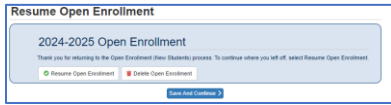


Start the Registration

Use the following information if you are an **existing parent in the Desert Heights community** and need to register a sibling in Kindergarten – 12th grade.

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.

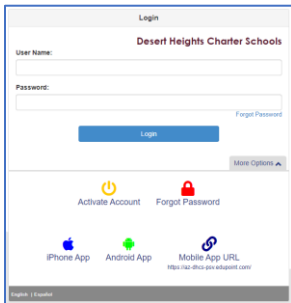


- [Click here](#) to access Online Registration and select “I am a parent.”

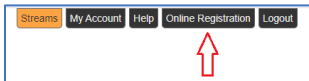


- Login using your existing ParentVUE User Name and Password.

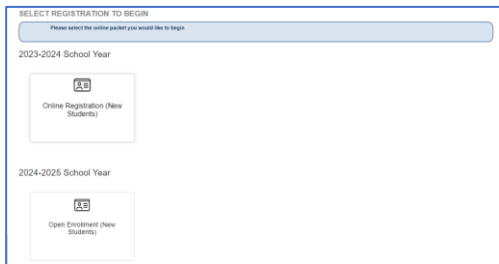
Note: If you are an existing Desert Heights’ parent, but do not have a ParentVUE account, please contact the front office to request an activation code.



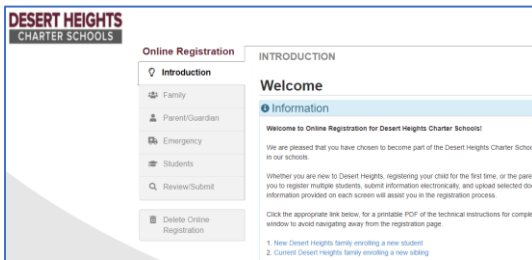
- In the upper right corner, click the “Online Registration” button



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



- Review the introduction and click “Continue”.



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

- The “Student Summary” screen will display to show the status of active and prior students in our system, click “Save and Continue”.

- Enter the parent/guardian’s first and last name as stored in ParentVUE (upper right corner) and click “Save And Continue”.

- On the “Family – Home Address” screen, confirm the family’s address and click “Save And Continue”. If the address has changed, click the “Check here if your address has changed” checkbox to update the address and select the date of the change.

- 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”.

- Confirm 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.

Mail Address: Jane Doe

Mail address same as home address

1234 E Main St
Glendale, AZ 85308

< Previous Save And Continue >

- Confirm the work address or click the checkbox if the parent/guardian is unemployed.

Work Address: Jane Doe

Check here if parent/guardian does not have an employer

- OR -

Employer Name

Job Title

Parent/guardian is an employee of the school district

Enter the work address for the parent/guardian:

🔍 Type to find an address.

Street Number Fraction Direction Street Type Post Direction Unit Type

12345 W 1st St

Unit Number

City State Zip Code +4

Glendale AZ 85305

12345 W 1st St
Glendale, AZ 85305

< Previous Save And Continue

- Confirm the contact information for the identified parent/guardian and specify which number is the primary.

Contact Information: Jane Doe

📘 Instructions

Enter the contact information for this parent/guardian:

Phone Numbers

X	Line	Primary	Type	Phone	Extension
<input type="checkbox"/>	1	<input checked="" type="checkbox"/>	Mobile <input checked="" type="checkbox"/>	(002) 555 - 1234	<input type="text"/>
<input type="checkbox"/>	2	<input type="checkbox"/>	Work <input checked="" type="checkbox"/>	(002) 222 - 9876	<input type="text"/>

Email Address

<< Previous Save And Continue >>

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

Military Status: Jane Doe

Parent is a member of the Army, Navy, Air Force, Marine Corps or Coast Guard on Active Duty?

Military Active*

Parent is a member of a reserve force in the United States military, Army, Navy, Air Force, Marine Corps or Coast Guard?

Military Reserve*

What is your current rank?

< Previous Save And Continue

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

Migrant:

Have you or a member of your family moved in the last 36 months to do, or apply for, agricultural or fishing related work, including dairies, nurseries, meat or vegetable processing, feed yards or field work?

Migrant Moved*

Have your children moved with or to join the worker above in the past 36 months?

Migrant Moved Child*

< Previous Save And Continue >

- From this screen, the existing parent/guardian's information can be edited, or another parent/guardian can be added/modified as needed. Click "Save And Continue" if no additional modifications/additions are required.

PARENT/GUARDIAN 2019-2020

Add or update Parent/Guardian details.

	First Name	Last Name	Gender	Status
	Jane	Doe	Female	

<< Previous Save And Continue >>

- Add emergency contacts as needed on this screen. Click "Save And Continue" once all emergency contacts have been added.

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

EMERGENCY

Please add at least 1 emergency contacts:

First Name	Last Name

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

EMERGENCY

Demographics: **John Smith**

First Name *

Last Name *

Gender

Address

City

State

Zip Code

Language

< Previous Save And Continue >

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

EMERGENCY

Contact Information: **John Smith**

Primary Phone *

Mobile Phone

Work Phone

Ext.

Other

Phone Type

Email Address

< Previous Save And Continue >

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

EMERGENCY

Please add at least 1 emergency contacts:

	First Name	Last Name	Gender	Status
	John	Smith	Male	

<< Previous 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 for a new student. Click “Add New Student” to begin.

Note: Existing students will show in the “excluded” section, but this does not indicate they are not enrolled in the school. This just means only new enrollment can be adjusted at this time. If you have questions, please contact the front office.

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

Note: Some grade levels have age requirements 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.

- 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”.

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

DEMOGRAPHICS 13% 2024-2025

Dwelling:

The LEA/Charter District shall provide an educational environment that treats all students with dignity and respect. Every homeless student shall have access to the same free and appropriate educational opportunities as students who are not homeless. This commitment to the educational rights of homeless children, youth, and unaccompanied youth, applies to all services, programs, and activities provided or made available.

McKinney-Vento Definition of Homeless:

The term “homeless children and youth”—means individuals who lack a fixed, regular, and adequate nighttime residence [42 U.S.C. § 11434(g)(2)].

A student may be considered eligible for services as a “Homeless Child or Youth” under the McKinney-Vento Homeless Assistance Act if he or she is presently living in one of the following situations:

- sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason,
- living in motels, hotels, trailer parks, or camping grounds due to the lack of alternative adequate accommodations,
- living in emergency or transitional shelters; or are abandoned in hospitals,
- have a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings,
- living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings, or
- is a migratory child who qualifies as homeless for the purposes of this subtitle because the children are living in circumstances described above.

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

The student lives with

Student lives

[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 Americ	02	2019-2020	(910) 505 - 1234
California Adventure	Anaheim	CA	United States of Americ	01	2018-2019	(910) 555 - 5676
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	() -
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	() -

[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?*

English

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

English

What language did the student first speak or understand?*

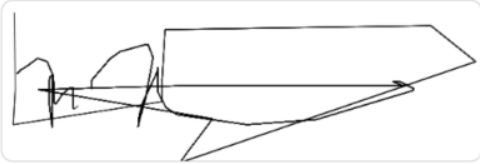
English

[< 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: Dr. Smith

Phone Number: (602) 555 - 9920

Extension:

Preferred Hospital: Disney Hospital

Dentist

Name: Dr. Jones

Phone Number: (602) 555 - 7410

Extension:

Office: Disney Dental

[< 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”.

- 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.*

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

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"/>
Mother	Krissi	Elliott	Female	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

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

Relationship	First Name	Last Name	Gender	Release To
Emergency Contact	Donald	Duck		<input checked="" type="checkbox"/>

- 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 or 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: * Yes

Private transportation with an adult driver: * Yes

School vehicles used for transportation: * Yes

Walk from school to another site: * Yes

Public transportation from school to another site: * Yes

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: * Yes

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 communications. I give my permission to the school to use artwork created by my student for promotional purposes in a variety of medium. Additionally, I give my permission to display my child’s artwork on Artonia, in accordance with Artonia’s terms and conditions of use*. I understand that Artonia preserves students’ privacy and anonymity by listing the artwork only under the student’s first name and a number - last names are never revealed. I also understand that Artonia will only display comments on student artwork with parental permission, and therefore grant Artonia permission to email notifications to me when new comments are available for review. *Complete details on Artonia’s terms and conditions can be found at www.artsonia.com/terms.

Use artwork as outlined above: * Yes

< Previous Save And Continue

- Once the student and parents/guardians 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”.

- 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.

Status	Student	Grade Level	School Selection	Comments
Ready To Submit	Minnie Mouse	KG		

- 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.
- In the upper right corner, click the “Online Registration” button
- The Online Registration page will load and display the status of all pending registrations.

- Click the  button to review the submitted form.

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