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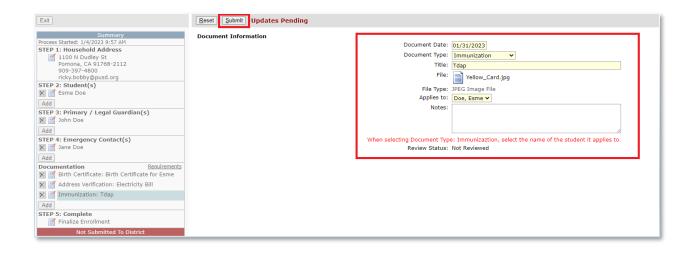
The example image below shows what it looks like for the parent/guardian. Fields highlighted in yellow are required and must be completed in order to proceed. To upload a document, the file extension must be a bmp, gif, jpg, pdf, png, or tif format.

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 if two or more students are being enrolled

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