Pre-Enrollment

Quick Guideline
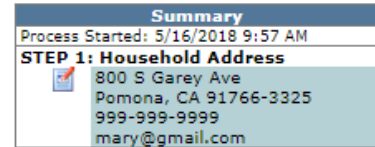
Intro

Go to https://enroll.pusd.org

Use your personal email to create a user account.
If you don't have one, you will need to create one.

Step 1

Fill out Household, Phone & LCFF Info.

Complete the address information of where you and your family reside, main phone number to be reached and how many reside in your home. Click on the 'Submit' button located on top to submit your information.
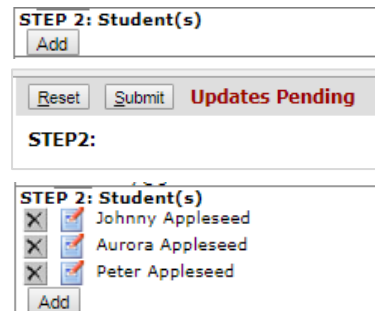
Summary
Process Started: 5/16/2018 9:57 AM
STEP 1: Household Address
800 S Garey Ave
Pomona, CA 91766-3325
999-999-9999
mary@gmail.com
EXAMPLE

Step 2

Add New Student(s)

- ✓ Only enroll students who've never been enrolled in PUSD. New to our Pomona schools.
- ✓ Click on the '**Add**' button to enroll first student
- ✓ Answer all required fields (pale yellow shade)
- ✓ Your email and name is your digital signature
- ✓ Click on 'Submit' button on top to submit your answers.
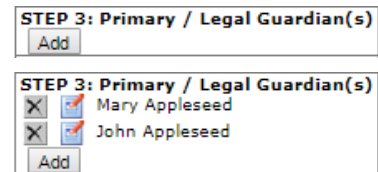- ✓ Click 'Add' button to enroll any other kids

STEP 2: Student(s)
[Add]

[Reset] [Submit] **Updates Pending**

STEP2:

STEP 2: Student(s)
✗ Johnny Appleseed
✗ Aurora Appleseed
✗ Peter Appleseed
[Add]
EXAMPLE

Step 3

Add Student(s) Primary/Legal Guardians

- ✓ Click on the '**Add**' button to enter your information
- ✓ Answer all required fields (pale yellow shade)
- ✓ Click on 'Submit' button on top to submit your answers.
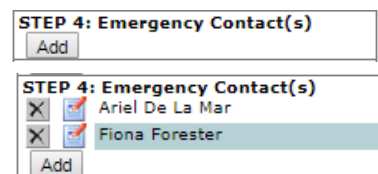- ✓ Repeat steps to add additional parents/guardians

STEP 3: Primary / Legal Guardian(s)
[Add]

STEP 3: Primary / Legal Guardian(s)
✗ Mary Appleseed
✗ John Appleseed
[Add]
EXAMPLE

Step 4

Add Student(s) Emergency Contacts

- ✓ Click on the '**Add**' button to enter all those you give permission to release your child in an emergency
- ✓ Enter all required fields (pale yellow shade)
- ✓ Click on 'Submit' button on top to submit your answers.
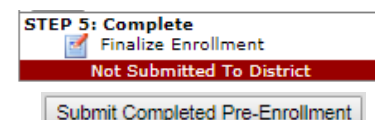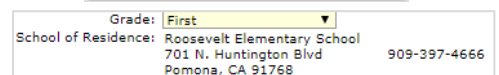- ✓ Repeat steps to add additional emergency contacts

STEP 4: Emergency Contact(s)
[Add]

STEP 4: Emergency Contact(s)
✗ Ariel De La Mar
✗ Fiona Forester
[Add]
EXAMPLE

Step 5

Complete your Enrollment Information

- ✓ Click on the '**Finalize Enrollment**' page to read what are the next required steps.
- ✓ Click on the '**Submit Completed Enrollment**' button.
- ✓ Make an appointment at your child's school* to turn in required documents to finalize your child's enrollment.

STEP 5: Complete
Finalize Enrollment
Not Submitted To District

[Submit Completed Pre-Enrollment]

Grade: [First ▼]
School of Residence: Roosevelt Elementary School
701 N. Huntington Blvd   909-397-4666
Pomona, CA 91768

*school info viewable in Step 2 - Student Information section