ENVISION 21
DEEP LEARNING • CFSD

TECHNICAL INSTRUCTIONS FOR ONLINE REGISTRATION

Catalina Foothills School District

Please read the instructions below to learn how to successfully register your child(ren) for school using the online registration process.

The individual school sites may have school-specific forms. Please contact your child's school to find out if there are any school-specific forms that need to be completed. School-specific forms are **not** part of the district's Online Registration process.

- Please **select the correct school year** at the beginning of the online registration process. If the registration is completed for the incorrect school year, you will need to complete the process again with the correct school year.

- You will need your student's immunization record to complete the immunization screen. The month, day, and year (MM/DD/YYYY) are needed for all vaccination doses in order to be considered valid. The information will be saved and updated annually in Online Registration.

- You can click through different modules on the left side of the screen, but it is recommended that you use the "Save and Continue" button to ensure the information is saved.

- A parent/legal guardian will need to complete all of the required information throughout the information entry process in order for the enrollment to be processed at the school site.

- If you are a returning family, your information will already be on file in the online registration application and only needs to be verified and updated as necessary.

- Please use only the legal name of the student(s) and parent(s)/legal guardian(s) when registering your child(ren). Student information needs to match the birth certificate.

- The address that you enter for registration must match the address on the *Arizona Residency Documentation Form* and the additional source for proof of residency.

- Please do not list a parent(s)/legal guardian(s) as an emergency contact on the "Emergency" screen. This screen is only for **additional** emergency contacts in case a parent/guardian cannot be reached. Parents/guardians are always considered emergency contacts.

- When creating parent/guardian relationships on the first "Relationships" screen, it is important that you indicate ALL relationships and rights so that your child will only be released to the appropriate parent(s) and/or legal guardian(s).

- The registration process is not complete until all required forms and documents have been **uploaded or submitted** to the school. Notification that the online registration application has been "accepted" does not mean that your child is officially enrolled. The school will need to verify the accuracy of all required forms and documents.

- The registration may be denied if any of the information entered as part of the online registration process is deemed false or misleading.

Attention Valley View Early Learning Center (VVELC) Parents/Legal Guardians

The Online Registration screens have been configured so that you will only complete the screens that have been designated for VVELC. After you input your electronic signature on the "Signature" screen, please complete the screens that follow. Screens that are not applicable will automatically be bypassed.

Documents Screen:
- You are required to upload or hand-deliver to VVELC a hard copy of the birth certificate/birth verification.
- If applicable, upload the "Asthma Action Plan" and/or "Food Allergy and Anaphylaxis Emergency Care Plan." You do not need to upload or hand-deliver a hard copy of the other forms listed on the "Documents" screen.

If you need assistance with the online registration process, please contact the main office at your child's school. Thank you for your cooperation. We look forward to welcoming your family to the Catalina Foothills School District.