Hello Highline Public Schools Parents/Guardians!

Thank you for enrolling your student using our online enrollment portal: **ParentVUE**. We are excited to work with your family to ensure you have access to educational services through your neighborhood school (the school your address is zoned for). The enrollment team at the Family Center and your neighborhood school are available to assist you with this process, should you have any questions. **This help guide will demonstrate what your screen will look like when using online enrollment.**

To begin, visit www.highlineschools.org/enroll

*Please contact the Family Center at 206-631-3003 or your neighborhood school if you believe you have an existing record with Highline Public Schools.

To start online enrollment please visit highlineschools.org/enroll

Please log into your ParentVUE account to begin online enrollment. You will be directed to select the online pack you would like to begin. To enroll a brand new student, please be sure to select **"2022 - 2023 Current School Year New Enrollment".**

Highline School District

Good afternoon, **Parent's Name, Date**

SELECT REGISTRATION TO BEGIN

Please select the online packet you would like to begin *

2022-2023 Verification (for current students)
2022-2023 Current School Year New Enrollment

Begin New Registration >

The introduction page provides information on what is needed to complete enrollment. There are six components to online enrollment, listed to the left of this page. There are three documents required for enrollment: student's proof of birth, immunization records, and proof of your address. Towards the end of the enrollment process, you will have the option to upload these documents or deliver them personally to the school. If applicable, guardianship or custody documentation should be delivered to the school directly. After reviewing the information on this page, click the blue **continue** button.

Next School Year New Enrollment

- ♀ Introduction
- 👥 Family
- 👤 Parent/Guardian
- 🖥 Emergency
- 🎓 Students
- 🔍 Review/Submit

- 🗑 Delete Next Year

INTRODUCTION   2022-2023

Welcome

ℹ **Information**

Welcome to Highline Public Schools' Online Enrollment for the 2022-2023 School Year.

Our online enrollment application will guide you through the process. Please contact your neighborhood school or the Family Center at our district office if you have any questions at 206-631-3003. Online Enrollment for new and re-enrolling students requires the documentation as indicated below. A variety of information is requested throughout the enrollment process.

Proof of Residency

In order to enroll your student in the Highline Public School District the parent or guardian must provide at least (1) piece of documentation verifying the student's primary place of residence. Residence is the location where a student eats, sleeps, and otherwise finds their principal place of residence. This document can be uploaded at the time of enrollment or can be hand delivered to the neighborhood school office.

Immunization Records

All students entering Highline Public Schools are required by State law to be immunized against certain diseases that can be prevented by vaccinations before attending a school. This document can be uploaded at the time of enrollment or can be hand delivered to the neighborhood school office. Anytime a student receives a new vaccination it is important to provide updated information to the student's current school. If your student is missing any required immunizations, a nurse will contact you for more information. For information on Washington state school immunization requirements, click here. Children may begin school if they received all of required immunizations they are due to receive and submit medically verified records on or before the first day of attendance.

Proof of Birth

This document is used to verify the student's legal name and birth date. Birth certificate or passport can be uploaded at the time of enrollment or hand delivered to the neighborhood school office.

Legal Guardianship or Custody Papers

Legal guardianship or custody papers may be submitted if applicable to the student. If there are any custody restrictions or restraining orders in place impacting the student please hand deliver legal documentation to the school office directly. If there should ever be a change in custody or legal guardianship, it is important to contact the student's current school and provide updated legal documentation.

ℹ A variety of information is requested throughout the enrollment process. Fields that require information are marked with an asterisk (*). You must enter information into these fields before you will be allowed to continue the enrollment process

[Continue]

All the sections to the left must be completed in order to submit the online enrollment application: Introduction, Family, Parent/Guardian, Emergency, Students, Review/Submit. Click on **save and continue** to start the enrollment process.

Next School Year New Enrollment

- ♀ **Introduction**
- 👪 Family
- 👤 Parent/Guardian
- 🚑 Emergency
- 🎓 Students
- 🔍 Review/Submit

- 🗑 Delete Next Year

Student Summary

ℹ Information

We are not able to identify any students associated with your account.

If you are the parent of an existing student in the district and they are not listed below please contact your student's current school or the family center at 206-631-3003 for further assistance.

To enroll a new student for the **2022-2023 school year**, select save and continue to begin the process.

Save And Continue ›

Please type your name in the electronic signature field. The signature must match **exactly** with how your name is spelled at the top right hand corner of your screen. (If the name in the right hand corner does not match with your legal or preferred name, you will have the option to update it later in the application process.) Once you have entered your name, click on **save and continue.**

Home | Status | My Account | Logout

Highline School District
Good morning, Parent's Name, Date

Next School Year New Enrollment

INTRODUCTION

2022-2023

♀ Introduction

Signature

Please enter your first and last name below (as displayed in the upper right hand corner):

👥 Family

👤 Parent/Guardian

By typing your name below and pressing the button at the base of the page you attest that you are the account holder, are authorized to provide the information and agree that the information provided is accurate to the best of your knowledge.

🚑 Emergency

Your signature gives permission for school administration to share the information provided with school and district staff on a need-to-know basis to best serve your child's needs at school. You further agree to bring to the attention of school staff any major changes in the information provided.

🎓 Students

Electronic Signature *

| **Parent's Name (as written above)**

🔍 Review/Submit

🗑 Delete Next Year

Save And Continue ❯

Please enter your home address using the **search box** to auto populate the address field information. (*see demonstration on next page*). If entering an apartment number, please use the **"#" symbo**l found under **"Unit Type"**. Families that reside **outside** of the district will have to **manually** enter their address in each field that applies**.**

Highline School District

Good morning, Parent's Name, Date

Next School Year New Enrollment

FAMILY   33%   2022-2023

- ♀ Introduction ✓
- 👥 **Family** ✓
- 👤 Parent/Guardian ✓
- 🚑 Emergency ✓
- 🎓 Students ⚠
- 📄 Documents
- 🔍 Review/Submit

- 🗑 Delete Next Year

Home Address

❶ Instructions

Please enter your address below using the search field. Once your address autopopulates please click on your address to complete the required fields in this section. If you do not rent/own your own home you will be asked additional questions as your student may be eligible for additional educaitonal support thorugh the Title X Part C Federal McKinney Vento Act. If you are currently experiencing housing instability, please provide the address where you are currently staying and someone will follow up.

Tips for entering in district addresses.

· In the search field, type your address from the beginning rather than copying and pasting.

· When you see the result that you are looking for, click the result to auto-populate your address into the individual fields below.

· If you have an apartment/unit or space number please select the appropriate Unit Type in the Unit Type field and enter the number in the Unit Number field. For example, I live in Apartment #3, In Unit Type select APT and in Unit Number enter 3.

** For in district addresses please type in the lookup box to find and select an address. For out of district addresses please enter the address into the fields below.

Date of the address change

MM/DD/YYYY

🔍 | Type to find an address...   **Type address here**

House Number *   Fraction   Direction   Street *   Type   Post Direction   Unit Type

Unit Number

City *   State *   Zip Code *   +4

Address as entered from above:

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If your mailing address is the **same** as your home address, indicate so by checking the box, and click **save and continue**. If you have a **different** mailing address, uncheck the box, and you'll be able to manually type in your mailing address.

Next School Year New Enrollment

- Introduction ✓
- **Family** ✓
- Parent/Guardian ⚠
- Emergency
- Students
- Review/Submit

- Delete Next Year

FAMILY   100%   2022-2023

Mail Address

☑ Mail address is the same as home address

Your address shown here

‹ Previous | Save And Continue ›

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English | Es

In this Parent/Guardian section, please enter your information as the enrolling parent/guardian. You are required to complete fields that have a red asterisk (*).

Next School Year New Enrollment

- Introduction ✓
- Family ✓
- **Parent/Guardian** ⚠
- Emergency
- Students
- Review/Submit

- 🗑 Delete Next Year

PARENT/GUARDIAN   16%   2022-2023

Demographics: **Parent's Name**

First Name *

Middle Name

Last Name *

Gender   ⌄

Education Level   ⌄

Parent/Guardian Language   ⌄

Your address shown here

< Previous   Save And Continue >

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English | Esp

In this section, you will be able to add phone numbers. Indicate if this phone number is your primary number by checking the **"primary"** box on the left. If you have a work phone that you wish to add then click on **"Add New"** to do so. If you are the enrolling parent/guardian, your email that was used to start the enrollment will auto-populate into the email address field. You may change this email or enter in a work email. You will also be able to add additional parents/guardians later in the process.

Note: Parents will be entered one by one, meaning each parent/guardian has their own section. The parent enrolling will be the primary parent by default.

Next School Year New Enrollment

- ♀ Introduction ✓
- 👥 Family ✓
- 👤 **Parent/Guardian** ⚠
- 🚚 Emergency
- 🎓 Students
- 🔍 Review/Submit

- 🗑 Delete Next Year

PARENT/GUARDIAN 66% 2022-2023

Contact Information: **Parent's Name**

Phone Numbers

✖	Line	Primary	Type	Phone	Extension	Contact	Not Listed
☐	1	☐	▾	( ) - *		☐	☐

➕ Add New

Email Address *

Please select if you need an interpreter: ☐

❮ Previous   Save And Continue ❯

English | Es

Highline Public Schools is required to ask questions about military status. If you **have** served in the Military, please indicate the start date, type of military service, and the end date. If you prefer to not disclose this information, you can select **"Declined to State"** in the "military service" drop down menu. If you **have not** served in the military, click on the calendar icon under "start date" and select the date you are completing this online enrollment. Under "Military Service", use the drop down menu to select the option **"No Military Service"**. After answering, please click on **save and continue**.

Next School Year New Enrollment

- ♀ Introduction ✓
- 👥 Family ✓
- 👤 **Parent/Guardian** ⚠
- 🚑 Emergency
- 🎓 Students
- 🔍 Review/Submit

- 🗑 Delete Next Year

PARENT/GUARDIAN   83%   2022-2023

Military Status: Parent's Name

❶ Instructions

Washington State requires the collection of information about active military status for all parent/guardians of students. Please select the Military Service option that applies to the parent/guardian being entered. **If you have not served in the military, please select today's date in the start date field, and** *select no military service* **in the drop down menu.**

Military Status

✖	Line	Start Date	Military Service	End Date	
☐	1	MM/DD/YYYY 📅 *	⌄ *	MM/DD/YYYY 📅	

➕ Add New

‹ Previous   Save And Continue ›

If you think you might qualify for free or reduced lunch, please visit the **Nutrition Services Department Page.** You can apply for Free or Reduced Lunch online. *Please note: School meals are available to all enrolled Highline students at no cost this 2022- 2023 school year.*

Next School Year New Enrollment

- 💡 Introduction ✅
- 👥 Family ✅
- 👤 **Parent/Guardian** ⚠️
- 🚑 Emergency
- 🎓 Students
- 🔍 Review/Submit
- 🗑 Delete Next Year

PARENT/GUARDIAN — 100% — 2022-2023

Nutrition Services: Parent's Name

Do you think you might qualify for free or reduced price lunch? If so, please visit this page for information about applying for meal benefits. You can apply online or pickup a paper application at your school office. You are welcome to visit the Nutrition Services department page for more information. Please note, the current application is for the current school year only, and will not apply to next school year.

❮ Previous | Save And Continue ❯

To add another parent/guardian, please click on **"Add New Parent/Guardian"** located directly under the first parent's name. You will be asked to complete the same steps as you did for the first parent. You will enter the second parent/guardian's contact information and military status.

Next School Year New Enrollment

- ♀ Introduction ✓
- 👥 Family ✓
- 👤 **Parent/Guardian** ✓
- 🚑 Emergency
- 🎓 Students
- 🔍 Review/Submit

- 🗑 Delete Next Year

PARENT/GUARDIAN
2022-2023

Please add or update all Parent/Guardians of all students in the family below.
You will be asked to identify how Parent/Guardians are related to students later in the registration process.

To remove a parent contact from a student please contact your student's school.

	First Name	Last Name	Gender	Status
✏ Edit	Parent's first name	Parent's Last Name		✓ Complete

➕ Add New Parent/Guardian

‹ Previous   Save And Continue ›

The emergency contact section provides the school with additional contacts that can be called in the event where parents/guardians are unavailable. Please list contacts by clicking on "**Add New Emergency Contact."** Examples of contacts could include the student's uncle, aunt, sibling, grandparent, etc. **Parent(s) are automatically listed as emergency contacts.** After you're finished adding your emergency contacts, click **save and continue.** You will repeat the same process to add additional emergency contacts.

Home | Status | My Account | Logout

Highline School District
Good afternoon, **Parent's Name, Date**

Next School Year New Enrollment

- ♀ Introduction ✓
- 👥 Family ✓
- 👤 Parent/Guardian ✓
- 🚑 **Emergency**
- 🎓 Students
- 🔍 Review/Submit
- 🗑 Delete Next Year

EMERGENCY

2022-2023

Parent/Guardians are considered Emergency contacts by default.
Please add or update information for any additional Emergency contacts for all students in the family below.
You will be asked to identify how Emergency contacts are related to students later in the registration process
If any emergency contacts reside outside of the state, we recommend listing one additional local emergency contact.:

First Name	Last Name	Gender	Status

+ Add New Emergency Contact

☐ Decline to specify any Emergency Contacts

‹ Previous | Save And Continue ›

Please include the emergency contact's first and last name. You can enter any other applicable contact information, if available.

Highline School District
Good afternoon, **Parent's Name, Date**

Next School Year New Enrollment

💡 Introduction	✅
👥 Family	✅
👤 Parent/Guardian	✅
🚑 **Emergency**	
🎓 Students	
🔍 Review/Submit	
🗑 Delete Next Year	

EMERGENCY　　　　50%　　　　**2022-2023**

Demographics: **New Contact**

First Name *

Last Name *

Gender

Address

City

State

Zip Code

Language

❮ Previous | Save And Continue ❯
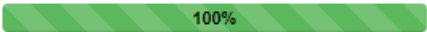
English | Español | Việt Nam | Soomaali

Accessibility Mode

Please enter the emergency contact's phone numbers, email and any other applicable contact information. Once finished, please click **save and continue.**

Next School Year New Enrollment

- ♀ Introduction ✓
- 👥 Family ✓
- 👤 Parent/Guardian ✓
- 🚑 **Emergency** ✓
- 🎓 Students ⚠
- 📄 Documents
- 🔍 Review/Submit

- 🗑 Delete Next Year

EMERGENCY   100%   2022-2023

Contact Information: **Emergency Contact's Name**

Home Phone	( ) -
Mobile Phone	( ) -
Work Phone	( ) -
Ext.	
Other	( ) -
Phone Type	⌄
Email Address	

❮ Previous   Save And Continue ❯

In this section, please click on **"Add New Student"** to begin entering information for the student you are enrolling. If you have any current enrolled students, you will see their name(s) on this screen listed under **"Students to exclude from 2022-2023".**

*Note: Current enrolled students are excluded since they already have an active enrollment

Next School Year New Enrollment

- Introduction ✓
- Family ✓
- Parent/Guardian ✓
- Emergency ✓
- **Students**
- Review/Submit
- Delete Next Year

STUDENTS   2022-2023

Please review, add, and edit the student(s) below. To enroll a new student click, "**Add a New Student**".

Students shown below will not be included in the enrollment or verification process. To include one of these students, please press include.

Students with an active enrollment, will have the option to complete enrollment verification to update their information later in the school year. Students actively enrolled are not eligible for enrollment. If the student has graduated they are not eligible to be included.

Once complete, click the "Save and Continue" button at the bottom of the page.

Students to enroll in 2022-2023

First Name	Last Name	Gender	Grade	Status

+ Add New Student

Students shown below will not be included in the enrollment or verification process. To include one of these students, please press include. If the student already has an active enrollment, please do not include this student. If the student has graduated they are not eligible to be included.

Students to exclude from 2022-2023
Students shown here will not be registered.

First Name	Last Name	Gender	Grade	Reason

‹ Previous **Save And Continue ›**

18

This is the student demographic section regarding your enrolling student.

Highline School District
Good afternoon, Parent's Name, Date

DEMOGRAPHICS 1% 2022-2023

**Current School Year
New Enrollment**

♀ Introduction ✓
👥 Family ✓
👤 Parent/Guardian ✓
🚑 Emergency ✓
🎓 **Students**
📄 Documents
🔍 Review/Submit
🗑 Delete Next Year

Demographics: **New Student**

ℹ Instructions

Please enter/update student details below.

In the entering grade field, please indicate which grade you are enrolling your student.

P2 should be selected if you wish to enroll your student in preschool and they are 2 years old by August 31 before the enrolling school year.

P3 should be selected if you wish to enroll your student in preschool and they are 3 years old as of August 31 before the enrolling school year.
P4 should be selected if you wish to enroll your student in preschool and they are 4 years old as of August 31 before the enrolling school year.
K1 is meant for students entering kindergarten. Students are typically 5 years old by August 31st before the enrolling school year to be eligible for kindergarten entrance.

Please fill out the student demographic information as shown **on the next page.** Start with the **legal** first and last name(s). Then you can enter your student's **preferred** first, middle, and last names. The preferred fields allow students to identify an alternate name or nickname that they prefer to use. If the enrolling student does not have a preferred name, please enter the same information as indicated in the **legal name** sections. If there is no preferred middle name, please indicate this by checking the **"No Middle Name"** box.

There are many entering grade options. The instructions at the top of the page will explain the differences. Please select the grade your student will be entering. The parent's/guardian's name will display as a drop down option in the primary address field to indicate the student resides at the same address as the listed parent/guardian. If the student does not live with the listed parent/guardian(s), another parent or guardian must be added or selected. Once all the fields are complete, click **save and continue** to move forward.

Documents

Review/Submit

Delete Next Year

Legal First Name *

Legal Middle Name

Legal Last Name *

Legal Suffix

Preferred First Name *

Preferred Middle Name *

No Middle Name ☐

Preferred Last Name *

Preferred Suffix

Gender *

Birth Date *   MM/DD/YYYY 📅

Entering Grade *

Primary Address *

Home Address   Mail Address

< Previous   Save And Continue >

This section asks you to provide information on the student's birth country. Please use the drop down menus to answer the questions. It will also ask you to select the type of birth verification document you will be providing.

Highline School District

Good Morning, Parent's Name, Date

Next School Year New Enrollment

- Introduction ⊘
- Family ⊘
- Parent/Guardian ⊘
- Emergency ⊘
- **Students** ⚠
- Documents
- Review/Submit

- Delete Next Year

DEMOGRAPHICS   2%   2022-2023

Additional Information: **Student's Name**

Student's birth country *   [⌄]

Student's birth city   [   ]

Birth verification document   [⌄]
type *

❮ Previous   Save And Continue ❯

*You will see this page only if you are enrolling a high school student. Skip to the next page if you do not have a high school student. You have the option of adding your student's personal cell phone number. By doing so, you are allowing Highline Public Schools to contact your student directly regarding school related information.

Highline School District
Good morning, Parent's Name, Date

Current School Year
New Enrollment

DEMOGRAPHICS   5%   2022-2023

- ♀ Introduction ✓
- 👥 Family ✓
- 👤 Parent/Guardian ✓
- 🚚 Emergency ✓
- 🎓 **Students** ❗
- 📄 Documents
- 🔍 Review/Submit

- 🗑 Delete Next Year

Student Cell Phone Information: **Student's Name**

ℹ **Instructions**

By entering this information, I authorize Highline Public Schools (HPS) to send text messages to my student's cell phone number to convey school information. I understand that standard text messaging rates will apply to any messages received from HPS. I also understand that I or HPS may revoke this permission in writing at any time. I agree not to hold HPS liable for any electronic messaging charges or fees generated by this service.

☐ Student has no phone numbers.

Phone Numbers

✖	Line	Primary	Type	Phone	Extension	Contact	Not Listed	
☐	1	☐	▼	( ) - *		☐	☐	

➕ Add New

‹ Previous   Save And Continue ›

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English | Español | Việt Nam | Soomaali

Accessibility Mode

22

This section covers information about foster care and housing. If your student is in foster care or has an open dependency case, please indicate so by checking the box to the right and answer the question regarding your student's Case Manager and provide their phone number, if applicable. If your child is **not** in foster care, leave those specific questions blank and only answer the final housing question on this page.

Please answer the required housing question on this page. "Do you rent/own your own home or apartment?"
Select yes if: you, parent/guardian, rent or own **your own** home or apartment and have stable housing
Select no if: you have <u>unstable</u> housing; are doubled up; or are transitioning; if you are currently living in a hotel/motel; if you are living in a car or mobile home; if you are living with an adult that is not the parent/guardian, or without an adult, or alone and do not have stable housing

---

Highline School District

Good Morning, Parent's Name, Date

Next School Year New Enrollment

💡 Introduction	✓
👥 Family	✓
👤 Parent/Guardian	✓
🚐 Emergency	✓
🎓 **Students**	❗
📄 Documents	
🔍 Review/Submit	
🗑 Delete Next Year	

DEMOGRAPHICS ▮ 7% 2022-2023

Student Demographics: **Student's Name**

Select the check box if your student is in foster care or has an open dependency case: ☐

If the student is in foster care please provide foster care case manager name and contact number.

Case Manager Name: [_____]

Phone Number: ( ) -

Do you rent/own your own home or apartment? * [_____ ▾]

[‹ Previous] [Save And Continue ›]

23

If you selected "no" to the housing question above, your student may be eligible for McKinney-Vento services. Please select the reason that best fits your student's situation. The McKinney-Vento Act defines homeless children or unaccompanied youth as lacking a fixed, regular, and adequate nighttime residence, which includes:

- Families doubled up with friends or relatives due to loss of housing.
- Children living in motels, hotels, trailer parks and campgrounds due to lack of alternative accommodations.
- Children living in emergency or transitional shelters.
- Children living in cars, parks, public spaces, abandoned buildings, substandard housing, and bus or train stations.

Next School Year New Enrollment

- ♀ Introduction ✓
- ⚇ Family ✓
- ⚊ Parent/Guardian ✓
- 🚚 Emergency ✓
- 🎓 **Students** ⚠
- 🗎 Documents
- 🔍 Review/Submit
- 🗑 Delete Next Year

DEMOGRAPHICS [8%] **2022-2023**

McKinney-Vento: **Student's Name**

❶ **Instructions**

Your child may be eligible for additional educational services through Title X,Part C, Federal McKinney-Vento Assistance Act. Eligibility can be determined by completing this questionnaire. For assistance or more information please visit our website or contact our McKinney Vento Family Support Liasion at 206-631-3256.

Please select the option that best describes the student's current situation. *

In an emergency shelter/transitional housing.
In a hotel/motel.
Temporarily with another family because we cannot afford or find affordable housing.
With an adult that is not a parent or legal guardian, or alone without an adult, without permanent housing/ lacking stable housing.
Frequently moving from place to place in short period of time (couch surfing), in a vehicle of any kind, in a park or campground, in an abandoned building or s

This section allows you to indicate the relationship each parent/guardian has with the enrolling student. This page also allows you to indicate what rights each adult has with the student. Please read through the definitions provided in the instructions. Use the drop down menu to select a relationship type, and the check boxes to indicate which rights apply to each parent or guardian. Once you're finished, please click on **save and continue.**

Highline School District
Good afternoon, Parent's Name, Date

Next School Year New Enrollment

RELATIONSHIPS   10%   2022-2023

- ♀ Introduction ✓
- 👥 Family ✓
- 👤 Parent/Guardian ✓
- 🚚 Emergency ✓
- 📣 **Students** ✓
- 📄 Documents
- 🔍 Review/Submit

🗑 Delete Next Year

Parent/Guardian Relationships: **Student's Name**

ℹ **Instructions**

Indicate the relationship each Parent/Guardian has with the student named above:

Lives With: Indicates the parent/guardian lives in the household with the student.
Contact Allowed: Indicates the parent/guardian is allowed contact with the student and will be included in school to student communication.
Ed. Rights: Indicates the parent/guardian has rights to make decisions regarding the student's education and access to student information in the Synergy parent portal.
Has Custody: Indicates the parent/guardian has legal custody of the student.
Mailings Allowed: Indicates the parent/guardian may receive mailings and emails regarding the student.
Release To: Indicates the school may release the student to the parent/guardian.

Relationship	First Name	Last Name	Gender	Lives With	Contact Allowed	Ed Rights	Has Custody	Mailings Allowed	Release To
				☑	☑	☑	☑	☑	☑

‹ Previous   Save And Continue ›

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English | Español | Việt Nam | So
Accessibili

25

Please indicate the relationship between your student and the emergency contact(s) using the drop down menu. You can select whether they are the student's aunt, sibling, grandparent, family friend, etc. **Please check the box under "release to" on the right hand side,** if you give the school permission to release your student to the listed emergency contact(s).

Next School Year New Enrollment

- Introduction ✓
- Family ✓
- Parent/Guardian ✓
- Emergency ✓
- **Students** ⚠
- Documents
- Review/Submit
- Delete Next Year

RELATIONSHIPS   11%   2022-2023

Emergency Contact Relationships:

ℹ Instructions

Indicate the relationship each emergency contact has with the student named above. Later you will be asked to select the order in which each contact should be made.

If there is no relationship to the student, that emergency contact will not show on the student's record.

Release To: Indicates the school may release the student to the emergency contact.

Relationship	First Name	Last Name	Gender	Release To
[dropdown]				☐

- OR -

☐ No Relationship

‹ Previous   Save And Continue ›

You will be able to view and adjust the emergency contact order indicating who should be contacted first in the event of an emergency. You can change the order by dragging and dropping the names downward or upward.

Next School Year New Enrollment

💡 Introduction	✓
👥 Family	✓
👤 Parent/Guardian	✓
🚑 Emergency	✓
🎓 **Students**	❗
📄 Documents	
🔍 Review/Submit	
🗑 Delete Next Year	

RELATIONSHIPS   13%   2022-2023
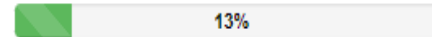
Emergency Contact Order:

ℹ Instructions

Drag and drop the contacts below in the order in which they should be contacted in the event of an emergency:

1 Name   (Mother)
2 Name   (Father)
3 Name   (Aunt)
4 Name   (Uncle)

‹ Previous   Save And Continue ›

Highline Public Schools is required to ask questions about student's race and ethnicity. On this screen, you will be asked if your student is Hispanic or Non-Hispanic. If your student **is** of hispanic descent, another screen will appear asking you to specify your student's hispanic descent. If your student is not, please indicate "Non-Hispanic" and continue to the next page.

Highline School District

Good afternoon, Parent's Name, Date

Next School Year New Enrollment

ETHNICITY & RACE　　　　14%　　　　2022-2023

- ♀ Introduction ✓
- 👥 Family ✓
- 👤 Parent/Guardian ✓
- 🚌 Emergency ✓
- 🎓 **Students** ✓
- 📄 Documents
- 🔍 Review/Submit
- 🗑 Delete Next Year

Ethnicity: **Student's Name**

ℹ Instructions

These ethnicity options are provided by the State of Washington and Highline Public Schools is mandated to collect this information for every student under applicable state and federal laws.

Select One *

Non-Hispanic　　　　　⌄

Hispanic
Non-Hispanic

‹ Previous　　Save And Continue ›

In this section, please select which race your student identifies with. You may check more than one option or write in your preferred race if there is not an option listed that matches your student's racial identity.

The American Indian and Alaskan Native identification section helps Highline Public Schools to identify if your student is eligible for Native Education programming resources. If your student identifies as American Indian/Alaskan Native or the student's parents/guardians are eligible to be enrolled in a Federally Recognized Tribe, please indicate so.

*Note: If this page doesn't apply to your student, you can answer "no" to the following questions and skip to page 32 of this guide.

Highline School District
Good afternoon, Parent's Name, Date

Next School Year New Enrollment

ETHNICITY & RACE   17%   2022-2023

- ♀ Introduction ✓
- 👥 Family ✓
- 👤 Parent/Guardian ✓
- 🚌 Emergency ✓
- 🎓 **Students** ✓
- 📄 Documents
- 🔍 Review/Submit

- 🗑 Delete Next Year

American Indian and Alaskan Native Identification: **Student's Name**

ⓘ Instructions

Greetings from the Highline Public Schools Native Education Program!

Please review the following questions and answer accordingly if your student is American Indian or Alaska Native.

We use these questions to determine eligibility for Native Education Program support, services, and resources.

Please direct any questions about the Native Education Program, eligibility for support, services, resources and the Native Family Advisory Council to the Program Manager at 206.631.3162 and visit our website.

Does your student identify as American Indian/Alaskan Native, First Nations or Indigenous in North or South America? * [▾]

Is your student, student's parent or grandparents enrolled or eligible to be enrolled in a Federally Recognized Tribe? * [▾]

[‹ Previous] [Save And Continue ›]

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If you selected "yes" to the previous Native Education questions, the next set of questions will help you to complete the "Native American Indian Education 506 Form" . Our Native Education Department will be notified and they will follow up with you.

The State requires a language survey to help identify if your student is eligible for additional language support.

Please use the drop down fields to complete the next set of questions.

Good morning, Parent's Name, Date

Next School Year New Enrollment

- ♀ Introduction ✓
- 👥 Family ✓
- 👤 Parent/Guardian ✓
- 🚚 Emergency ✓
- 🎓 **Students** ✓
- 📄 Documents
- 🔍 Review/Submit
- 🗑 Delete Next Year

LANGUAGE SURVEY   20%   2022-2023

Language Survey: **Student's Name**

ℹ **Instructions**

This form is NOT used to identify a student's immigration status.

What language did your student learn to speak first? *	⌄
What primary language does your student use the most? *	⌄
What language does your family use the most at home? *	⌄
In what language do you want communication from the school? *	⌄
Did your child ever receive English Language Learner (ELL) support at another school?	⌄
Please specify the language of instruction for any K-12 education received in another country.	⌄

‹ Previous   Save And Continue ›

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The health section helps us to keep the enrolling student safe while at school. We must know if your student has any health concerns/conditions. Use the drop down menu to indicate if your student has any health concerns.

Select "yes" if your child has any health concerns. If you indicate yes, you will be required to answer additional questions.

* Select "no" if your child does not have health concerns, and skip to page 36 of this guide.

Highline School District
Good morning, Parent's Name, Date

Next School Year New Enrollment

♀ Introduction	●
👥 Family	●
👤 Parent/Guardian	●
🚌 Emergency	●
🎓 **Students**	●
📄 Documents	
🔍 Review/Submit	
🗑 Delete Next Year	

HEALTH   23%   **2022-2023**

Health: **Student's Name**

Please select NO if your student DOES NOT HAVE any health concerns/conditions. *

No
Yes

< Previous   Save And Continue >

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Please answer the following questions regarding any student's health concerns. Depending on what your student's conditions are, you will be redirected to additional screens to provide more information. For example, if your student has asthma, you will be asked to provide more details pertaining to their asthma. Or, if your student has severe allergies or diabetes, you will be asked other related questions.

Next School Year New Enrollment

- ⓥ Introduction ✓
- 👪 Family ✓
- 👤 Parent/Guardian ✓
- 🚚 Emergency ✓
- 🎓 **Students** ✓
- 📄 Documents
- 🔍 Review/Submit

- 🗑 Delete Next Year

HEALTH   [████ 24% ░░░░░░░░░░]   2022-2023

Health Questions: **Student's Name**

A: Special Health Concerns

Please list medication(s): [_____]

Student has diabetes * [_____ ⌄]

Seizure Disorder: My student needs emergency medication for Seizures: * [_____ ⌄]

Special Health Care Planning: My student has special health care needs such as - wheelchair, tube feedings, breathing tube, catheter, intravenous tube, or other. * [_____ ⌄]

B: Life Threatening Conditions

Please list medication(s): [_____]

Student has SEVERE Asthma: * [_____ ⌄]

Student has SEVERE Allergy/Anaphylaxis (student uses an Epinephrine prescription - example: Epipen, AUVI-Q): * [_____ ⌄]

C: Health Conditions Non-Life Threatening

Please list medication(s): [_____]

Student has a non-life threatening condition: * [_____ ⌄]

[< Previous] [Save And Continue >]

Parents/guardians are required to acknowledge and attest that if medication is needed while a student is at school, then additional documentation must be submitted and on file before the student attends school. Please read and provide your initials in the acknowledgment box below, then click on **save and continue.**

Next School Year New Enrollment

- 💡 Introduction ✅
- 👥 Family ✅
- 👤 Parent/Guardian ✅
- 🚑 Emergency ✅
- 🎓 **Students** ✅
- 📄 Documents
- 🔍 Review/Submit

- 🗑 Delete Next Year

HEALTH   [39%]   2022-2023

Acknowledgement: **Student's Name**

ℹ️ Instructions

You indicated that your student has health concerns. Please initial the aknowledgement statement below.

By State Law, students requiring medications during the school day (prescription, over the counter, or herbal) MUST have a written Medication Authorization Form (MAF) from their health care provider with a signature from the parent provided to the school/ nurse prior to the first day of instruction. Students that require a special diet accommodation must fill out the diet prescription form. Medical Authorization forms can be found on the Health Services Page. Diet Prescription forms can be found on the Nutrition Services Page. Students who have a life-threatening health condition and no medication or treatment order presented to the school shall be excluded from school. RCW 28A.210.320. A School Nurse will contact you for more information. I understand compliant immunizations are required before or on the first day of school to attend. I understand I may reach out to the school if I have questions regarding immunization compliance. Please enter your initials below to acknowledge this note:

Acknowledgement initials: *

[   ]

[‹ Previous] [Save And Continue ›]

In this next section you will provide information about your child's previous school(s) attended. This helps the enrolling school to request records. Please do your best to provide any information you can.

* If this will be the first time your child attends school, you can choose the drop down option that indicates **"has never attended school before".**

Highline School District
Good afternoon, Mom Sample, 11/9/2022

Current School Year New Enrollment

PREVIOUS SCHOOLS ATTENDED   40%   2022-2023

- ♀ Introduction ✔
- 👥 Family ✔
- 👤 Parent/Guardian ✔
- 🚌 Emergency ✔
- 🎓 **Students** ⚠
- 📄 Documents
- 🔍 Review/Submit
- 🗑 Delete Next Year

Previous Schools Attended: Student's Name

ℹ **Instructions**

Please list other schools attended (list most recent first).

Where was the last school attended? *

    Most recent school was a WA public school in WA State
    Most recent school was a private school in WA State
    Most recent school was home-school in WA State
    Has never attended school before.
    Most recent school was outside of WA state (Public/Private/Home)

School Name	City				r Attended	School Phone
						( ) -
						( ) -
						( ) -
						( ) -

< Previous   Save And Continue >

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In this section you will be asked questions about your student's disciplinary history. If you select **"yes"** to one or both questions, then you will be asked to provide additional information regarding your student's suspension and/or expulsion.

Next School Year New Enrollment

- ♀ Introduction ✓
- 👥 Family ✓
- 👤 Parent/Guardian ✓
- 🚚 Emergency ✓
- 🎓 **Students** ⚠
- 📄 Documents
- 🔍 Review/Submit
- 🗑 Delete Next Year

DISCIPLINE   42%   2022-2023

Discipline History: Student's Name

ℹ **Instructions**

Please provide the discipline history for the student:

Are there any past, current, or pending suspensions from a previous school? *

- ○ No
- ○ Yes

Are there any past, current, or pending expulsions from a previous school? *

- ○ No
- ○ Yes

‹ Previous   Save And Continue ›

Please indicate if your child has ever received Special Educational services by checking the appropriate box indicating "yes" or "no". Afterwards, please answer the remaining questions and indicate which kind of service(s) your child received.

Highline School District
Good morning, Parent's Name, Date

Current School Year New Enrollment

- ♀ Introduction ✓
- 👪 Family ✓
- 👤 Parent/Guardian ✓
- 🚚 Emergency ✓
- 🎓 **Students** ✓
- 📄 Documents
- 🔍 Review/Submit

- 🗑 Delete Next Year

SPECIAL SERVICES ▓▓▓▓ 43% 2022-2023

Education: Student's Name

ⓘ Instructions

Individual Education Plans (IEPs) describe the special education services that students receive after being found eligible through the special education evaluation process. These services include specially designed instruction, related services, and supplementary aids and services that are designed by the IEP team in order to allow students to make progress in specific goal areas.

Section 504 requires public schools to provide a 'free and appropriate public education' (FAPE) to every student with a disability - schools must provide students with disabilities the accommodations, aids, and services they need to access and benefit from education equally with their peers. Students who qualify for 504 services receive a 504 Accommodation Plan created by the 504 school team in conjunction with the parent/guardian.

Has the student ever received Special Education services?

☐ No   ☐ Yes

Does the student have an IEP (Individual Education Program)? *   [▼]

Does the student have a 504 plan? *   [▼]

Has the student been retained? *   [▼]

If yes; what grade: [▼]

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This section provides more information on transportation eligibility and informs the school on how the student plans to be transported to and from school. Please use the drop down menus to view and select your answers regarding your student's arrival to school and departure from school.

Next School Year New Enrollment

- ☀ Introduction ✓
- 👥 Family ✓
- 👤 Parent/Guardian ✓
- 🚍 Emergency ✓
- 🎓 **Students** ✓
- 📄 Documents
- 🔍 Review/Submit

- 🗑 Delete Next Year

TRANSPORTATION   44%   2022-2023

Transportation: **Student's Name**

Students are only eligible for transportation services based on the following guidelines. The information you provide in this section will be reviewed by the transportation department to determine if your student is eligible for transportation. If transportation is needed from anywhere else other than the home, that pick up and drop off location must be within the school's service area.

Elementary students that live **1 mile** or more away from the school or would be crossing what is considered a hazardous street .
Middle School Students that live **1.5 miles** or more away from the school or would be crossing what is considered a hazardous street.
High School students that live **2 miles** or more away from the school or would be crossing what is considered a hazardous street.

Student Arrival

How will your student normally arrive to school?

Pickup Daycare name (if selected)

Pickup Daycare phone number (if selected)   (   )   -

Student Departure

How will your student normally depart from school?

Dropoff Daycare name (if selected)

Dropoff Daycare phone number (if selected)   (   )   -

< Previous   **Save And Continue >**

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Please indicate whether or not you have internet access where you are living. Please use the drop down menu to select your answer.

Next School Year New Enrollment

♡ Introduction	●
👥 Family	●
👤 Parent/Guardian	●
🚚 Emergency	●
🎓 **Students**	●
📄 Documents	
🔍 Review/Submit	
🗑 Delete Next Year	

TECHNOLOGY ACCESS   47%   2022-2023

Technology Access: **Student's Name**

We have Internet Access
suitable for student learning: [⌄]

‹ Previous   Save And Continue ›

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* The next few pages are for families enrolling students into Kindergarten: If you are not enrolling a student into Kindergarten please skip to page 43 in this guide.

When enrolling students into Kindergarten, you will be asked to state if your child has attended preschool or a childcare program **prior** to starting Kindergarten. If you select "yes", you will be prompted to answer additional questions.

Home   Status   My Account   Logout

Highline School District
Good afternoon, **Parent's Name, Date**

Current School Year New Enrollment

💡 Introduction	✅
👥 Family	✅
👤 Parent/Guardian	✅
🚑 Emergency	✅
🎓 **Students**	⚠️
📄 Documents	
🔍 Review/Submit	
🗑 Delete Current Year	

SCHOOL SELECTION   93%   2022 - 2023

Prior to Kindergarten: **Student's Name**

Has your child attended a Preschool or Childcare program (outside of your home) prior to kindergarten? *

> No
> Yes

< Previous   Save And Continue >

If you selected "yes", to the question above, please answer the following questions regarding your child's attendance in a preschool or childcare program.

Highline School District

Good afternoon, **Parent's Name, Date**

Current School Year New Enrollment

- 💡 Introduction ✓
- 👥 Family ✓
- 👤 Parent/Guardian ✓
- 🚑 Emergency ✓
- 🎓 **Students** ⚠
- 📄 Documents
- 🔍 Review/Submit
- 🗑 Delete Current Year

SCHOOL SELECTION 95% 2022 - 2023

Prior to Kindergarten: **Student's Name**

ℹ Instructions

If your child has attended a Preschool or Childcare program (outside of your home) prior to kindergarten please answer the questions below; if no you do not need to answer next 2 questions but please ask about Early Learning Opportunities that may be available now, call 206 631 3190.

Please specify the length of time your student attended a Preschool or Childcare program (outside of your home) prior to kindergarten? (2 yrs, 6 mths etc): *

[   ]

Please select the name of the program/school your child attended most recently. If the program your child attended is not listed, select one of the "Other" options and enter the program/school name in the "other" field: *

[⌄]

Other: [   ]

< Previous | Save And Continue >

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New enrolling students will be provided with more information about Dual Language programs in Highline Public Schools. Please visit the Dual Language website to learn more: highlineschools.org/duallanguage

Next School Year New Enrollment

- Introduction ✓
- Family ✓
- Parent/Guardian ✓
- Emergency ✓
- **Students** ✓
- Documents
- Review/Submit

- Delete Next Year

SCHOOL SELECTION   52%   2022-2023

Dual Language Information: **Student's Name**

Highline Public Schools offers Dual language programs in several schools. Students receive 50% of instruction in English and 50% in Spanish or Vietnamese taught by qualified bilingual teachers.

The goals of the dual language program are to help students:
- Become bilingual and biliterate, developing high levels of proficiency in two languages.
- Perform at or above grade level in academic areas in both languages.
- Demonstrate positive cross cultural attitudes and behaviors.

To learn more about Dual Language programs please visit our website.

‹ Previous   Save And Continue ›

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The School Selection page will **auto select** your student's neighborhood school assignment <u>unless</u> you are applying as a non-resident or you have incorrectly entered your address. The school assignment is based on your home address and your student's grade as indicated at the beginning of your application.
  If you are enrolling as a non-resident, please see the next page of this guide for more details. If you have additional questions about your student's school assignment, please contact your neighborhood school or the Family Center at 206-631-3003.

Next School Year New Enrollment

- ♀ Introduction ✓
- ☺ Family ✓
- ☺ Parent/Guardian ✓
- 🚚 Emergency ✓
- 🎓 **Students** ✓
- 📄 Documents
- 🔍 Review/Submit

- 🗑 Delete Next Year

SCHOOL SELECTION   59%   2022-2023

School Selection: **Student's Name**

ℹ Instructions

Based on your home address, you live within the attendance boundary of Gregory Heights Elementary school. Students assigned to Gregory Heights Elementary school can request enrollment in a dual language school by completing an in-district transfer request.

For additional questions about the in-district transfer process please contact our Student Placement office at 206-631-3065. For additional questions about the Dual Language program model please contact the Language Learning Department at 206-631-3035.

ℹ Information

Based on the home address entered, you live within the attendance boundary of Gregory Heights Elementary

Home Address:
📍 *15675 Ambaum Blvd SW*
Burien, WA 98166

1. 📍 School Selection *

    ⌄

    Gregory Heights Elementary

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*Attention only to those enrolling as non-residents: For non-resident enrollments, you will see the notice that you live outside of Highline Public Schools boundaries. Please select the preferred school using the **school selection** drop down menu. There will be a list of different schools to choose from based on your student's age and grade.

Please note: A Choice Transfer Release is required if you are applying as a non-resident.

SCHOOL SELECTION   97%   2022-2023

School Selection: **Student's Name**

ℹ Instructions

Based on the home address entered, you live <u>outside</u> Highline Public School boundaries. Non-resident enrollment requests require a separate application to be considered for enrollment. In order for this online enrollment application to be considered, families must first be released from their resident school district by completing a Choice Transfer Request form. Please visit the following website for additional application requirements or contact Student Placement at 206-631-3065 for any additional questions.

Transfer Request Form

Please be aware, that an application is considered **new** if a student is requesting attendance to a school they have never attended. An application is considered a **renewal** if a student is requesting to attend the same school attended the full school year prior. Application requirements vary depending on the type of non-resident application that is being submitted.

ℹ Information

Based on the home address entered, you live outside our school boundaries.

Home Address:
🏠 0000 St SW
Tacoma, WA

1. 📍 School Selection *

[⌄]

Please review the Highline Public Schools district's Rights and Responsibilities and Attendance Letter. When you indicate yes, you attest that you have reviewed the policies and accept what is outlined. Please click on **save and continue** to move forward.

Next School Year New Enrollment

- ♀ Introduction ✓
- 👥 Family ✓
- 👤 Parent/Guardian ✓
- 🚚 Emergency ✓
- 🎓 **Students** ✓
- 📄 Documents
- 🔍 Review/Submit
- 🗑 Delete Next Year

POLICIES   100%   2022-2023

Policies: **Student's Name**

By selecting yes, you acknowledge that you have reviewed and accept the district rights and responsiblities as outlined on the district website.

Rights and Resposiblities can be found here.

Rights and Responsibilities Reviewed and Accepted. *   [⌄]

Highline Public Schools believes that excellent attendance will help children do well in high school, college, and at work. Students can suffer academically if they miss 10% of the school year, or about 18 days. That's just 2 days a month (one day every two weeks). When students improve their attendance rates, they improve their academic prospects and chances for graduating on time.

Each year, Highline Public Schools is mandated to inform students and families of the importance of regular school attendance for school success and the potential effects of excessive absenteeism.
Please review the district's parent attendance expectations letter by visiting this website. Once you have reviewed this information, return to your online enrollment application to continue.

By selecting yes, you acknowledge that this information has been received and reviewed.

Attendance Letter Reviewed and Accepted. *   [⌄]

[‹ Previous] [Save And Continue ›]

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Accessibility Mode

If you need to add another student, please click on **" + Add New Student"** that is located under **" Students to enroll in 2022-2023"**. You will repeat the exact same process for the next student(s) you add. If you don't have any other students to add, click on **save and continue.**

This section requires you to upload documents or indicate if you will deliver them personally to the school. These documents include birth verification, immunization records and proof of your address. **Acceptable forms of address verification include:** rental agreement, purchase agreement, public utility bill, documents of public agencies; e.g., courts, Department of Social and Health Services medical coupon or rent voucher, waste management, etc., showing **parent's or guardian's or adult student's name and address.**

- Please note that your enrollment will remain pending until all documentation is provided to the school.
- If your student requires medication while at school you will need to upload and/or deliver a medical authorization form.

You will now review your student(s) enrollment to ensure that all information has been entered correctly. You **must** review before submitting. Click on the green **"Review"** button to continue.

Next School Year New Enrollment

♀ Introduction	✓	
👥 Family	✓	
👤 Parent/Guardian	✓	
🚚 Emergency	✓	
🎓 Students	✓	
📄 Documents	✓	
Q Review/Submit	❗	
🗑 Delete Next Year		

REVIEW/SUBMIT   2022-2023

✏ Review

Your Enrollment has NOT yet been submitted.

To submit your enrollment, click the "Review" button below.

Review allows you to confirm all data entered during the enrollment process to ensure accuracy. Once your review is complete, click the "Submit" button on the Review page.

Once you submit your enrollment, the school will need to review your submission. Your student is not automatically enrolled until your enrollment has been reviewed and accepted by the school

Status	Student	Grade Level	School Selection
✓ Ready To Submit	Student's Name	01	1. Gregory Heights Elementary

< Previous   Review

Please review your student'(s) enrollment to make sure that all the information is correct. After reviewing the application, you must **check the box** at the very bottom indicating that you have reviewed all registration data. Click on the green **"submit"** button to officially send your application to the school for their review. Once you hit submit you will **not** be able to return to make any changes to your enrollment application.

Next School Year New Enrollment

- Introduction ✓
- Family ✓
- Parent/Guardian ✓
- Emergency ✓
- Students ✓
- Documents ✓
- **Review/Submit** ⚠
- Delete Next Year

REVIEW/SUBMIT   2022-2023

🖨 Print

Family

✏ Edit Home Address

15875 Ambaum Blvd SW
Burien, WA 98166

✏ Edit Mail Address

15875 Ambaum Blvd SW
Burien, WA 98166

Documents Provided

Students

Student's Name

Birth Verification:
Hardcopy will be provided.
Immunization Documentation
Hardcopy will be provided.
Proof of Residence
Hardcopy will be provided.

☑ I have reviewed all registration data and verified that it is correct

< Previous   Submit

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This is the page you will see once you submit the enrollment. You will be contacted by your student's school once the enrollment is processed. As a reminder, your enrollment(s) will remain pending until all documentation is provided to the school.

Highline School District
Good afternoon, Parent's Name, Date

STATUS OF RECENT REGISTRATION ACTIVITY

2022-2023 Current School Year New Enrollment

✏ Review | Submitted: **11/22/2022 2:57 PM**

Status	Last Name	First Name	Grade	School Name	Comments
⏳ Waiting					

Please select the online packet you would like to begin *

[▾]

Begin New Registration >

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