

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

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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.**

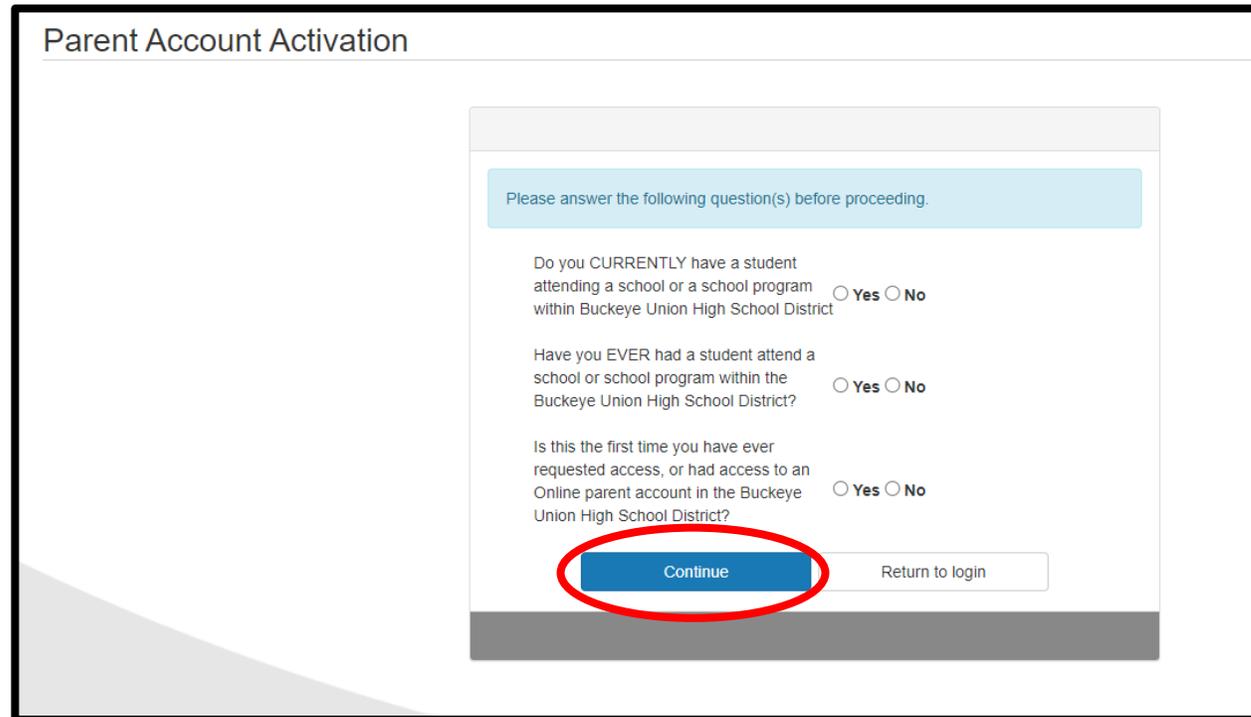
**In order to begin the Online Enrollment process, you must create a ParentVue account.**

**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](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.



Parent Account Activation

Please answer the following question(s) before proceeding.

Do you CURRENTLY have a student attending a school or a school program within Buckeye Union High School District?  Yes  No

Have you EVER had a student attend a school or school program within the Buckeye Union High School District?  Yes  No

Is this the first time you have ever requested access, or had access to an Online parent account in the Buckeye Union High School District?  Yes  No

**Continue** Return to login

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.

Parent Account Activation

Step 1 of 3: Privacy Statement

Read through the following Privacy Statement and click the Accept button to agree to the privacy agreement

**i** If you have one or more students already enrolled in the district, you need to use your existing ParentVUE account.

Buckeye Union High School District takes your privacy seriously, and we have implemented numerous physical and technological safeguards to protect all parent and student data. Buckeye Union High School District PARENT VUE USE AGREEMENT Parent Vue is a means for a parent/guardian of a Buckeye Union High School District student to access educational records of their student through a secured Internet site. A parent/guardian who wishes to use Parent Experience must comply with the terms and conditions in this Agreement. A. Rights and Responsibilities Access to Parent Experience is a free service offered to all current parents/guardians of Buckeye Union High School District students. Access to student information through Parent Experience is a privilege, not a right. A parent/guardian will be authorized to activate a Parent Experience account only after a family has enrolled their student in Buckeye Union High School District. Once a student withdraws or graduates, access to that student's educational records will be inactivated. A parent/guardian and their student must practice proper and ethical use of Parent Experience and all other Internet sites and databases relating to Buckeye Union High School District. The parent/guardian will need

Clicking I Accept means that you agree to the above Privacy Statement.

**I Accept** Return to login

## 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

- Complete the required information.
- Then click on "Continue to Step 3"

## Parent Account Creation

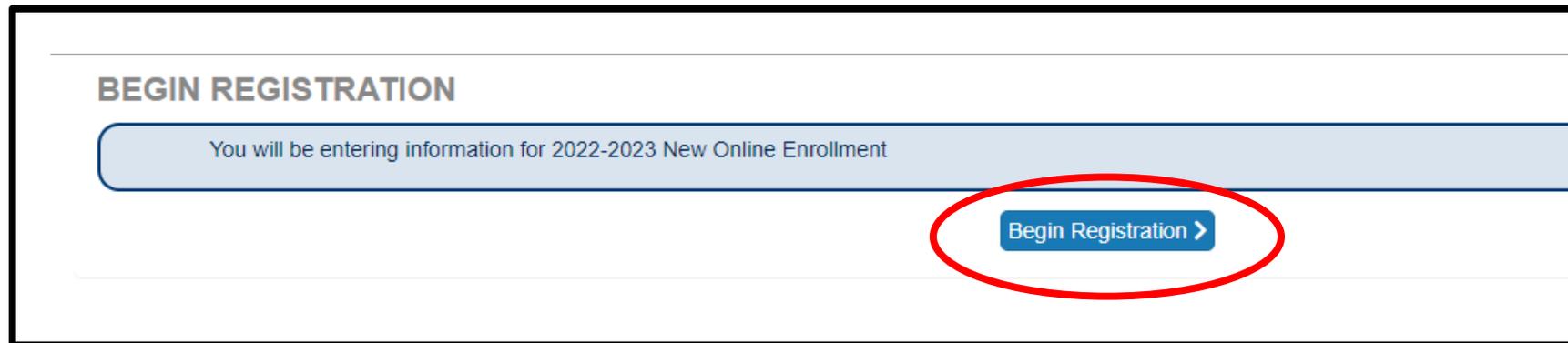
### Step 3 of 3: Complete Account Creation

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](#)

- 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.

- 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.



- 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

**Buckeye Union High School District**  
Good morning, [redacted] 11/23/2022  
2022-2023

**New Online Enrollment**

**INTRODUCTION**

**Welcome**

**Information**

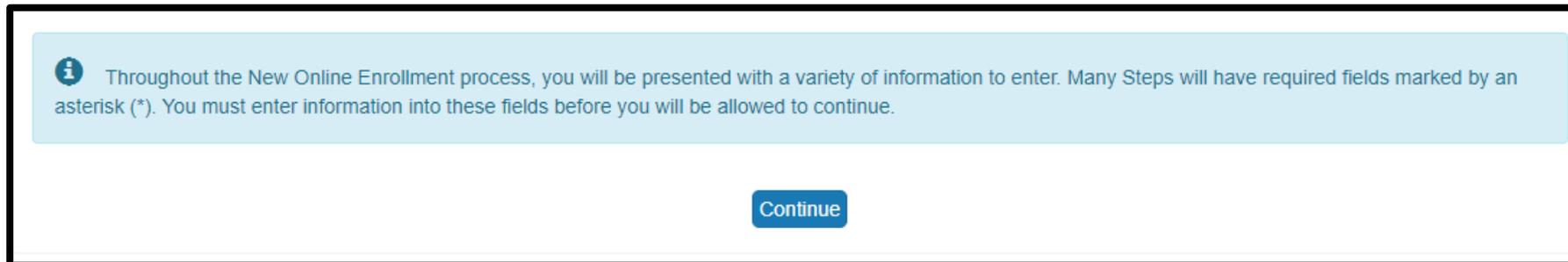
*INSPIRE MINDS TO CHANGE THE WORLD...EVERYONE, EVERYDAY*  
**Buckeye Union High School District**  
Serving the Southwest Valley Since 1921

**BUCKEYE UNION HAWKS** **ENTREPRENEURSHIP** **ROUGHERS** **LEARNING CENTRE**

**Welcome to Buckeye Union High School District's Online Enrollment Registration**

New to the District

- There will be required fields that will be marked with an asterisk (\*).
- These must be completed in order to continue with the registration.



- 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, [redacted] 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.

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**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 \*

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**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
<a href="#">Ready To Submit</a>	New Student			

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

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.

**New Parent/Guardian: Enrolling Parent**

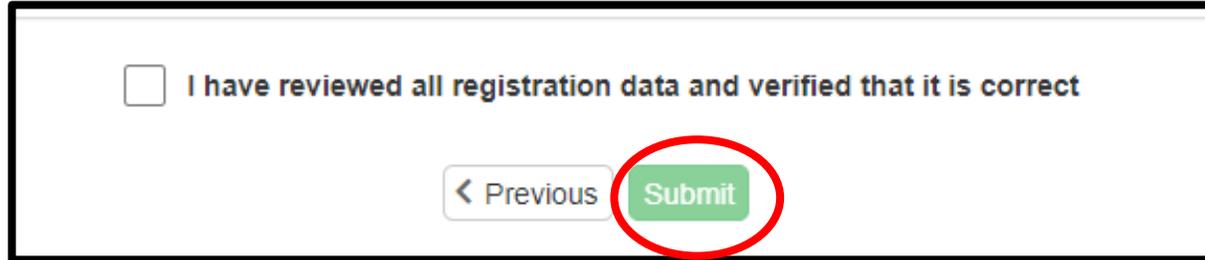
[Edit](#) Demographics

**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.



A screenshot of a web form element. It features a white rectangular box with a black border. Inside the box, there is a checkbox on the left, followed by the text "I have reviewed all registration data and verified that it is correct". Below this text, there are two buttons: a light gray button with a left-pointing arrow and the text "Previous", and a green button with the text "Submit". The "Submit" button is circled in red.

- 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 your registration to a different school.