

New Family enrolling - checklist

Enrollment-www.pleasanthillschools.com

Please allow time in your schedule for the following: You can do the online forms from home computer.

- Online Registration - Parent self registration - "IMPORTANT" - THIS OPTION IS INTENDED FOR USE BY FAMILIES WHO ARE BRAND NEW TO THE DISTRICT-This means none of the students in the family are currently attending any of the schools in the district and none of the students have attended any of the schools in the district in the past.



Pleasant Hill

Staff	Parent	Student
User Name:		
<input type="text"/>		
Password:		
<input type="password"/>		
Register New Family		
Forgot your parent password?		Login

New Families-Self-Registration is now available for Online Enrollment. Go to pleasanthillschools.com >parent portal>register new family.

Parents: Please ensure you are on the tab that says "**Parent**".

- Please note this needs to be filled out complete and accurate as possible. **Be sure to list at least one emergency contact beside parent contacts**.
- **If student(s) are returning to district:**
 - They will need to be re-enrolled at central office.
 - Parent Portal information will then need to be updated as well as getting/knowing your password to be able to complete the online student forms necessary for registration.
- Show proof of residency documentation-this is done at district office, 318 Cedar St., PH ***THIS NEEDS TO BE DONE BEFORE GOING TO THE SCHOOLS*** Below is different forms of proof of residency. You will need to bring or complete **ONE** of the following or pick up form at central office.
 - Building contract
 - Current - Apartment lease/rental agreement
 - Current - Utility Bill-Electric, Water, Trash-are the only ones accepted
 - Notarized address document-available at the central office
 - Residency Affidavit-available at the central office

- Request free and reduced meal application, if applicable, or can print out and complete (found under parent resource tab) on school website. Turn in completed application at district office or school building.
- Complete bus form if applicable-bus office located around back of central office building at 318 Cedar, PH, MO.

After above has been completed.

- Visit school building student(s) will attend.
 - Work out enrollment date for student(s) to start
 - Sign release/request for records from other school
 - Meet with building principal/counselor/office staff as applicable.

IMPORTANT: You need to get the Congratulations box for the forms to be complete and able to be reviewed and accepted by the district.

The forms are now ready for review by district staff.

If the forms are rejected during the review process, the parent receives an email notifying them of the rejection. All the forms are still marked as Complete and all of the data previously entered is still there, but the View links change back to Edit links, allowing the necessary changes to be made. When the changes are complete, the forms must be resubmitted.