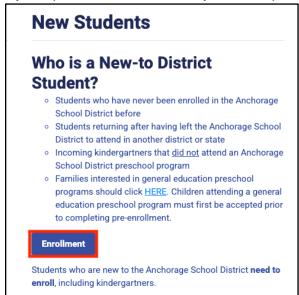# Parent Pre-Enrollment Process

Nov yog ib qib ntu zus rau cov txheej txheem cuv npe rau menyuam kawm tshiab. Qhov txheej txheem no yog rau menyuam kawm tshiab (new-to-district) rau hauv cheeb tsam xwb lossis cov menyuam tsis tau cuv npe hauv Anchorage School District hauv xyoo kawm tas los.

Navigating to Pre-Enrollment Site

1. Hauv web browser navigate rau lub [Anchorage School District](#) website, (*asdk12.org*).
2. Hauv ASD homepage xaiv qho Families tab > Enrollment link.

3. Nyem qho Enrollment button nyob hauv qab qho New Students Section.

New Students

Who is a New-to District Student?

- Students who have never been enrolled in the Anchorage School District before
- Students returning after having left the Anchorage School District to attend in another district or state
- Incoming kindergartners that did not attend an Anchorage School District preschool program
- Families interested in general education preschool programs should click HERE. Children attending a general education preschool program must first be accepted prior to completing pre-enrollment.
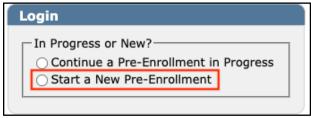
Enrollment

Students who are new to the Anchorage School District **need to enroll**, including kindergartners.

4. Nyob rau hauv qab Who is New to District , nyem qho Click here to Pre-enroll in 20XX-XX. (xyoo twg yog tam sim no cuv npe)

Who is a New-to District Student?

- Students who have never been enrolled in the Anchorage School district before
- Students returning after having left the Anchorage School District to attend in another district or state
- Incoming kindergartners that did not attend an Anchorage School District preschool program
- Families interested in general education preschool programs should click HERE. Children attending a general education preschool program must first be accepted prior to completing pre-enrollment.

If your child's school is unknown, visit our School Finder page.
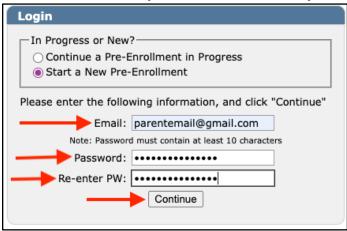
Click Here to Pre-Enroll 2021-22

5. Nyem qhov link here mus ncaj qha rau qho Pre-enrollment Site.

Create Pre-Enrollment Application Account

1. Xaiv **Start a new Pre-Enrollment** option. Koj yuav tau muaj daim email address, ces koj ua (create) tau ib tus account. (Ceem toom: yog tias koj tau ib qho account, nyem **Continue with a Pre-Enrollment in Progress** mus ua qhov pre-enrollment lossis ntxiv lwm tug menyuam nyob hauv koj tsev neeg.)

Login

In Progress or New?
- ○ Continue a Pre-Enrollment in Progress
- ○ Start a New Pre-Enrollment

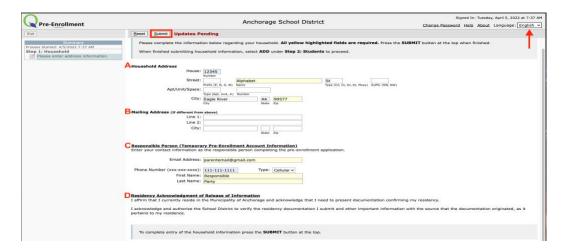2. Enter **email address**, **password**, **re-enter** the **password** and click **continue**.

Registration Form

Step 1 - Household:

Muaj ib hom Language dropdown nyob rau sab xis saum toj kawg nkaus, xaiv lus English lossis lus Spanish. Tau ua tag nrho cov teb uas highlighted xim daj. Cov tsis muaj highlighted xim daj yog cov ntaub ntawv ASD xav tau.
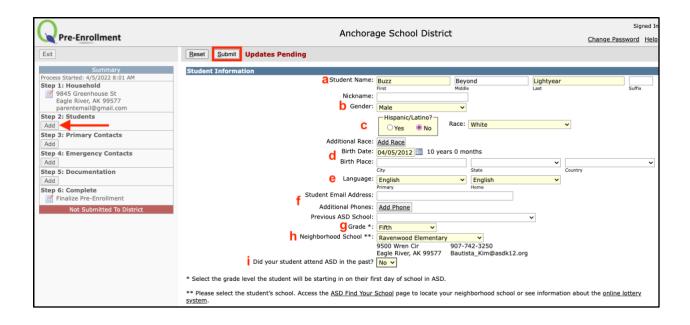

A. Enter **physical address** number, street name (tsis sau hom), enter **street type**, thiab **zip code** (lub zos yuav auto populate).
B. Enter **mailing address** yog tias nws **txawv** ntawv qhov **physical address**.
C. Enter cov ntaub ntawv **person responsible** rau ua daim foos no.
D. Nyeem daim **Residency Acknowledgement of Release of Information** ces nyem **Submit** nyob saum.

Step 2 - Students:

Nyem **Add** ces pib tau. Thaum xa ntawv ta, nyem **Add** los cuv npe rau lwm tus menyuam kawm. Tau ua tag nrho cov teb uas highlighted xim daj.
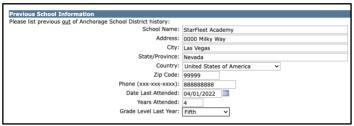
1. Student Information section
    a. Enter **student's name**raws li sau ntawm daim ntawv yug. Thov sau **middle name** txawm tias qhov no tsis highlighted xim daj. Yog tias tus menyuam kawg muaj nickname, enter rau hauv qab no.
    b. Enter tus kawg **gender** raws li nyob rau hauv daim ntawv yug.
    c. Xaiv Yes or No rau **HIspanic/Latine** thiab xaiv **Race** los ntawm qhov dropdown. Yog tias xaiv **Additional Race (muaj ntau tshaj ib haiv neeg)** nyem **Add Race**. Ces Enter haiv neeg. (Yuav tsum muaj ob haiv neeg yog xaiv qhov no.)
    d. Enter **birth date**. Enter birth place hauv qho chaw teb no. (Tsis tas uas los tau)
    e. Enter **Primary**hom lus siv tshab thiab hom lus hais hauv tsev **home**.
    f. **Student Email Address** yog siv rau cov menyuam kawg middle losis high school. Menyuam kawg elementary tsis tas sau email address los tau. (Thov tsis siv niam/txiv qho email address rau cov kawg elementary.) Enter student phone number hauv Aditional Phone qho chaw. (Tsis tas uas los tau.)
    g. **Grade** yuav auto-populate raws li hnub yug. **Xyuas kom yog**tias qib thwj.
    h. **Neighborhood school** yuav auto-populate raws li qhov physical address. (Nkag mus nrhiav ASD Find Your School web page mus nrhiav kov lub neighborhood school lossis saib cov ntaub ntawv txog online lottery system.)
    i. Teb **Yes** lossis**No** yog tus menyuam tau kawm hauv ASD.

Continue on next page
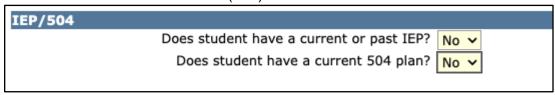
2. **Previous School Information:**

   Enter cov ntaub ntawv npaum li qhov ua tau hauv daim teb no txawm tias nws tsis yog highlighted xim daj. ASD cov tsev kawm yuav nug lub tsev kawm dhau los rau menyuam cov ntaub ntawv.

3. **IEP/504**:

   Xaiv **Yes** lossis **No** hauv qhov dropdown yog tias tus kawm muaj lossis tsis muaj daim Individual Education Plan (IEP) lossis ib daim 504.

4. **Sibling Information:**

   Enter**siblings** rau no, yuav tau enter lub tsev tus menyuam yuav mus kawm ntawv hauv ASD.
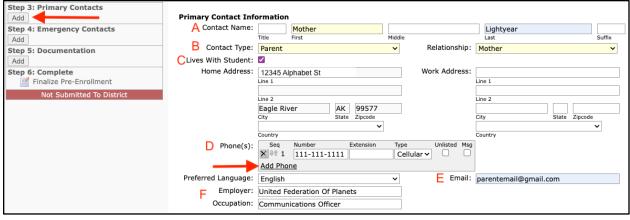

5. **Submit**:

   Thaum uas tiav cov no, nyem **Submit** rau saum. Nco ntsoov cuv npe rau txhua tus menyuam kawm nyob hauv tsev neeg, nyem **Add** ces ua raws cov kauj dhau los.

Step 3 - Primary Contacts:

Nyem **Add** nyob rau hauv Step 3 hauv qhov **Summary Section** ntawm sab laug.

A. **Contact Name**
B. **Contact Type and Relationship**
   a. Type = Guardian, Parent, Other
   b. Relationship = Raws li xaiv hom. (Ceev Faj: Tsuas yog Niam Txiv lossis Tus Saib Xyuas Kev Cai Lij Choj thiaj tuaj yeem nkag mus rau Q Parent Portal kom ua tiav qhov Online Registration no.
C. **Lives With Student** - khiv qhov box no yuav auto-populate qhov chaw nyob hauv kaum no .

D. **Phones** - Nyem Add Phone kom enter tus neeg tseem ceeb lub xov tooj. Nyem Add Phone yog tias muaj cov xov tooj ntxiv.
E. **Email** - Enter tus neeg qhov email address.
F. **Employer & Occupation** - Qhov no tsis tseem ceeb tabsi muab los tau. Yog tsis muaj chaw ua haujlwm, enter None hauv no.

Nyem **Submit** nyob rau sab saum qhov screen thaum ua tiav tag nrho cov teb no. Yog ntxiv lwm tus neeg, nyem **Add** huav qab Step 3 hauv **Summary Section** rau sab laug.
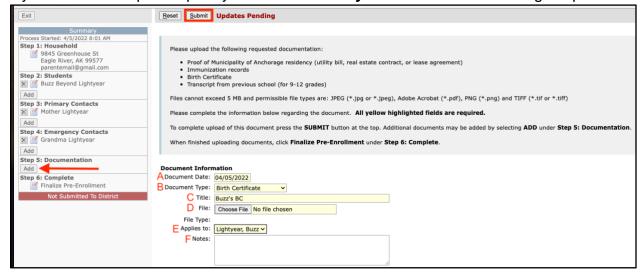
Step 4 - Emergency Contacts

Tus neeg tiv thaiv thaum muaj xwm ceev (tus neeg no tsis yog tus neeg tseem ceeb), yog thaum cov neeg tom tsev kawm hu tsis tau tus neeg tseem ceeb. Tus neeg tiv thaiv thaum muaj xwm ceev no yog tus neeg lub tsev kawm tso tau koj tus menyuam rau. Yuav tsum muaj tus neeg tiv thaiv thaum muaj xwm ceev lub npe hauv no. Yog tias nej tsis muaj tus neeg yog lub zos no, nej siv tus neeg tawm lub xeev los tau. Nyem **Add** nyob hauv Step 4 nyob hauv **Summary Section**ntawm sab laug los pib.

Nyem **Submit** rau sab saum toj thaum ua tiav tag nrho cov teb no. Yog tias ntxiv lwm tus neeg tsis yog tus neeg tseem ceeb.

Step 5 - Documentation

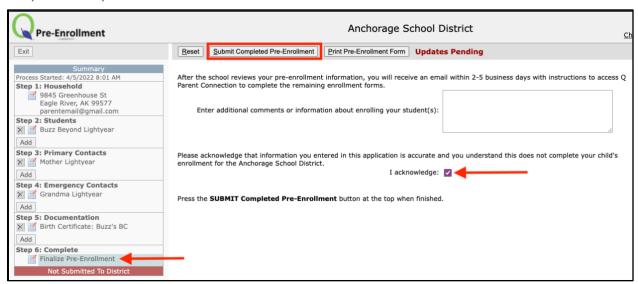Nyem **Add** hauv qab Step 5 nyob hauv **Summary Section** ntawm sab laug los pib.

A. **Document Date** - Yuav auto-populated nrog hnub siv no.
B. **Document Type** - Xaiv hom ntaub ntawv siv no.
   a. Birth Certificate
   b. Immunization Records
   c. Proof of Residency (Yuav tsum yog utility bill, mortgage lossis rental agreement)
   d. Transcript
C. **Title** - yuav tsum sau npe rau daim ntaub ntawv no xws li tus menyuam daim ntaub ntawv yug.
D. **File** - Nyem File, ces xaiv daim ntaub ntawv nyob hauv lub computer.
E. **Applies To** - qhov Dropdown no yuav list cov menyuam lub npe nyob hauv qhov Student Section. Xaiv tus menyuam kawm no cov ntaub ntawv. Yog tias upload cov ntaub ntawv rau Proof of Residency, xaiv qhov Household Option. (Qhov kev xaiv no yog rau tus menyuam thawj ua rau xws. Lwm tus menyuam kawm mas auto populate qhov kev xaiv no.)
F. **Notes** - Sau ntxiv cov lus ceem toom txog koj tus menyuam no.

Nyem **Submit** rau sab saum toj thaum ua tiav tag nrho cov teb no. Yog tias koj ntxiv cov ntaub ntawv rau lwm tus menyuam kawm hauv tsev neeg, nyem **Add**.
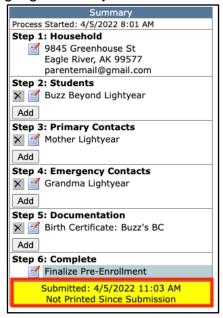
Continue on next page

Step 6 - Complete

Nyem **Edit**nyob hauv qab **Step 6** hauv Summary section kom pib tau. **Check** qhov box nyob ib sab ntawmo**I Acknowledge** thaum koj nyeem tas cov lus no. **Nyem Submit Completed Pre-Enrollment** button nyob rau saum toj thaum kom tiav. Nyem **Print Pre-Enrollment Form** yog xav tau ib daim copy.

Qhov Summary section nyob rau sab laug yuav tshwm sim zoo li no thaum kom ua tiav.
Qhov date thiab time yuav highlight xim daj.

Continue on next page

Edits or Additional Information/Documents

Hauv qab no yog cov kaum (steps) yog tias lub tsev kawm hu rau nej kom hloov kho, lossis ntxiv cov ntaub ntawv lawv tsis tau txais.

1. Navigate mus qhov Pre-enrollment website thaib xaiv **Continue a Pre-Enrollment in Progress** box thiab enter **email** thiab **password** siv thiab nyem **Log In** button.

2. Nyob hauv qab **Summary** nyem **Edit** ntawm cov ntaub ntawv lossis cov khoom koj yuav hloov. Yog tias muaj yam xav ntxiv, nyem qhov Add button.

3. Thaum koj ua tiav cov ntaub ntawv hloov tas, ua tiav **Step 6** kom rov qab xa cov kev hloov pauv no.