ONLINE PRE-ENROLLMENT INSTRUCTIONS

NEW STUDENT ENROLLMENT

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.SANTAMARIAHIGHSCHOOL.ORG**
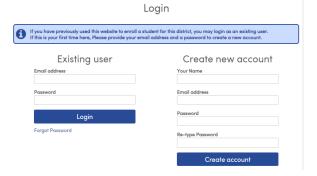Click the 'New Student Enrollment' button on the right side of the webpage.

2. **CLICK ON THE 'ONLINE ENROLLMENT' LINK**

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

4. **YEAR SELECTION**
Select upcoming school year, '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 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

Email address

Password

Login

Forgot Password

Create new account

Your Name

Email address

Password

Re-type Password

Create account

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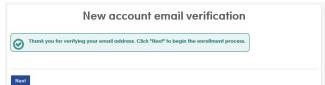**Please note, proof of address is required if the address does not match Jr. high records provided.

9. **SELECT THE 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 the 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.

Next

11. **GENERAL STUDENT INFORMATION**

All questions should be answered, except Student's mobile phone number if the 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 the 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: Joseph/Linsey Gore
   b. Two parents with different last names: Joseph Gore/Linsey Smith
   c. One parent/guardian: Joseph Gore

15. **RESTRAINED INDIVIDUAL**

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

16. **EMERGENCY CONTACTS**

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

17. **HEALTH SURVEY**

Optional. Add any medical conditions the 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 current utility bill
   - Caregiver documents if the student lives with someone other than the parents.

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.

Please contact the Registrar, Eileen Gomez, if you have questions.
805-925-2567 ext. 3736 or egomez@smjuhsd.org