



## Pre-Enrollment Documentation – Immunization Record

New to the Pre-Enrollment Form is the option to include additional documentation to expand the enrollment process. After completing Step 1-4, the parent/guardian will now have the option to include an immunization record for each child being enrolled.

The example image below shows what it looks like for the parent/guardian. Fields highlighted in yellow are required and must be completed in order to proceed. To upload a document, the file extension must be a bmp, gif, jpg, pdf, png, or tif format.

**Document Date:** Date at which the document is being submitted

**Document Type:** Select 'Immunization' in the dropdown menu

**Title:** Enter a short description of the document

**File:** Choose the immunization record to upload

**Applies to:** Select the specific student the immunization record belongs to if two or more students are being enrolled

Exit | Reset | **Submit** | Updates Pending

**Summary**  
Process Started: 1/4/2023 9:57 AM

**STEP 1: Household Address**  
1100 N Dudley St  
Pomona, CA 91768-2112  
909-397-4800  
ricky.bobby@pusd.org

**STEP 2: Student(s)**  
Esme Doe

**STEP 3: Primary / Legal Guardian(s)**  
John Doe

**STEP 4: Emergency Contact(s)**  
Jane Doe

**Documentation Requirements**  
Birth Certificate: Birth Certificate for Esme  
Address Verification: Electricity Bill  
Immunization: Tdap

**STEP 5: Complete**  
Finalize Enrollment

Not Submitted To District

**Document Information**

Document Date: 01/31/2023  
Document Type: Immunization  
Title: Tdap  
File: Yellow\_Card.jpg  
File Type: JPEG Image File  
Applies to: Doe, Esme  
Notes:  
When selecting Document Type: Immunization, select the name of the student it applies to.  
Review Status: Not Reviewed

Once you submit the form, proceed to Step 5 to finalize the Pre-Enrollment Form.