



SANTA MARIA HIGH SCHOOL

JUNIOR HIGH SCHOOL REGISTRATION ACTIVITIES 2023

Mandatory Parent/Student Night for Incoming 9th Graders

Thursday, February 2

Santa Maria High School Cafeteria

5:00 - 6:00 PM English

6:00 -7:00 PM Spanish

1. Counselors will give the parents/students an overview of the Santa Maria High School Counseling Program.
2. Parents/Students will be introduced to the process of Online Registration.
3. 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.**

Counselor Presentation to Students

Counselors will meet with students to presentation overview of the programs at Santa Maria High School. Graduation, college requirements and elective offerings will be reviewed. Students will be given their online enrollement information for parents to complete.

Tuesday, January 24.

Arellanes JHS & Tommy Kunst JHS

Wednesday, January 25.

Fesler JHS

Thursday, January 26.

El Camino JHS

Thursday, January 27.

Jimenez JHS

Documents Required to Register

1. Student Birth Certificate
2. Immunization Record
3. Proof of Residency (Driver's license or utility bill with parents name and address on it)

Staff will be available every weekday (Monday - Friday) from February 1-27, 2022, from 5:00 - 7:30 to assist with any questions on registration matters.

Registration Help Hotline: (805) 925-2567

SANTA MARIA HIGH SCHOOL

ENROLLMENT CHECKLIST

Complete Online Enrollment at

[www.https://www.santamariahighschool.org/registration/transcripts](https://www.santamariahighschool.org/registration/transcripts)

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.

QUESTIONS?

Registrar: Eileen Gomez
805-925-2567 Ext. 3736
egomez@smjuhsd.org

Data Specialist: Sonia Melena
805-925-2567 Ext. 3764
somelena@smjuhsd.org

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.

STEP 1

GO TO WWW.SANTAMARIAHIGH SCHOOL.ORG

Click the "New Student Registration Online" icon on the main web page.

STEP 2

CLICK ON "NEW STUDENT REGISTRATION ONLINE" ICON

STEP 3

SELECT LANGUAGE AND CLICK "ENROLL A NEW STUDENT"

STEP 4

YEAR SELECTION

Select 2023-2024, Pre Enrollment

STEP 5

LOGIN

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

STEP 6

TERMS OF SERVICE

Review, select "I Agree" and click "Next"

STEP 7

STUDENT'S NAME

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

STEP 8

STUDENT ADDRESS

Enter address information without using special symbols (e.g. # 1/2). The zip code extension is not necessary. ***Please note, a proof of address is required if address does not match Jr High records provided.

STEP 9

SELECT SCHOOL

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

STEP 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 click "Forgot Password" to reset the password.

STEP 11

GENERAL STUDENT INFORMATION

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

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

STEP 12

LANGUAGE INFORMATION

Complete the Migrant Education Survey

Answer 4 language questions after completing the survey.

STEP 13

TRIBAL FOSTER YOUTH QUESTIONNAIRE

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

STEP 14

PARENT INFORMATION

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

- a. Two parents with the same last name.
- b. Two parents with different last names
- c. One parent/guardian

STEP 15

RESTRAINED INDIVIDUAL

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

STEP 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.

STEP 17

HEALTH SURVEY

Optional. Add any medical conditions student suffers from.

STEP 18

OTHER DISTRICT ENROLLMENT

Skip this section (DO NOT enter any information)

STEP 19

DOCUMENTS

Review district documents

STEP 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

STEP 21

SUPPLEMENTAL QUESTIONS, RESIDENCE SURVEY, & FAMILY MILITARY SURVEY

Make one selection for each survey

STEP 22

REVIEW ENROLLMENT INFORMATION

If all is correct, click on "Finish and Submit"