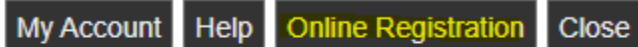**Parent Guide: Annual Registration Form Submission**

Each spring, parents/guardians of all DMUSD students must provide certain information to the school regarding places for the upcoming school year. This information includes enrollment plans for the upcoming school year, as well as updated proof of residency to show that the family still lives within the school district boundaries. The annual registration is completed online via ParentVUE.

1. Log in to ParentVUE at https://ca-dmusd.edupoint.com/PXP2_Login_Parent.aspx?regenerateSessionId=True

2. After logging in, select the "Online Registration" option in the upper right hand corner.
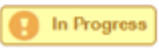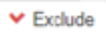
   My Account | Help | Online Registration | Close

3. Choose the packet "Annual Registration Form (existing students only)"

4. On the next screen, read the introduction instructions and select "continue."

5. Type your name exactly as it appears in the top right corner of the screen, then press "continue"

6. Review and verify the home and mailing address information. If changes are needed, edit the information.

7. Review and verify all Parent/Guardian information. If changes are needed, click the "Edit" icon at the left next to each person's name to update that person's information. If no changes are needed, click "Save and Continue."

8. Review and verify all Emergency Contact information. If changes are needed, click the "Edit" icon at the left next to each person's name to update that person's information. If no changes are needed, click "Save and Continue."

9. If a student will not be re-enrolling for the upcoming school year, click the "Not Returning to District" box next to each student's name. Click the "Edit" icon at the left next to each student name to update that student's information. Follow the prompts to complete the "Reason" the student will not be returning.

STUDENTS

Please add or update student details for each student you want to enroll:

Students to enroll in ███████████

	First Name	Last Name	Gender	Grade	Not Returning to District	Status
✏ Edit ✔ Exclude	████████████████				✔	❗ In Progress

ENROLLMENT SURVEY   ▮ 12%   ███████████

Returning to the District: ███████████

☑ This student is not returning to the district

Reason *

[⌄]

Description

[   ]

‹ Previous   Save And Continue ›

10. If the student(s) is returning for the upcoming school year, click the "Edit" icon next to each student's name to review and update that student's Demographic information. Select "Save and Continue."

11. Review the student's Housing Questionnaire Information. After answering the subsequent question(s), select "Save and Continue."

12. Review the school your child will be attending in the upcoming school year then scroll to the bottom of the page.

13. From the drop-down menu, select the appropriate enrollment scenario that applies to your student(s) for the upcoming year.

   a. IMPORTANT: If you are requesting a new intradistrict transfer, be sure to complete the application that is linked in the registration packet before selecting "Save and Continue." This will link to an external site that houses the application. Once the application is submitted in the external site, be sure to return to the registration packet to complete registration.

14. Read and acknowledge the school attendance information. Select "Save and Continue."

15. Verify the parent/guardian relationships and make changes if needed. Select "Save and Continue."

16. Verify the emergency contact relationships and make changes if necessary. To add or remove emergency contacts, click on the "Emergency" tab at the left.

17. Update the contact order for parents, guardians, and emergency contacts so the school reaches out to the contacts in your preferred sequence. Select "Save and Continue."

18. Continue to update the next students (if applicable), until all students show the status "Complete" at the right side of the page. Select "Save and Continue."

STUDENTS

Please add or update student details for each student you want to enroll:

Students to enroll in ███████

	First Name	Last Name	Gender	Grade	Not Returning to District	Status
✏ Edit ❌ Exclude	████████████████				☐	✅ Complete
✏ Edit ❌ Exclude	████████████████				☐	✅ Complete

Students that will not be enrolled in this application:

Students to exclude from ███████

First Name	Last Name	Gender	Grade	Reason

‹ Previous   Save And Continue ›

19. Upload two forms of address verification on the Documents screen and select the type of document you are attaching from the drop-down box. The acceptable documents are listed in the instructions on this page. If you need any assistance uploading documents, please reach out to your school site.

Family

Primary Home Address Verification:

Document Type* [▾]

Select document*
[Upload]

Secondary Home Address Verification:

Document Type* [▾]

Select document*
[Upload]

20. If you have any other documents to submit, include them in the additional documentation section. Select "Save and Continue."

21. Once you have uploaded your address verification documents and see that the status is "Ready to Submit," click the green "Review" button at the bottom. Review all of the information on file to ensure it is accurate. If changes are needed, click the "Edit" icon above the section which needs to be updated. Once you have reviewed, click the "Previous" box at the bottom of the page.
To finalize, click the box "I have reviewed all registration data and verified that it is correct" and click the green "Submit" button.

☑ **I have reviewed all registration data and verified that it is correct**

‹ Previous   Submit

Once you have completed the process, your school site will verify that your students have been re-enrolled for the upcoming school year.