

Online Enrollment Instructions if you have a CURRENT PARENTVUE ACCOUNT

Use these instructions if you are:

- Enrolling a NEW student to BUHSD and you have a **Current ParentVUE Account**

OR

- Updating paperwork for a CURRENT BUHSD student

Required Documents:

- The following documents are or may be required as part of the enrollment process.
- You may want to gather these together and be prepared to upload them digitally when directed to, or you can hand-deliver them to the school site after you complete the online enrollment process.

- **Certified State Birth Certificate***
 - Certified copy of Birth Certificate or other acceptable documentation per board policy and A.R.S. 15-828
- **Valid Parent/Guardian ID**
- **Proof of Residence:**
 - Evidence may include landlord-tenant agreements, rent receipts, and utility receipts
 - Acceptable documents may include Gas, Electric or Water Bill, Notarized statement from owner/renter that you are living with them
- **Medical Proof of Immunizations**
- **Current Custody Paperwork, Orders of Protection and the documents that apply (if applicable)**
- **Temporary/Legal Guardianship papers (if applicable)**
- **Transcript from previous school**
- If enrollment is after the start of school: **Current Transcript, Attendance Record, Discipline Record**

- **The student's enrollment is not complete until the required documents have either been brought into the school or uploaded through Online Enrollment.**

If you currently have a ParentVue Account and you need to enroll a new student:

- Log into ParentVue using either of the following link:

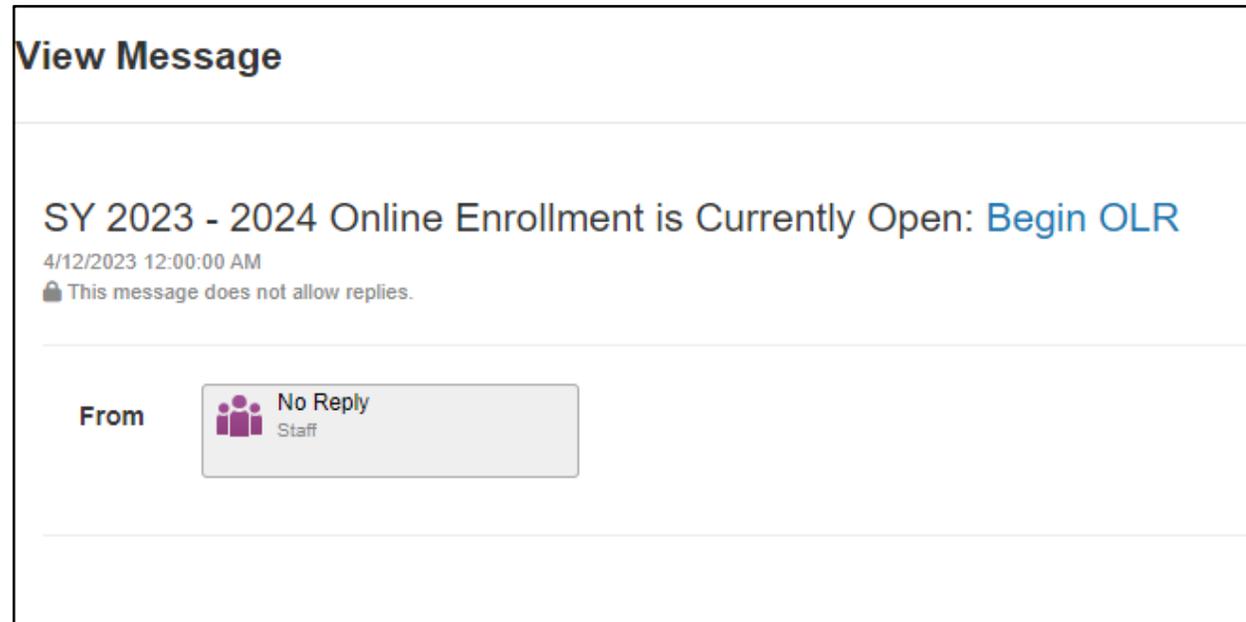
https://az-buhd-psv.edupoint.com/PXP2_Login_Parent.aspx?regenerateSessionId=True

Current Parent's or Guardian's of BUHSD Students

- Once you are in, you will see this message below your student's information.
- You will see the following link under your current student's name
- Click on "Begin OLR"



- The link will take you to the “Begin OLR” screen
- It will state that you are entering information for “SY 2023-2024 Online Enrollment is Currently Open: [Begin OLR](#)”



- Click on “Begin OLR”

The next screen will ask you to click on the box for:
SY 2023-2024 Online Enrollment

**SELECT REGISTRATION
TO BEGIN**

Please select the online packet you would like to begin

2023-2024 School Year

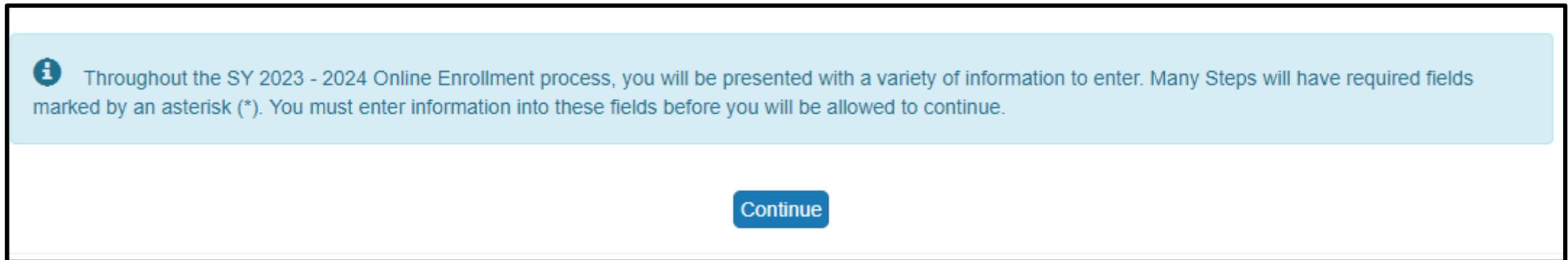


SY 2023 - 2024
Online Enrollment

- You will be taken to this screen
- Your name will be listed under Buckeye Union High School District in the upper right-hand corner
- Scroll to the bottom of the screen

The screenshot shows the 'New Online Enrollment' page for Buckeye Union High School District. The top right corner displays the district name and a greeting: 'Good morning [redacted] 11/23/2022 2022-2023'. The left sidebar contains a navigation menu with the following items: Introduction (selected), Family, Parent/Guardian, Emergency, Students, Documents, Review/Submit, and Delete OLR. The main content area is titled 'INTRODUCTION' and 'Welcome'. Below this is an 'Information' section containing the district's logo, which includes the motto 'INSPIRE MINDS TO CHANGE THE WORLD...EVERYONE, EVERYDAY' and the text 'Buckeye Union High School District Serving the Southwest Valley Since 1921'. Below the logo are four smaller logos for 'BUCKEYE UNION HAWKS', 'WESTELLA FOOTBALL', 'ROUGH RIDERS', and 'LEARNING CENTER'. At the bottom of the main content area, it says 'Welcome to Buckeye Union High School District's Online Enrollment Registration'.

- There will be required fields that will be marked with an asterisk (*).
- These must be completed in order to continue with the registration.
- This message will appear at the bottom of the Instructions page:



- Click on "Continue"

You will need to enter your name exactly as it is written at the top of the screen.

Buckeye Union High School District
Good afternoon, [Name] 12/2/2022

INTRODUCTION 2022-2023

Signature

Please enter your first and last name below:

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.

Electronic Signature *

Save And Continue >

- Click on Save and Continue
- Follow the prompts on each page and enter the required information
- Click on Save and Continue after every entry

Upload all documents directly, or indicate that you will hand deliver physical copies of the documents to the school by placing a checkmark in the appropriate box.

DOCUMENTS 2022-20

Instructions

For any student starting Buckeye Union High School District after the first day of school will need to provide a copy of the withdrawal form, discipline report, grades, and attendance history from your previous school.

Family

Primary Home Address Verification:

I will deliver a hard copy to the school instead of uploading it. (Registration is not complete until this document is delivered to the school.)

Document Type *

Select document *

Secondary Home Address Verification:

I will deliver a hard copy to the school instead of uploading it. (Registration is not complete until this document is delivered to the school.)

Document Type *

Select document *

When you have completed the enrollment document, you will need to click on "Review."

This will give you an opportunity to make changes if you need to before you submit.

Buckeye Union High School District
2022-2023

REVIEW/SUBMIT

[Review](#)

Review allows you to confirm all data entered during the OLR process to ensure accuracy. When complete, press Submit below.

Status	Student	Grade Level	School Selection	Comments
Ready To Submit	New Student			

[Previous](#) [Review](#)

This screen will open up. It will allow you to review your entries and make any changes necessary.

If you need to edit, click on the "Edit" box that is in front of each section.

Your changes will be highlighted in Yellow.

New Parent/Guardian: Enrolling Parent

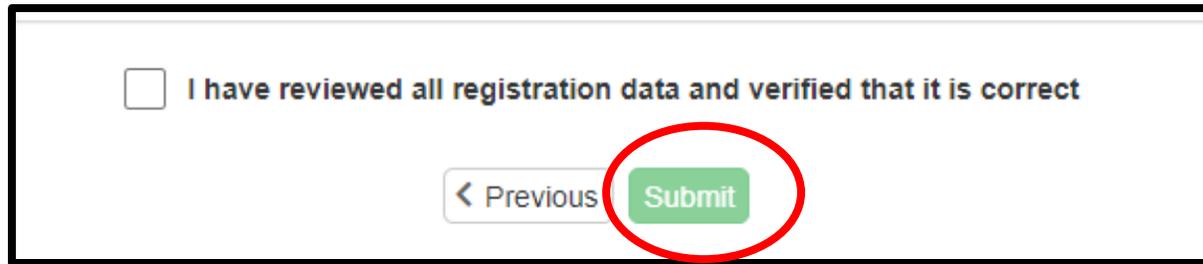
[Edit](#) Demographics

Legal First Name: Enrolling
Legal Middle Name:
Legal Last Name: Parent
Preferred language for written materials:

[Edit](#) Home Address

[Edit](#) Mail Address

- At the end of the Review Section, you will see the following box.



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

[< Previous](#) [Submit](#)

- To complete the online enrollment process, click on "Submit."
- Please make sure all revisions have been made prior to clicking Submit.

- The Registrar will review your information and then send you an email.
- If you receive an Accepted email, you will need to contact the site Registrar so that you can complete the enrollment process.
- If you receive a Deny email, you will need to contact the site Registrar. You may be out of the boundary for a school, and they might transfer you registration to a different school.