

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.

1. GO TO WWW.PVHSPANTHERS.ORG

Click the 'Enrollment' button on the left side of the webpage.

2. CLICK ON 'ONLINE ENROLLMENT'

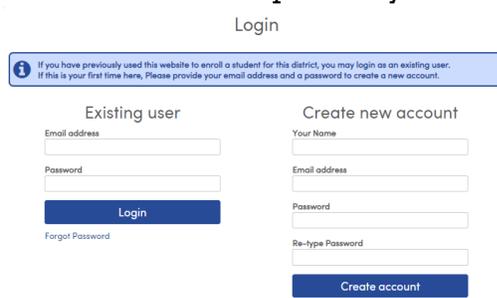
3. SELECT LANGUAGE AND CLICK 'ENROLL A NEW STUDENT'

4. YEAR SELECTION

Select 2023-2024, Pre-Enrollment. Click "Next".

5. CREATE A NEW ACCOUNT/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.



The screenshot shows a 'Login' page with two columns. The left column is for 'Existing user' and includes fields for 'Email address' and 'Password', a 'Login' button, and a 'Forgot Password' link. The right column is for 'Create new account' and includes fields for 'Your Name', 'Email address', 'Password', and 'Re-type Password', along with a 'Create account' button. A blue information box at the top states: '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.'

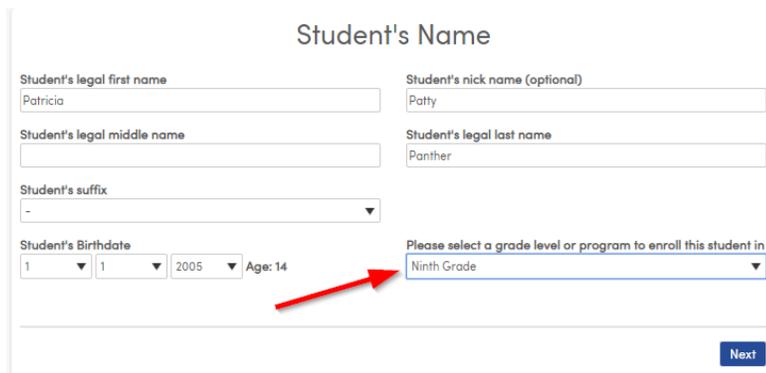


6. TERMS OF SERVICE

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'



The screenshot shows a 'Student's Name' form with several fields: 'Student's legal first name' (Patricia), 'Student's legal middle name', 'Student's suffix' (dropdown), 'Student's Birthdate' (1/1/2005, Age: 14), 'Student's nick name (optional)' (Patty), 'Student's legal last name' (Panther), and 'Please select a grade level or program to enroll this student in' (Ninth Grade). A red arrow points to the 'Ninth Grade' dropdown menu. A 'Next' button is at the bottom right.

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 your address does NOT match the Jr. High record.**

9. SELECT SCHOOL

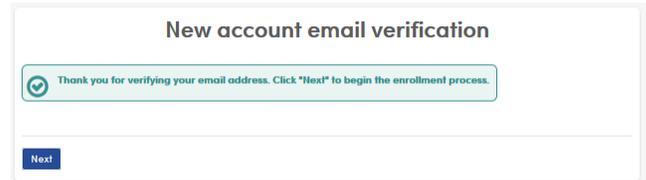
Select Pioneer Valley High School if living within the PVHS boundaries.

****If you do not live within the PVHS boundaries, you will need to complete a request for a boundary exception found on the enrollment webpage (step 2). In the meantime, select the school pertaining to your residence.**

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 phone of their own.

*Home phone number will be used to send all general calls. OK to use cell phone number.

12. MIGRANT EDUCATION SURVEY (OPTIONAL)

Make sure to click on the green 'Next' button to progress through these questions.

* Required

1. Please indicate what school your student will be attending *

Por favor indique la preparatoria que el estudiante asistirá.

Delta High School

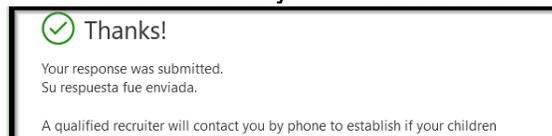
Pioneer Valley High School

Ernest Righetti High School

Santa Maria High School

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Once completed, hit the green 'Submit' button and you will see the following screen:



13. LANGUAGE INFORMATION

Select a language for each of the 4 questions.

14. TRIBAL FOSTER YOUTH QUESTIONNAIRE

If this doesn't apply to you, please skip this Questionnaire

15. PARENT INFORMATION

Enter information for both parents, if available, regardless of living situation.

- E-mail and address are not required.
- E-mail addresses entered will be used to create parent portal accounts.
- Update 'Mailing Name' to show how you would like mail sent to your home addressed.

16. RESTRAINED INDIVIDUAL

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

17. 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 by clicking 'Add Additional Contact':

18. COMPLETE THE TB SCREENING QUESTIONNAIRE

There are 4 pages of questions that need to be completed.

Make sure to scroll all the way down each page until you see these buttons:

Make sure to hit this 'Next' and 'Submit' button and not the one at  creen.

You can hit 'Next' at the bottom of the page after you see this screen:

19. HEALTH SURVEY

Optional. Add any medical conditions student suffers from.

The health office may follow up with additional questions regarding medications, etc.

20. OTHER DISTRICT ENROLLMENT (SKIP!)

Skip this section (do not enter any information).

21. DOCUMENTS

Review district policies regarding student technology use and discipline.

22. DOCUMENTS UPLOAD

Documents will be required via upload or in person before enrollment can be accepted if any of the following apply:

- Student is NOT currently attending a school in the Santa Maria-Bonita school district
- Student does NOT currently live with parents listed on birth certificate
- Address provided by Jr. High does not match address listed on enrollment

23. SUPPLEMENTAL QUESTIONS

Select appropriate option for each one.

24. REVIEW ENROLLMENT INFORMATION

If all is correct, hit 'Finish and Submit' at the bottom of the page.