ONLINE ENROLLMENT FOR A NEW STUDENT IF YOU ARE NEW TO THE DISTRICT

Buckeye Union High School District

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.**
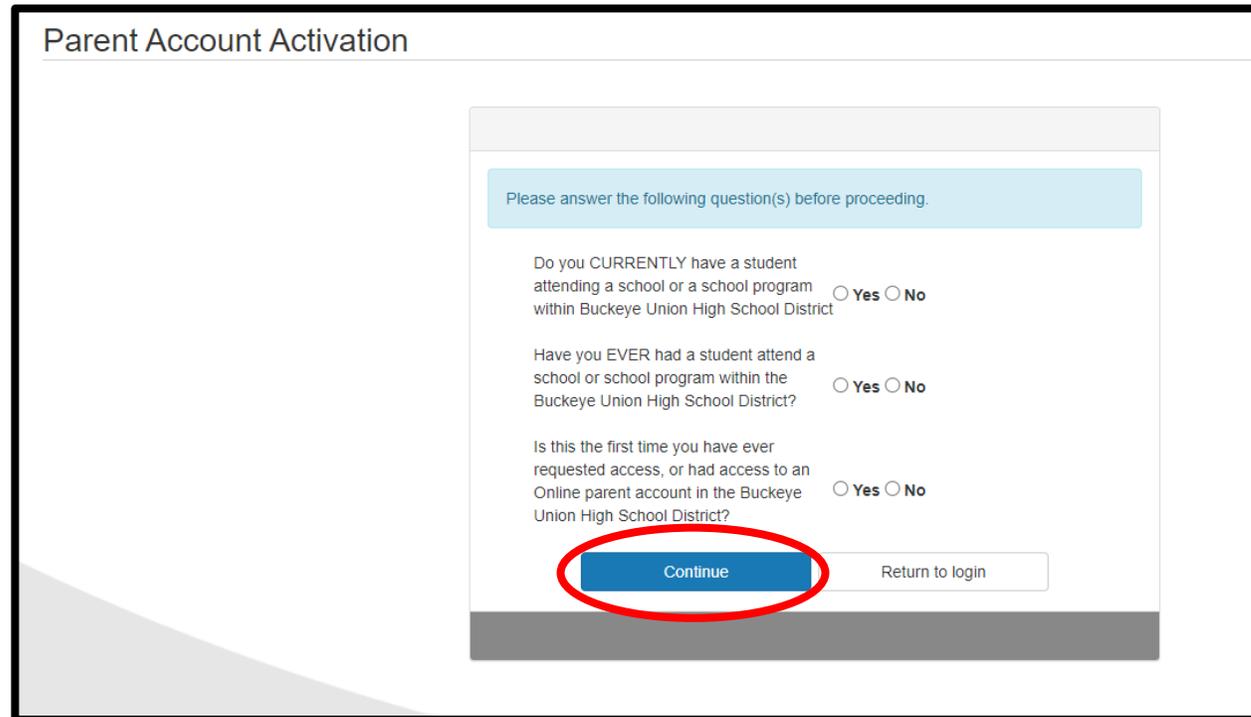
In order to begin the Online Enrollment process, you must create a ParentVue account.

If you are New to the District, click on one of the links below to access Online Enrollment.

https://az-buhsd-psv.edupoint.com/PXP2_OEN_Create_Account_Privacy_Parent.aspx

New Students to BUHSD ParentVUE Account Creation

On the Parent Account Activation page, answer the 3 questions that are shown.

Click "Continue" after you have answered them.

- On the Parent Account Activation page, read through the Privacy Statement.

- Choose "I Accept" to continue the process.

- Complete the required information.

- Then click on "Continue to Step 3"

Parent Account Creation

Step 2 of 3: Create Your Account

Please enter your first name, last name, and your email address

First Name

Last Name

Email Address

Confirm Email Address

3 3 X T R □ Type the characters you see in this picture

Continue to Step 3

- You will receive an email at the email address you listed on the previous page.

- Click on the link provided in the email to continue.


Parent Account Creation

Step 3 of 3: Complete Account Creation

Thank you for creating your account. You will receive an email shortly that will contain a link that will allow you to complete your account creation and begin the enrollment process.

Return to login

- The link in your email will take you to the "Begin Registration" screen

- You will need to select which school year you would like to enter information for.

- It will either be the 2022-2023 current school year, or 2023-2024 if you are enrolling for the following school year.

BEGIN REGISTRATION

You will be entering information for 2022-2023 New Online Enrollment

Begin Registration >
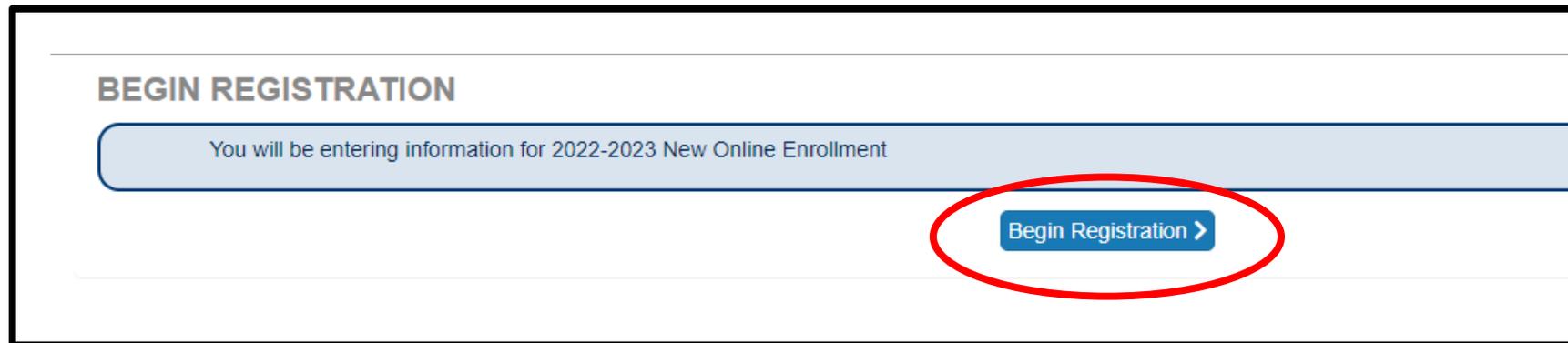
- Click on "Begin Registration"

- 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

- There will be required fields that will be marked with an asterisk (*).

- These must be completed in order to continue with the registration.

Throughout the New Online Enrollment process, you will be presented with a variety of information to enter. Many Steps will have required fields marked by an asterisk (*). You must enter information into these fields before you will be allowed to continue.
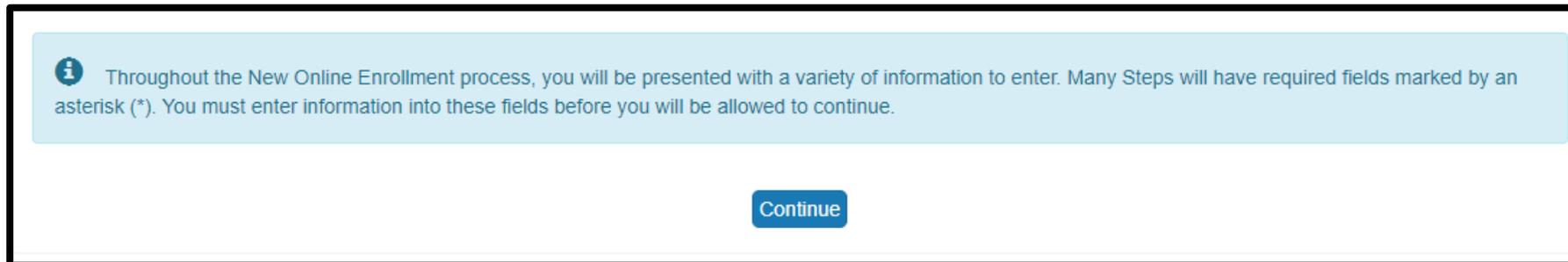
Continue

- 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, [_____] 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.

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.

The screen below will open. 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.

Buckeye Union High School District

REVIEW/SUBMIT 2022-2023

✎ 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

New Parent/Guardian: Enrolling Parent

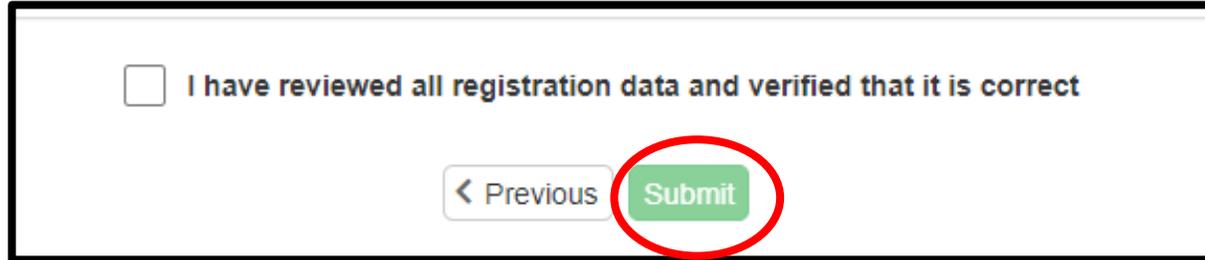✎ Edit Demographics

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

✎ Edit Home Address

✎ Edit Mail Address

New to the District

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

- 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.