

PURPOSE

The online LAUSD Student Enrollment Portal supports the submission of enrollment information to schools of residence for new students enrolling in grades TK-12th grade. Parent/guardians may enter the information included on the LAUSD Enrollment Form, Emergency Information Card, and Student Housing Questionnaire in the portal. Parents may also upload documents to support enrollment, including Proof of Age, Proof of Address, Immunization Records, Individualized Education Plan, and other documents.

Sections completed by parent/guardians and viewable/editable by school staff include:

- Section 1 School and Address
- Section 2 Student Information
- Section 3 Parent/Legal Guardian
- Section 4 Home Language and Ethnicity
- Section 5 Student Education
- Section 6 Children Living in Household
- Section 7 Health Information
- Section 8 Emergency Contacts
- Section 9 Document Upload

Only students who do not have a 2020-2021 enrollment in MiSiS or who are new to LAUSD should submit an application through this portal. This portal is not for continuing, transferring, or matriculating LAUSD students. The portal does not support Expanded Transitional Kindergarten, Choice Program (Magnet, Dual Language, etc.) or Zone of Choice enrollment.

Until the application has been approved by the school, parents may edit the application and upload additional documents. Parent/guardians and school staff receive an automatic email when the application is submitted and when the application status changes.

School staff may view, edit, transfer, and approve the applications for their assigned school in the Student Enrollment Portal. After the application is approved by the school, the student enrollment information will be automatically uploaded to MiSiS. School staff complete the student enrollment in MiSiS and schedule the student. **Please note the ability to view approved applications in MiSiS will not be available until early June.**

This job aid is designed to provide directions to complete the following tasks at the school level:

- Log In to Enrollment Portal
- View Administrator Home Screen
- View and Edit Student Enrollment Application
- Update Student Enrollment Application Status
- Transfer an Application

Automatic access to the Enrollment Portal is assigned to school Principals, Assistant Principals, School Administrative Assistants, Senior Office Techs, and Office Techs assigned to school sites. Staff at Local District and Central District offices are assigned access.

RESOURCES

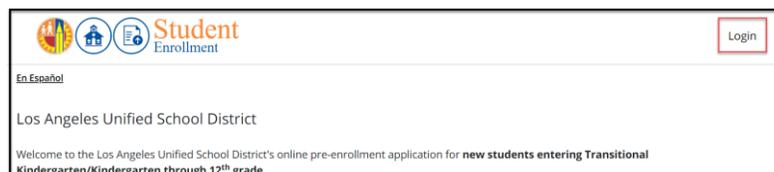
For additional information regarding to the Parent screens refer to the job aid parent/guardian navigation in the [Student Online Pre-Enrollment Portal Materials' folder](#)

For additional information regarding the Enrollment Portal, refer to the [Student Online Pre-Enrollment Portal Materials' folder](#)

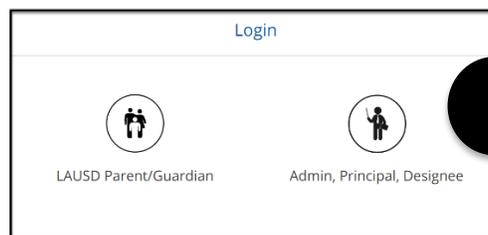
LOG IN

Go to the LAUSD Enrollment Portal at <https://enroll.lausd.net>

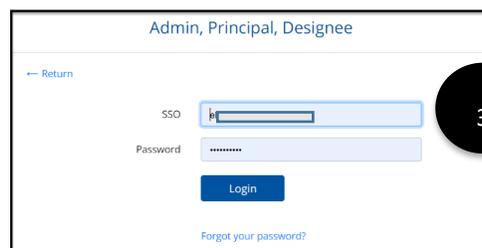
1. On the Welcome page click **Log In**.



2. Select the **Admin, Principal, Designee** icon.



3. Enter LAUSD Single Sign On (SSO) credentials. Click **Login**.



VIEW ADMINSTRATOR HOME SCREEN

After logging on the Administrator Home Screen will display. The screen displays records based on user access level.

- School users –Records for user assigned school only.
- Local District users- Records for schools within the users assigned Local District.
- Central Office users- Records for all schools.

Administrator Home Screen Features

En Español

Home Users Logout

Home

Clear search filters

Application ID Student first name Student last name School Status

Search

Result: 11 Sort by: Submitted date

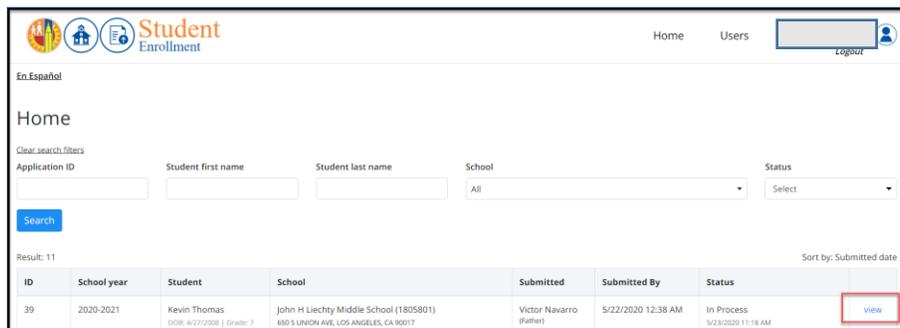
ID	School year	Student	School	Submitted	Submitted By	Status	
39	2020-2021	Kevin Thomas DOB: 4/27/2008 Grade: 7	John H Liechty Middle School (1805801) 650 S UNION AVE, LOS ANGELES, CA 90017	Victor Navarro (Father)	5/22/2020 12:38 AM	Cancelled 5/22/2020 11:25 AM	view
33	2020-2021	my little one DOB: 10/8/2007 Grade: 5	()	me (me)	5/20/2020 1:23 PM	Submitted	view
31	2020-2021	Andrew Parra DOB: 4/27/2008 Grade: 6	()	Diego Parra (Father)	5/20/2020 2:21 PM	Submitted	view
27	2020-2021	ALicia Garoupa DOB: 8/1/2005 Grade: 8	107th Street Elementary (1585701)	A (CS)	5/19/2020 9:58 AM	Approved 5/19/2020 10:11 AM	view

1. Search – Users may search by Application Id, Student First Name, Student Last Name, School, or Application Status.
2. Search Results
 - ID- Application Id assigned by the system when the parent submits the application.
 - School Year
 - Student
 - School- Name of school currently assigned to application.
 - Submitted- Name of parent/guardian who submitted the application.
 - Submitted by- Date and time stamp of submission.
 - Status- Current status of the application.
 - Submitted- This status is automatically generated when the application is submitted by the parent/guardian.
 - In Process- School has received the application and is in progress or pending additional documentation.
 - Approved-The school has reviewed and deemed the pre-enrollment packet complete/finalized/accepted.
 - Transferred- The application has been transferred from one school to another school.
 - Cancelled-Application has been canceled due to parent request or because the student ineligible to enroll based on age or address.

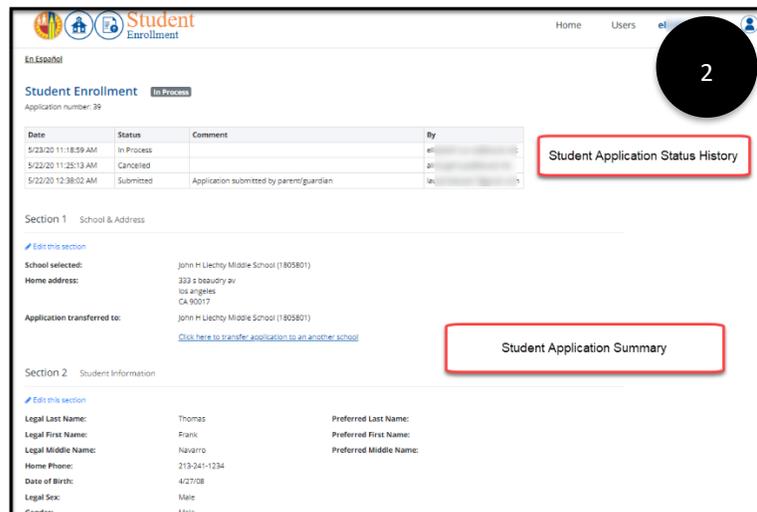
- Sort By- Click to sort search results by Submitted Date, Status, School, Student Last Name, and Student First Name.
- Home- Click Home to return to the Administrator Home Page.

VIEW AND EDIT STUDENT ENROLLMENT APPLICATION

- Click **View** in the search results on the Administrator Home screen.

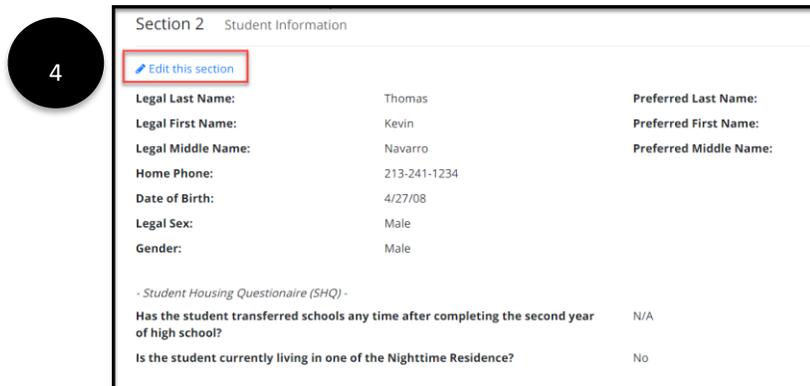


- The Student Enrollment Summary screen displays the application status history and the student application summary information.



- Carefully review all sections for accuracy and completeness.

4. To edit any section, click **Edit this Section**. Required fields are marked with a red asterisk.



Section 2 Student Information

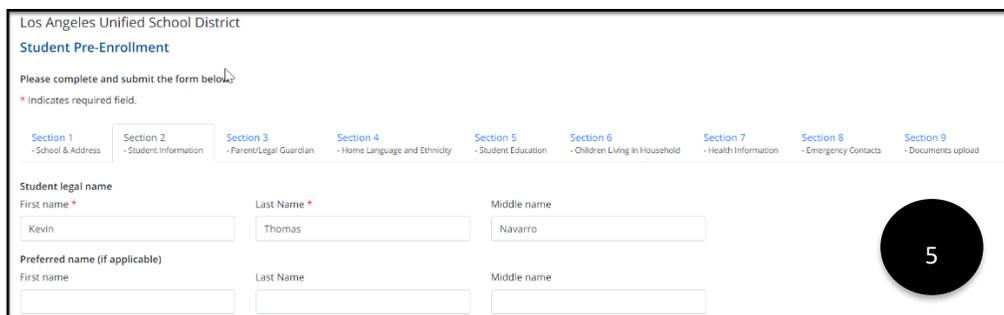
[Edit this section](#)

Legal Last Name:	Thomas	Preferred Last Name:
Legal First Name:	Kevin	Preferred First Name:
Legal Middle Name:	Navarro	Preferred Middle Name:
Home Phone:	213-241-1234	
Date of Birth:	4/27/08	
Legal Sex:	Male	
Gender:	Male	

- Student Housing Questionnaire (SHQ) -

Has the student transferred schools any time after completing the second year of high school?	N/A
Is the student currently living in one of the Nighttime Residence?	No

5. The enrollment application will display in edit mode. In accordance with District policy, update student information as needed.



Los Angeles Unified School District

Student Pre-Enrollment

Please complete and submit the form below.

* Indicates required field.

Section 1 - School & Address Section 2 - Student Information Section 3 - Parent/Legal Guardian Section 4 - Home Language and Ethnicity Section 5 - Student Education Section 6 - Children Living in Household Section 7 - Health Information Section 8 - Emergency Contacts Section 9 - Documents upload

Student legal name

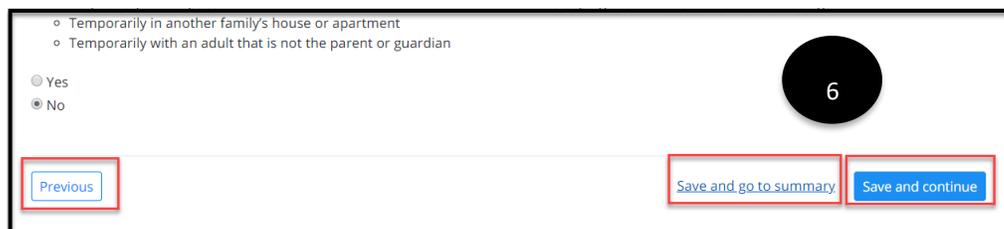
First name *	Last Name *	Middle name
Kevin	Thomas	Navarro

Preferred name (if applicable)

First name	Last Name	Middle name

6. To save any edited information select an action at the bottom of the screen. Information entered will not be saved with selecting one of these actions.
- **Save and Go to Summary**- Save the current section and return to the student enrollment summary screen.
 - **Save and Continue**- Save the current section and go to the next section of the enrollment application.

The **Previous** button displays the previous section of the application without saving.



Temporarily in another family's house or apartment
 Temporarily with an adult that is not the parent or guardian

Yes
 No

- Review the documents uploaded by the parent/guardian in Section 9 Document Upload. To download the document, click **View**.

Section 9 Documents upload

[Edit this section](#)

#	Document name	Date	
1	Proof of Residence	5/22/20	view
2	Proof of Student's Age	5/21/20	view
3	Identity Verification	5/22/20	view
4	Identity Verification	5/22/20	view
5	Proof of Immunization	5/22/20	view

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- Section may also be viewed and edited by clicking on the **Section Tabs** at the top of the screen in edit mode.

Los Angeles Unified School District

Student Pre-Enrollment

Please complete and submit the form below:

* Indicates required field.

Section 1	Section 2	Section 3	Section 4	Section 5	Section 6	Section 7	Section 8	Section 9
- School & Address	- Student Information	- Parent/Legal Guardian	- Home Language and Ethnicity	- Student Education	- Children Living in Household	- Health Information	- Emergency Contacts	- Documents upload

Home Language of the Student

Which language did your child learn when he/she/they first began to talk? *

Spanish

Which language does your child most frequently use at home? *

English

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- To return to the Administrator Home Screen click **Return to Home Page** on the bottom of the Student Enrollment summary screen or **Home** at the top of the screen.

UPDATE STUDENT APPLICATION STATUS

After reviewing the student enrollment application the school must update the application status. Application status may only be changed when the current status of the application is Submitted, Cancelled, Transferred, or In Progress.

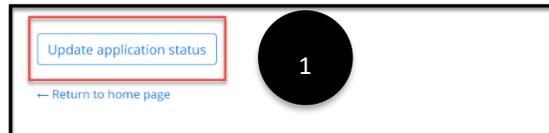
The application status allows school staff and the parent/guardian to monitor the process of the enrollment application. The status displays on the parent/guardian enrollment screen and the parent will automatically receive an email when the status changes. School staff will also receive an automatic email.

Approved status will trigger an automatic upload of the student information to MiSiS but the student will not be enrolled until school staff complete the enrollment process in MiSiS.

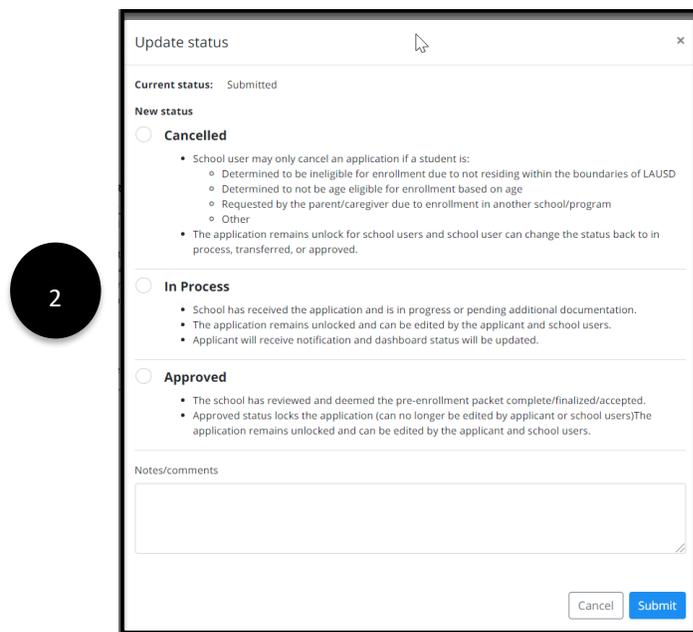
Please note the ability to view approved applications in MiSiS will not be available until early June.

To Change the Application Status:

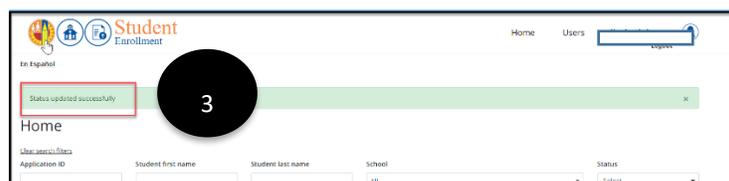
1. Click **Update Application Status** button at the bottom of the Student Enrollment Summary screen. This button will only display if the current application status is Submitted, Cancelled, Transferred, or In Progress.



2. The Update Status window will display. Click the appropriate application status. If Cancelled is selected, a comment is required.



3. A message will display on the Administrator Home screen when the status is updated successfully.

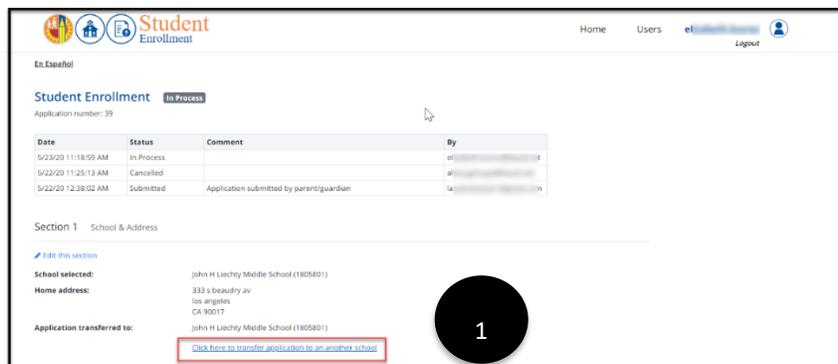


TRANSFER AN APPLICATION

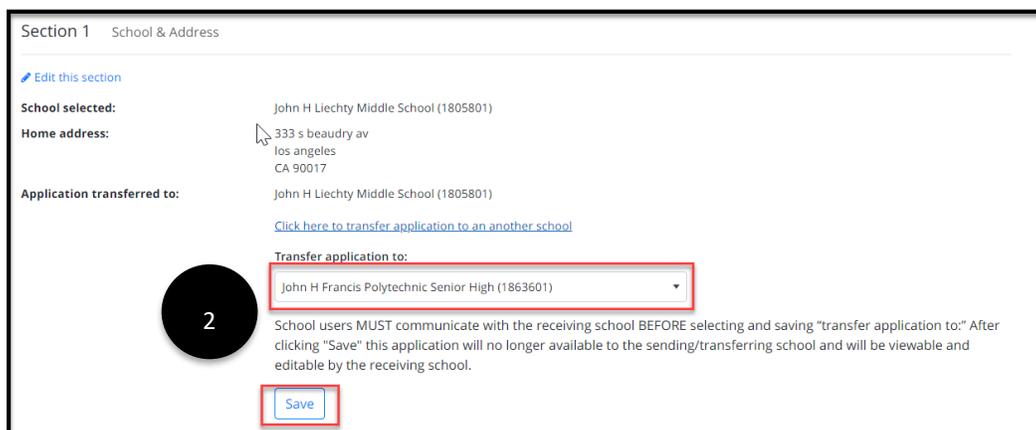
Schools may need to transfer an application to another school because the school the parent/guardian selected does not support the student's grade level or the student does not live within the school attendance boundaries. Before transferring an application, the school must contact the new school.

To Transfer an Application:

1. Click on **Click Here to Transfer Application to Another School** on the top Student Enrollment Summary screen in the application status history section.



2. Select the new school and click **Save**.



3. The application status will be updated to Transferred and the application will be accessible to the new school for processing. The school who transferred the record will no longer have access.