

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.

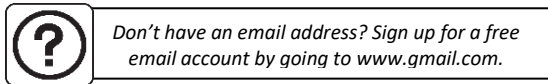
BEFORE YOU BEGIN: Select a Language

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

The screenshot shows the top of the Pre-Enrollment page. A green box highlights the 'Language: English' dropdown menu with an arrow pointing to it. A text box above the dropdown says 'Select your preferred language.'

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**.



The screenshot shows the 'Login' section of the form. The 'Start a New Pre-Enrollment' radio button is selected and highlighted with a green box. Below it are fields for Email, Password, and Re-enter PW, followed by a 'Continue' button.

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 (**STEP 2**), primary contacts (**STEP 3**), emergency contacts (**STEP 4**), and upload the required documentation (**STEP 5**).

Click the **Add** button 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.

The screenshot shows the 'Summary' page. It lists the steps: STEP 1: Household, STEP 2: Student(s), STEP 3: Parent/Legal Guardian(s), STEP 4: Emergency Contact(s), STEP 5: Documentation, and STEP 6: Complete. STEP 5 is highlighted with a green box and an arrow pointing to the 'Add' button. At the bottom, it says 'Not Submitted To District'.

Upload Documentation (STEP 5 on the form)

1. Select the **Document Type** you are uploading.
2. Enter the title of the document (such as "Steven Rogers birth certificate"). Press the **Choose File** button to choose the file on your device.
3. Select if the document applies to one student or to the household.

Click **Save Document and Add Another** at the top of the screen to upload another document and repeat these steps.

The screenshot shows the 'Document Information' form. Step 1 points to the 'Document Type' dropdown (set to 'Verification of Student Birth Date'). Step 2 points to the 'Title' field (set to 'Steven Rogers birth certificate') and the 'File' button (set to 'Choose File'). Step 3 points to the 'Applies to' dropdown (set to 'Rogers, Steven').



Finalize the Pre-Enrollment (STEP 6 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 **Finalize Enrollment** on the left.
2. Click the **Submit Completed Pre-Enrollment** button to submit your child's information to the district.

Submit Completed Pre-Enrollment

To verify if the form was submitted successfully, a date and timestamp will appear at the bottom under STEP 6.

Summary	
Process Started: 2/27/2025 2:30 PM	
STEP 1: Household	
	4850 Pedley Rd Jurupa Valley, CA 92509 555-555-5555 an
STEP 2: Student(s) at least 1	
	Steven Rogers
STEP 3: Parent/Legal Guardian(s) at least 1	
	Sue Storm
	Reed Richards
STEP 4: Emergency Contact(s) at least 1	
	Jean Gray
	Scott Summers
STEP 5: Documentation	
	Verification of Parent/Guardian Identification: Sue Storm parent ID
	Verification of Parent/Guardian Identification: Reed R parent ID
	Verification of Student Birth Date: Steven's birth certificate
	Verification of Residency: Utility bill
	Verification of Immunizations: Steven's immunizations
	Verification of Last School attend/Student Grades: Steven's last report card
STEP 6: Complete	
	Finalize Enrollment
Submitted: 2/28/2025 3:15 PM Not Printed Since Submission	

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?**

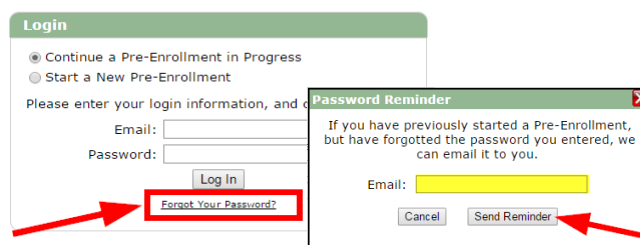
If you made a mistake on the form or if you are unable to complete the form in one sitting you may log out and resume the form at a later time (before visiting the Parent Center).

❖ **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 web forms. The background form is titled "Login" and has two radio buttons: "Continue a Pre-Enrollment in Progress" (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 a link that says "Forgot Your Password?". A red arrow points from this link to a foreground form titled "Password Reminder". The "Password Reminder" form has a message: "If you have previously started a Pre-Enrollment, but have forgotten the password you entered, we can email it to you." Below this is an "Email:" field, a "Cancel" button, and a "Send Reminder" button. A red arrow points 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.

