

# ANNUAL ENROLLMENT UPDATE



1. Visit [www.musd20.org/enrollment](http://www.musd20.org/enrollment) to log into ParentVue:  
If applicable, please use the “forgot password” option.



Login  
Maricopa Unified School District #20  
User Name:  
Password:  
Forgot Password  
Login  
More Options  
English | Spanish

2. Select Online Registration from the upper right corner.

My Account Help Online Registration Logout  
Maricopa Unified School District #20  
Good morning, I )

3. Select the upcoming year from the dropdown menu and “Begin New Registration.”

I am verifying my student's information or enrolling my new student for the following school year: \*

2022-2023

Begin New Registration >

4. Review the Welcome screen and select “Continue.”

## INTRODUCTION

### Welcome

#### Information

Welcome to Maricopa Unified School District Online Enrollment. Please accurately complete the information requested on the following screens. Once your enrollment has been submitted, school personnel will review and you will be notified by email as to the status of enrollment. If your enrollment is approved, additional documents will have to be provided to the accepting school's office prior to your student's first day of school. Throughout the online enrollment process, you will be presented with a variety of information to enter. Many steps will have required fields marked by an asterisk (\*). You must enter information into these fields before you will be allowed to continue.

Bienvenido a la inscripción en línea de Maricopa Unified School District. Por favor complete con precisión la información solicitada en las siguientes pantallas. Una vez que se haya enviado su inscripción, el personal escolar revisará y usted será notificado por correo electrónico sobre el estado de la inscripción. Si su inscripción es aprobada, documentos adicionales tendrán que ser entregado a la oficina de la escuela antes del primer día de clases de su estudiante. A través del proceso de inscripción en línea, se le presentará una variedad de información para ingresar. Muchos pasos tendrán los campos requeridos marcados con un asterisco (\*). Debe llenar la información en estos campos antes de que pueda continuar.

If you would like to apply at a school that is located outside of your attendance boundary, please click here for Open Enrollment information.

Throughout the online enrollment process, you will be presented with a variety of information to enter. Many Steps will have required fields marked by an asterisk (\*). You must enter information into these fields before you will be allowed to continue.

Continue

# ANNUAL ENROLLMENT UPDATE CON'T



5. Provide your "Electronic Signature" Enter your name as it appears on your ParentVUE account.

## Signature

Please enter your first and last name below:

By typing your name below and pressing the button at the base of the page you attest that you are the account holder, are authorized to provide the information and agree that the information provided is accurate to the best of your knowledge.

Electronic Signature \*

Save And Continue >

6. Follow the guided steps to review registration information and make necessary changes in the following categories: Family, Parent/Guardian, Emergency, Students, and Documents.

Select "Verify/Edit" to verify information in each category.

## Online Registration

- Introduction ✓
- Family ⊕
- Parent/Guardian ⊕
- Emergency ⊕
- Students ⊕
- Documents ✓
- Review/Submit ⊕

## REVIEW/SUBMIT

Review

Review allows you to confirm all

Status

Verify Inform

In Progress

## IMPORTANT TO NOTE:

When completing "Student Handbook Information," be sure to note the following:

**Use of Technology-** Both boxes must be selected for your child to have access to the internet and online curriculum.

Check to ensure boxes for Liability of Damage AND the Electronic Information System User Agreement (AUP) are checked. Choose an option from the menu in "Permission to Use the Internet" field.

Check to ensure you have given permission for "Virtual Learning Consent"

## Virtual Learning Consent

This is a required field

However, since the online courses are web-based, content accessed from home or elsewhere outside the school could put the student in contact with objectionable materials via the World Wide Web. It is the responsibility of the parent/guardian of the student to restrict any access to materials deemed inappropriate to the parent/guardian.

I grant permission for my child to participate in live virtual learning. I understand that live virtual learning is not pre-recorded and that anything stated or exposed during the virtual learning session cannot be edited before the student witnesses the content. \*

**Media Release-** Make only ONE selection

# UPLOADING DOCUMENTS:

**Returning Students:** If your address has changed , please upload new proof of residency by selecting the “Upload” button in the Documents area.

**New Students:** You can expedite the process by uploading the following required documents

- Birth Certificate
- Proof of Residency
- Photo ID
- Immunization Records

To expedite the enrollment process, please upload all required documents \*

Upload

7. Review changes and “Submit.” Changes are submitted to the front office staff and will be reflected once the school site accepts changes.



Online Registration

REVIEW/SUBMIT 2022-2023

Review

Review allows you to confirm all data entered during the registration process to ensure accuracy. When complete, press Submit below:

Status	Verify Information	Student	Grade Level	School Selection	Data Changes	Comments
Ready To Submit					29 changes made. Please click Review for more info.	

Previous Review

Review/Submit

# ADD NEW STUDENT DURING ANNUAL UPDATE

1. Follow the guided steps to review registration information and make necessary changes to current students.

2. From the Students page, select Add New Student

Online Registration

STUDENTS

The student(s) listed below are not currently enrolled at Maricopa Unified School District. Students must be admitted to Kindergarten.

Students to enroll in 2022-2023

First Name	Last Name	Gender

Edit Exclude

Add New Student

The student(s) listed below are either currently enrolled or have graduated. Nothing needs to be done through this page unless they are currently enrolled or have graduated.

Review/Submit

## HELPFUL TIPS:

1. When registering multiple students, be sure to **clear cache** in your internet browser

Ctrl + H > Clear Browsing Data > Select Cached Images and Files > Clear Data

2. There is **no need to re-submit immunization records** if they are already on file with the school front office

3. Incoming sixth graders are required to submit proof of residency

## FOR ADDITIONAL SUPPORT:

Contact [synergysupport@musd20.org](mailto:synergysupport@musd20.org) or complete our family support form found at [www.bit.ly/musd20Support](http://www.bit.ly/musd20Support). Further assistance is also available at your school site.