

Parent Pre-Enrollment Process

Nov yog ib qib ntu zus rau cov txheej txheem cuv npe rau menyuum kawm tshiab. Qhov txheej txheem no yog rau menyuum kawm tshiab (new-to-district) rau hauv cheeb tsam xwb lossis cov menyuum 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](http://asdk12.org) 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)

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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 menyuum 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**.

Continue on next page

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 ntauv 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** ntauv qhov **physical address**.
- C. Enter cov ntaub ntauv **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 kawm 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 Additional Phone qho chaw. (Tsis tas uas los tau.)
- g. **Grade** yuav auto-populate raws li hnuv 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.

Pre-Enrollment Anchorage School District Signed In
 Change Password Help

Exit **Submit** Updates Pending

Summary
 Process Started: 4/5/2022 8:01 AM
Step 1: Household
 9845 Greenhouse St
 Eagle River, AK 99577
 parentemail@gmail.com
Step 2: Students ←
 Add
Step 3: Primary Contacts
 Add
Step 4: Emergency Contacts
 Add
Step 5: Documentation
 Add
Step 6: Complete
 Finalize Pre-Enrollment
 Not Submitted To District

Student Information

a Student Name: Buzz Beyond Lightyear
 First Middle Last Suffix
 Nickname:

b Gender: Male

c Hispanic/Latino? Yes No Race: White

Additional Race: [Add Race](#)

d Birth Date: 04/05/2012 10 years 0 months
 Birth Place:

e Language: English English
 Primary Home

f Student Email Address:

Additional Phones: [Add Phone](#)

Previous ASD School:

g Grade *: Fifth

h Neighborhood School **: Ravenwood Elementary
 9500 Wren Cir 907-742-3250
 Eagle River, AK 99577 Bautista_Kim@asdk12.org

i Did your student attend ASD in the past? No

* Select the grade level the student will be starting in on their first day of school in ASD.
 ** Please select the student's school. Access the [ASD Find Your School](#) page to locate your neighborhood school or see information about the [online lottery system](#).

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 menyuum cov ntaub ntawv.

Previous School Information
 Please list previous **out** of Anchorage School District history:

School Name: StarFleet Academy
 Address: 0000 Milky Way
 City: Las Vegas
 State/Province: Nevada
 Country: United States of America
 Zip Code: 99999
 Phone (xxx-xxx-xxxx): 888888888
 Date Last Attended: 04/01/2022
 Years Attended: 4
 Grade Level Last Year: Fifth

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.

IEP/504

Does student have a current or past IEP? No

Does student have a current 504 plan? No

4. **Sibling Information:**

Entersiblings rau no, yuav tau enter lub tsev tus menyuam yuav mus kawm ntauwv hauv ASD.

Sibling Information
Please list up to three (3) siblings currently enrolled in Grades K-12 in the Anchorage School District to assist the school with household verification. Complete this section only if applicable.

Sibling 1 Full Name:
Grade:
School:

Sibling 2 Full Name:
Grade:
School:

Sibling 3 Full Name:
Grade:
School:

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** ntauwv sab laug.

Step 3: Primary Contacts

Step 4: Emergency Contacts

Step 5: Documentation

Step 6: Complete

Not Submitted To District

Primary Contact Information

A Contact Name:
Title First Middle Last Suffix

B Contact Type: Relationship:

C Lives With Student:

Home Address: Work Address:
Line 1
Line 2
Eagle River AK 99577
City State Zipcode
Country

D Phone(s):

Seq	Number	Extension	Type	Unlisted	Msg
1	111-111-1111		Cellular	<input type="checkbox"/>	<input type="checkbox"/>

Preferred Language:

F Employer:
Occupation:

E Email:

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 menyuum 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.

Step 3: Primary Contacts
 X Mother Lightyear
 Add

Step 4: Emergency Contacts
 Add

Step 5: Documentation
 Add

Step 6: Complete
 Finalize Pre-Enrollment
 Not Submitted To District

Emergency Contact Information

Contact Name:
First Last

Phone(s):
Number Extension Type

Relationship:

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.

Exit | **Submit** Updates Pending | Reset

Summary
 Process Started: 4/5/2022 8:01 AM

Step 1: Household
 X 9845 Greenhouse St
 Eagle River, AK 99577
 parentemail@gmail.com

Step 2: Students
 X Buzz Beyond Lightyear
 Add

Step 3: Primary Contacts
 X Mother Lightyear
 Add

Step 4: Emergency Contacts
 X Grandma Lightyear
 Add

Step 5: Documentation
 Add

Step 6: Complete
 Finalize Pre-Enrollment
 Not Submitted To District

Please upload the following requested documentation:

- Proof of Municipality of Anchorage residency (utility bill, real estate contract, or lease agreement)
- Immunization records
- Birth Certificate
- Transcript from previous school (for 9-12 grades)

Files cannot exceed 5 MB and permissible file types are: JPEG (*.jpg or *.jpeg), Adobe Acrobat (*.pdf), PNG (*.png) and TIFF (*.tif or *.tiff)

Please complete the information below regarding the document. **All yellow highlighted fields are required.**

To complete upload of this document press the **SUBMIT** button at the top. Additional documents may be added by selecting **ADD** under **Step 5: Documentation**.

When finished uploading documents, click **Finalize Pre-Enrollment** under **Step 6: Complete**.

Document Information

A Document Date:

B Document Type:

C Title:

D File: No file chosen

File Type:

E Applies to:

F Notes:

- A. **Document Date** - Yuav auto-populated nrog hnuv 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

The screenshot shows the 'Pre-Enrollment' form for Anchorage School District. The form is divided into several sections:

- Summary:** Process Started: 4/5/2022 8:01 AM. Step 1: Household (9845 Greenhouse St, Eagle River, AK 99577, parentemail@gmail.com).
- Step 2: Students:** Buzz Beyond Lightyear.
- Step 3: Primary Contacts:** Mother Lightyear.
- Step 4: Emergency Contacts:** Grandma Lightyear.
- Step 5: Documentation:** Birth Certificate: Buzz's BC.
- Step 6: Complete:** Finalize Pre-Enrollment (highlighted with a red arrow).

At the top of the form, there are buttons for 'Reset', 'Submit Completed Pre-Enrollment' (highlighted with a red box), 'Print Pre-Enrollment Form', and 'Updates Pending'. Below the buttons, there is a text box for 'Enter additional comments or information about enrolling your student(s):'. Below that, there is a checkbox for 'I acknowledge:' which is checked (highlighted with a red arrow). At the bottom, there is a note: 'Press the **SUBMIT Completed Pre-Enrollment** button at the top when finished.'

Nyem **Edit** nyob hauv qab **Step 6** hauv Summary section kom pib tau. **Check** qhov box nyob ib sab ntawmol **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.

Summary
Process Started: 4/5/2022 8:01 AM
Step 1: Household <input type="checkbox"/> 9845 Greenhouse St Eagle River, AK 99577 parentemail@gmail.com
Step 2: Students <input checked="" type="checkbox"/> <input type="checkbox"/> Buzz Beyond Lightyear <input type="button" value="Add"/>
Step 3: Primary Contacts <input checked="" type="checkbox"/> <input type="checkbox"/> Mother Lightyear <input type="button" value="Add"/>
Step 4: Emergency Contacts <input checked="" type="checkbox"/> <input type="checkbox"/> Grandma Lightyear <input type="button" value="Add"/>
Step 5: Documentation <input checked="" type="checkbox"/> <input type="checkbox"/> Birth Certificate: Buzz's BC <input type="button" value="Add"/>
Step 6: Complete <input checked="" type="checkbox"/> Finalize Pre-Enrollment
Submitted: 4/5/2022 11:03 AM Not Printed Since Submission

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 ntauv 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.

Login
In Progress or New?
<input checked="" type="radio"/> Continue a Pre-Enrollment in Progress <input type="radio"/> Start a New Pre-Enrollment
Please enter your login information, and click "Log In"
Email: <input type="text" value="Parentemail@gmail.com"/>
Password: <input type="password" value="....."/>
<input type="button" value="Log In"/>
Forgot Your Password?

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.

Summary	
Process Started: 4/5/2022 8:01 AM	
Step 1: Household	
<input checked="" type="checkbox"/>	9845 Greenhouse St Eagle River, AK 99577 parentemail@gmail.com
Step 2: Students	
<input checked="" type="checkbox"/>	Buzz Beyond Lightyear
<input type="button" value="Add"/>	
Step 3: Primary Contacts	
<input checked="" type="checkbox"/>	Mother Lightyear
<input type="button" value="Add"/>	
Step 4: Emergency Contacts	
<input checked="" type="checkbox"/>	Grandma Lightyear
<input type="button" value="Add"/>	
Step 5: Documentation	
<input checked="" type="checkbox"/>	Birth Certificate: Buzz's BC
<input type="button" value="Add"/>	
Step 6: Complete	
<input checked="" type="checkbox"/>	Finalize Pre-Enrollment
Submitted: 4/5/2022 11:03 AM Not Printed Since Submission	

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