

Guide to Online Pre-Enrollment



Please visit jurupausd.org and click on the **Enroll Tab**.
Click on the **Pre-Enrollment** link and follow the instructions below.

BEFORE YOU BEGIN: Select a Language

Parents/guardians may select their preferred language in the upper-right corner of the screen.

Start a New Pre-Enrollment

1. Select **Start a New Pre-Enrollment** to begin.
2. Enter a valid email address and create a password. Click **Continue**.

Don't have an email address? Sign up for a free email account by going to www.gmail.com.

Fill Out the Pre-Enrollment

1. First, complete **STEP 1: Household**.
2. After completing the household step, you will be able to add your student(s) (**STEP 2**), primary contacts (**STEP 3**), and emergency contacts (**STEP 4**).

Click the **Add** button under each step to add students or contacts.
To **edit** an existing entry, click the edit icon next to the item.
To **delete** an existing entry, click the trash icon next to the item.

Finalize the Pre-Enrollment (STEP 5 on the form)



This final step must be completed to successfully submit your information to the district.

1. When you are ready to finish the form, select **STEP 5: Complete**.
2. In this step, click the **Submit Completed Pre-Enrollment** button to submit your child's information to the district.

Submit Completed Pre-Enrollment

A date and timestamp will appear at the bottom under STEP 5 to indicate the form was submitted successfully.

Frequently Asked Questions

You filled out your Pre-Enrollment form and submitted it. What happens next? Check to see whether your form has been submitted successfully and learn about what to expect after you submit the Pre-Enrollment form for JUSD.

❖ **Where does my information go once I submit it?**

The information is stored electronically until you meet with an enrollment clerk at the JUSD Parent Center to complete the registration.

❖ **How can I check to see whether my form has been submitted successfully to JUSD?**

The registration center will not see your enrollment information until you complete the final step in the Pre-Enrollment form. The application must be submitted using the “Submit Completed Pre-Enrollment” button. (See section called “Submit the Form to the District” in the Guide to Pre-Enrollment handout.)

❖ **Who will I hear from, and when?**

Now that your child’s enrollment data has been submitted, documentation must be provided to complete their enrollment. Bring with you the required documentation when you visit the Parent Center to finalize your child’s enrollment.

❖ **What if I made a mistake on my form? How do I correct it?**

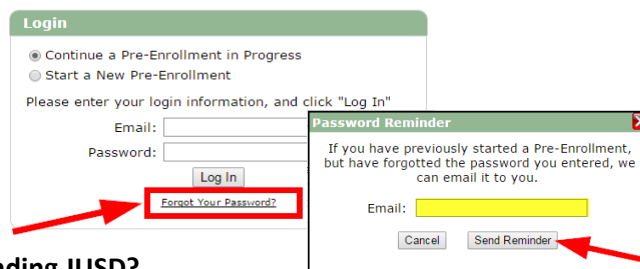
If you made a mistake on the form or if you are unable to complete the form in one sitting you may log out and resume the form at a later time (before visiting the Parent Center).

❖ **Can I update the information on my form if my situation has changed since I submitted it?**

You may continue working on the pre-enrollment form before you meet with an enrollment clerk. Be sure to re-submit the form again by clicking the “Submit Completed Pre-Enrollment Form” in STEP 5 of the form. (See section called “Submit the Form to the District” in the Guide to Online Pre-Enrollment handout.)

❖ **What if I forgot my password?**

Your password can be emailed to you. In the login screen select **Continue a Pre-Enrollment in Progress** and select the “Forgot Your Password?” link. In the next screen you will be prompted to enter your email address.

The image shows two overlapping windows from the JUSD online pre-enrollment system. The background window is titled 'Login' and has two radio buttons: 'Continue a Pre-Enrollment in Progress' (which is selected) and 'Start a New Pre-Enrollment'. Below these are fields for 'Email:' and 'Password:', followed by a 'Log In' button. A red box highlights the 'Forgot Your Password?' link at the bottom of the login form, with a red arrow pointing to it. The foreground window is titled 'Password Reminder' and contains the text: 'If you have previously started a Pre-Enrollment, but have forgotten the password you entered, we can email it to you.' Below this text is an 'Email:' field. At the bottom of this window are 'Cancel' and 'Send Reminder' buttons, with a red arrow pointing to the 'Send Reminder' button.

❖ **Should I fill out an application if my child is currently attending JUSD?**

No. The Pre-Enrollment application is for NEW students. Please only submit a form for students who are not already attending a Jurupa Unified school.

❖ **I submitted an application, but my child will no longer be attending JUSD. What should I do?**

Contact the JUSD Parent Center.

For all other questions please contact the JUSD Parent Center at 951-416-1200.

