


## Create Account (New Families Only)



The instructions below are for families new to Desert Heights. If you are an existing parent/guardian within the district, either login with your ParentVUE account or contact the school for your activation key to activate it.

- [Click here](#) to access the Online Registration Account Access Screen.
- If you are a new family and **do not have an existing ParentVUE account**, click “More Options” and then “Create a New Account”.

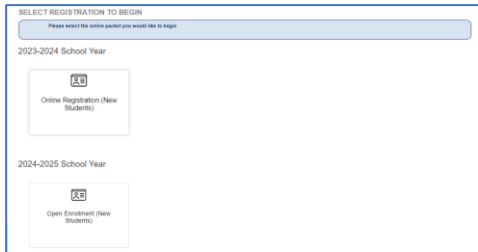
- Review and accept the privacy statement.
- Enter the parent/guardian’s name and email address information along with the characters in the picture. Once complete, click “Continue to Step 3”.

- Click  and close the browser window.
- Check the email address used to register the account and locate the “ParentVUE Registration” message.

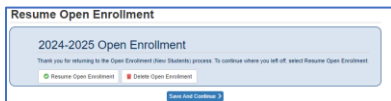
- Click the “[here](#)” link in the email to proceed with the account setup.
- Enter the enrolling parent’s email address along with the desired password. Confirm the password and click “Save and Continue”.

# Start the Registration

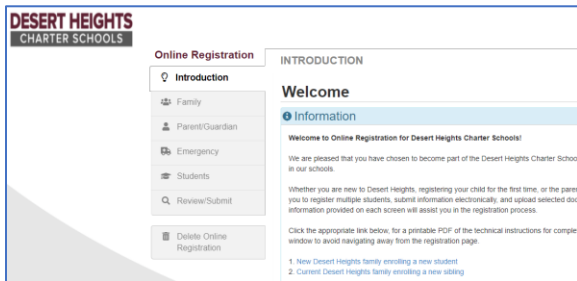
Depending on the time of year, you will see one or more options to register students. Select the option that applies to your student.



*Note: If at any time you need to pause the registration or delete one, simply save the current page and then login again to make the appropriate selection.*

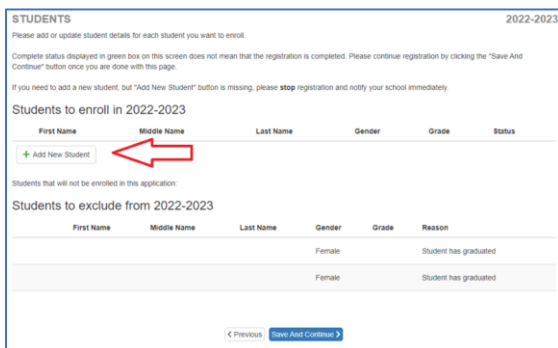


- Review the introduction and click “Continue”.

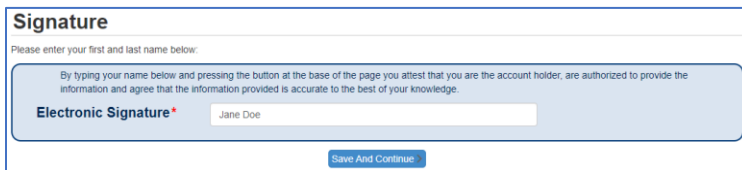


*Note: All fields with a red asterisk (\*) are required throughout the registration process.*

- A screen like the following will display. If you previously had students enrolled in our school, a list will display, otherwise, it will be blank. Click “Save And Continue”.



- Enter the enrolling parent’s First and Last name in the Electronic Signature field as stored in ParentVUE (upper right corner). Click “Save and Continue”.



- On the “Family – Home Address” screen, enter the family’s address in the fields provided and click “Save And Continue”.

- On the “Family – Mail Address” screen, select the checkbox if the mail and home address are the same, or enter the family’s mailing address in the fields provided and click “Save And Continue”.

- Enter the demographic information for the parent/guardian completing the registration and click “Save And Continue”

- Click the “Mail address same as home address” checkbox if appropriate or enter the mailing address.

- Enter the work address or click the checkbox if the parent/guardian is unemployed registration and click “Save And Continue”

- “Add” phone numbers as needed for the identified parent/guardian and be sure to specify which number is the primary and enter an email address. Click “Save And Continue” once complete.

- On the Military Status screen, identify the active and reserve military status of the identified parent, and if applicable, enter the current rank.

- Make the appropriate selections on the Migrant screen for the identified parent.

- From this screen, the existing parent/guardian’s information can be edited, or another parent/guardian can be entered as needed. Click “Save And Continue” if no additional modifications/additions are required.

- Click “Add New Emergency Contact” to enter emergency contacts.

*Note: A **minimum of one emergency contact** is required and a maximum of 4 contacts can be entered per student.*

1. Enter the emergency contact’s first and last name and optionally enter information in the remaining fields. Click “Save And Continue”.

2. Enter the contact information for this emergency contact. Click “Save And Continue”.

The screenshot shows a form titled "EMERGENCY" with a "New" indicator. The contact information is for "John Smith". The form includes fields for Primary Phone (with a pre-filled number (555) 555-5555), Mobile Phone, Work Phone, Ext., Other, Phone Type (a dropdown menu), and Email Address. At the bottom, there are buttons for "< Previous" and "Save And Continue >".

3. Edit or add additional contacts as needed from this screen.

The screenshot shows the "EMERGENCY" screen with a table of contacts. The table has columns for First Name, Last Name, Gender, and Status. One contact is listed: John Smith, with a "Complete" status. There are "Edit" and "Delete" buttons for this contact. Below the table is a button to "Add New Emergency Contact". At the bottom, there are buttons for "< Previous" and "Save And Continue >".

4. Click “Save And Continue” once all emergency contacts have been added.

- The “Students” screen will allow you to start entering student data. Click “Add New Student” to begin.

The screenshot shows the "STUDENTS" screen for the 2022-2023 school year. It includes instructions on how to add or update student details and a table titled "Students to enroll in 2022-2023". The table has columns for First Name, Middle Name, Last Name, Gender, Grade, and Status. A red arrow points to the "Add New Student" button. Below the table, there is a section for "Students that will not be enrolled in this application."

- Enter the appropriate demographic data for the new student and click “Save And Continue”.

*Note: Some grade levels have age requirements that the system will check for, if the “Invalid Age” alert occurs, review the student’s birthdate and grade to ensure the appropriate information was entered.*

The screenshot shows the "DEMOGRAPHICS" form for a "New Student". It includes fields for First Name (Minnie), Middle Name, No Middle Name (checked), Last Name (Mouse), Suffix, Gender (Female), Birth Date (09/08/2017), Entering Grade (KG), and Primary Address (Parent, Enrolling / Doe, Jane). There are also sections for Home Address and Mail Address, both pre-filled with "1234 E Main St, Glendale, AZ 85308". At the bottom, there are buttons for "< Previous" and "Save And Continue >".

- Complete the additional demographic data for the current student and click “Save And Continue”.

*Note: Depending on your selection, additional fields may be exposed for completion. Also, if you wish not to enter the student’s birth country, select “I do not wish to answer”.*

**DEMOGRAPHICS** 9% 2022-2023

Additional Information: **Minnie Mouse**

**Instructions**

Per ARS 15-526, Birth verification is required upon enrollment of pupils in any kindergarten or grades one through twelve charter or district school. Please select from the options below to ensure birth verification.

- o Certified copy of the child's birth certificate. **As related to Birth Certificate or Affidavit**
- o Other verification method to include an application for a social security number or original school registration records and an affidavit explaining the inability to provide a copy of the birth certificate. **As related to Baptism Certificate or Affidavit**
- o A letter from the authorized representative of an agency having custody of the pupil pursuant to title 8, chapter 2 certifying that the pupil has been placed in the custody of the agency as prescribed by law. **As related to Other Verification**
- o Other reliable proof of the pupil's identity and age, including the pupil's baptismal certificate, an application for a social security number or original school registration records and an affidavit explaining the inability to provide a copy of the birth certificate. **As related to Baptism Certificate or Affidavit**

Student's birth country \* United States of America

Student's birth state \* AZ, Arizona

Birth verification document type \* Birth Certificate or Affidavit

< Previous Save And Continue >

- Answer the “Dwelling” questions and click “Save And Continue”.

**Dwelling: Minnie Mouse**

**Instructions**

Please enter all relevant information for this student.

The purpose of this survey is to determine eligibility for potential services under the McKinney-Vento Homeless Education Assistance Improvements Act of 2001.

Does your student lack a fixed, regular, and adequate nighttime residence?

Yes

The student lives with Parent(s)/legal guardian(s)

Student lives Doubled up with relatives or friends due to loss

<< Previous Save And Continue >>

- Complete the “Ethnicity & Race” questionnaire. Click “Save And Continue”.

*Note: More than one race can be selected if needed.*

**ETHNICITY & RACE** 18%

Ethnicity: **Minnie Mouse**

**Instructions**

The following information is not used for enrollment decisions. Please optionally select all that apply.

Select One

Provide the following information about the student's race:

Black - African American  White

Asian  American Indian - Alaskan Native

Native Hawaiian - Pacific Islander

< Previous Save And Continue >

- Enter the student’s previous school information for the past 2 years. Click “Save And Continue”.

**Previous Schools Attended: Minnie Mouse**

**Instructions**

Please provide previous school attended information for the past two years.

School Name	City	State	Country	Grade	School Year Attended	Phone
Disneyland	Anaheim	CA	United States of America	02	2019-2020	( 510 ) 555 - 1234
California Adventur	Anaheim	CA	United States of America	01	2018-2019	( 510 ) 555 - 5676
						( ) -
						( ) -

< Previous Save And Continue >

- Complete the “Discipline History” section. Click “Save And Continue”.

*Note: Additional fields will be required if “Yes” is selected for either field.*

**Discipline History: Minnie Mouse**

**Instructions**

Per Arizona Revised Statute 15-184, A charter school may refuse to admit any pupil who has been expelled from another educational institution or who is in the process of being expelled from another educational institution.

Has this student been expelled from another educational institution, or is this student in the process of being expelled from another educational institution?

No

Yes

< Previous Save And Continue >

- Complete the “Enrollment Information” section. Click “Save And Continue”.

Enrollment Information: **Minnie Mouse**

**Instructions**

Please answer the following questions regarding the student's history of retention and homeschooling.

Has student ever been homeschooled?

If yes, what grade was the student homeschooled?

If yes, what year was the student homeschooled?

[< Previous](#) [Save And Continue >](#)

- Complete the “Special Services” section. Click “Save And Continue”.

*Note: Additional fields will be required if the student has participated in special services or program.*

Special Services: **Minnie Mouse**

**Instructions**

Please provide the special services history for this student.

Per Arizona Revised Statute ARS 15-184, A Charter school shall not limit admission based on ethnicity, national origin, gender, income level, disabling condition, proficiency in the English language or athletic ability.

Desert Heights Schools are committed to providing quality instruction that meets all individual needs of our students in a comfortable and safe learning environment from the start of their experience with us. Please provide as much information about your child as possible so our schools are best equipped to support the individual learning needs of your child.

Has this student ever been tested for special services or programs?

No  
 Yes

Has this student ever participated in special services or programs?

No  
 Yes

- Complete the “Language Survey” section. Click “Save And Continue”.

Language Survey: **Minnie Mouse**

What language do people speak in the home most of the time? \*

What language does the student speak most of the time? \*

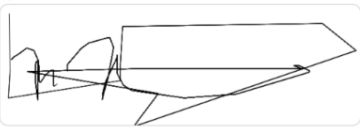
What language did the student first speak or understand? \*

[< Previous](#) [Save And Continue >](#)

- In the “Signature” box, the parent/guardian should electronically sign their name.

Parent Signature:

Signature \*



[Clear Signature](#)

**Instructions**

With the mouse on a computer, click and drag to create your signature within the box. With a smartphone or tablet, use your finger to create the signature in the box.

I attest I have read, understand, and agree to the content of this document and/or all the information I have provided is accurate to the best of my knowledge.

[< Previous](#) [Save And Continue >](#)

- Enter the student’s physician and dentist information. Click “Save And Continue”.

Health Information: **Minnie Mouse**

Physician

Name

Phone Number

Extension

Preferred Hospital

Dentist

Name

Phone Number

Extension

Office


[< Previous](#) [Save And Continue >](#)

- Enter any notable health conditions for the student, or if the student does not have any health conditions, click the “Student has no health conditions” checkbox. Click “Save And Continue”.

Health Conditions: **Minnie Mouse**

**Instructions**

Please enter any physical or mental health conditions (seizures, allergies, etc.) below. The school will contact the parent/guardian as needed if additional documentation is required upon enrollment.

Student has no health conditions 

- OR -

Health Condition	Comment
Allergy	<input checked="" type="checkbox"/> Student has a severe allergy to nuts


- Enter any medication that will be provided to the school for administration and identify any notable medication the student receives at home. If the student does not take any medication, click the “Student has no medication” checkbox. Click “Save And Continue”.

*Note: The school does not provide medication. **Medication that needs to be administered by the school must be provided by the parent/guardian** to the school in its original packaging along with the appropriate consent form.*

Medications: **Minnie Mouse**

**Instructions**

Our schools do not provide medication. Alternatively, parents must provide and give written consent for any medication that requires administration at school. Also, students are NOT to carry medications at school or to/from school. Any exceptions for students to carry/administer their own medication must be arranged through the school health center.

Student has no medication 

- OR -

List any medications that need to be taken by the student at school

Medication Name	Dose	Frequency	Reason
<input type="button" value="Delete"/> Benedryl	<input checked="" type="checkbox"/> 1 Tip	2	External Hives due to food allergies

List any medications not listed above or provide additional comments about the medications to be taken at school

List any medications taken by the student at home

Medication Name	Dose	Frequency	Reason
<input type="button" value="Add New Home Medication"/>			

List any medications not listed above or provide additional comments about the medications to be taken at home

- Select the relationship for the parent(s)/guardian(s). Also, check any boxes that apply for each parent/guardian. Click “Save And Continue”.

Parent/Guardian Relationships: **Minnie Mouse**

**Instructions**

Indicate the relationship each Parent/Guardian has with the student:

Relationship	First Name	Last Name	Gender	Lives With	Contact Allowed	Ed Rights	Has Custody	Mailings Allowed	Release To	Financial Resp
Father	Tony	Elliott	Male	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
<input type="checkbox"/> No Relationship										
Mother	Krassi	Elliott	Female	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Lives With:** Indicates the parent/guardian lives in the household with the student.  
**Contact Allowed:** Indicates the parent/guardian is allowed contact with the student and will be included in school to student communication.  
**Ed. Rights:** Indicates the parent/guardian has rights to make decisions regarding the student's education and access to student information in the Synergy parent portal.  
**Has Custody:** Indicates the parent/guardian has legal custody of the student.  
**Mailings Allowed:** Indicates the parent/guardian may receive mailings regarding the student.  
**Release To:** Indicates the school may release the student to the parent/guardian.  
**Financial Resp.:** Indicates the parent/guardian is financially responsible for the student.


- Select the relationship for the listed emergency contacts and indicate whether the student can be “released to” the identified contact. Click “Save And Continue”.

Emergency Contact Relationships: **Minnie Mouse**

**Instructions**

Indicate the relationship each emergency contact has with the student. When “Release To” is checked, it authorizes the school to release the student to the identified person without further contact/approval from a parent/guardian. Later you will be asked to indicate your call order preferences for all contacts.

Associate at least 1 contacts and at most 4.

Relationship	First Name	Last Name	Gender	Release To
Emergency Contact	Donald	Duck		<input checked="" type="checkbox"/> 
<input type="checkbox"/> No Relationship				



- From the “Emergency Contact Order” screen, drag and drop contacts to change the order. Click “Save And Continue”.

Emergency Contact Order: **Minnie Mouse**

**Instructions**

Drag and drop the contacts below in the order in which they should be contacted in the event of an emergency:

- Jane Doe (Mother)
- John Smith (Emergency Contact) *Mobile Phone: 222-222-2222  
Home Phone: 555-555-5555  
Work Phone: 444-444-4444*

- Review the FERPA policy and designate your preference for releasing directory information for the student. Click “Save And Continue”.

FERPA: **Minnie Mouse**

**Instructions**

According to the Family Educational Rights and Privacy Act (FERPA), a school may designate information in education records as 'directory information' and may disclose it without parent consent, unless notified that the school is not to disclose the information without consent. The law defines 'directory information' as follows: The student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. If you do not wish for directory information for your child to be disclosed, please indicate your request below. The selection will remain in effect unless we receive written authorization from you to change it.

Can the school release directory information? \*

[Previous](#) [Save And Continue](#)

- Review the “Permissions” information and designate your preference for each item. Click “Save And Continue”.

Permissions: **Minnie Mouse**

**Instructions**

Please select “Yes” next to the statement if you, as the parent/guardian, permit the identified student to participate in the corresponding item during the school day, at school sponsored events or as part of any Desert Heights club or athletics program. This permission will cover the entire tenure of the child while attending any Desert Heights school.

By selecting “Yes” below, you are giving permission for the identified student to participate in school sponsored events during the school year. The school will take all reasonable precautions to insure against the possibility of accidents. I understand the school or the teacher in charge is not liable for accidents occurring to students either on school premises while on school sponsored events as part of the school's activities. Information concerning a specific school sponsored event, such as date, time of departure, destination, cost and means of transportation will be sent to the parent/guardian prior to each school sponsored event.

Participate in off-campus activities: \*

Private transportation with an adult driver: \*

School vehicles used for transportation: \*

Walk from school to another site: \*

Public transportation from school to another site: \*

There may be times during the school year when the school, news media or others wish to photograph or videotape your child at school for use in print, video, Internet or other communications. By selecting “Yes” below you are giving permission to the school to provide information concerning school activities with the identified child to the general news media. Additionally, you are giving permission for the student's name, portrait, picture or voice to be used for display or in promotional material in a variety of mediums.

Release media/news information as outlined above: \*

There may be times during the school year when the school, news media or others wish to use artwork created by your student at the school for use in print, video, Internet or other

- Once the student and parent(s)/guardian(s) have reviewed the appropriate handbook, click the checkbox to indicate understanding of the identified policy. Click “Save And Continue”.

Policy Acknowledgement: **Minnie Mouse**

**Instructions**

The Student & Parent Handbook contains a variety of important policies that require acknowledgement from families upon enrollment and again annually at the start of each school year.

Please access the school's website to review the current handbook for the enrolling student's grade level. Once reviewed, please check the items below to confirm the parent(s)/guardian(s) along with the student acknowledge the receipt of all information and agree to abide by the outlined school policies.

Student & Parent Handbook:

Commitment to Excellence Contract:

[Previous](#) [Save And Continue](#)

- Complete the “Misc Information” section. Click “Save And Continue”.

*Note: If the student was referred by an existing Desert Heights family or staff member, please take a minute to complete the Coyote Referral Form.*

- Add additional students as needed from this screen. Click “Save And Continue”.

*Note: Please add all students in the household and “exclude” those you wish not to enroll.*

- Upload all applicable documents for all students by **browsing to the file and clicking** , or indicate the items will be hand delivered to the school. Click “Save And Continue”.

**Note: All required documents must be received by the school to finalize the registration. Missing documents will cause processing delays.**

- Once the student registration is complete, click “Review” to review the data pending submission.

- Review all information saved to the student’s registration and click “Edit” as needed to make modifications.

- Once the information is accurate, check the box to verify the data is correct and click “Submit’.

*Note: Once the registration is submitted, additional students cannot be registered until the pending registrations are processed. To avoid any unnecessary delays, enter data for all children prior to submitting.*

- When prompted, click “OK” to submit the registration for further processing by the school.

- A confirmation like the following will be received once the registration has been submitted.

An email confirmation will also be received to indicate a successful submission.

**Note: To prevent processing delays, please hand deliver any necessary documents to the school as soon as possible.**

## Check Status

During the review process, emails will be sent from the school, but the enrolling parent/guardian can also check the registration status online.

*Note: The form cannot be modified once submitted. If you notice errors while reviewing the information, please contact the school’s registrar for assistance.*

- [Click here](#) and login to ParentVUE.
- The Online Registration page will load and display the status of all pending registrations.

- Click the Review button to review the submitted form.

- From the review page, the registration page can be printed if desired by clicking the Print button.