if living within the SMHS boundaries.

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.



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 the student lives with someone other than the parents
- Vaccinations

- Birth Certificate or Passport

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

Make one selection for each 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.