

2023-2024 ANNUAL ENROLLMENT UPDATE

Maricopa Unified School District parents are to complete an online “Annual Update” to verify household and emergency contact information, student health information and complete the required annual release acknowledgment and permission requirements.

If you have an existing, active ParentVUE account, please follow the directions below to complete your Annual Enrollment Updates:

1. Go to www.musd20.org/enrollment
2. Click on **Annual Student Update**

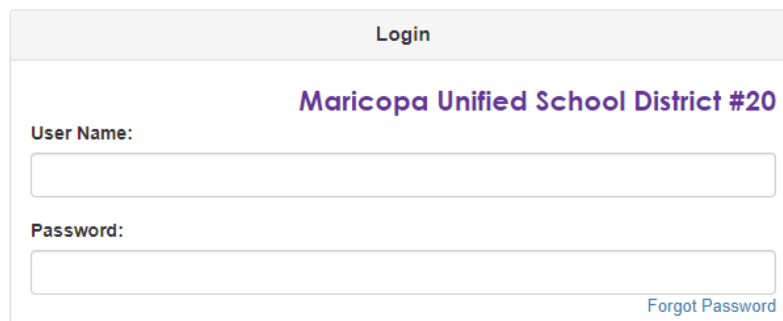


**ANNUAL STUDENT
UPDATE**

3. There is a link on the page that you will need to click on that will take you to the ParentVUE log in page

Complete the **Online Annual Update using your ParentVUE Account in Synergy.**

4. Enter the User Name and Password for your ParentVUE account. If you have forgotten your password, please click the Forgot Password link. If your account has been disabled due to too many failed attempts, please contact the front office staff at your student’s school.



Login

Maricopa Unified School District #20

User Name:

Password:

[Forgot Password](#)

5. After you log in to your account, click the **Online Registration** tab located in the upper-right hand corner of the page.

6. Make sure to select the upcoming school year from the dropdown menu then click **Begin New Registration**.

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

2023-2024

Begin New Registration >

7. Review the information on 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. To expedite the enrollment process, please upload all required documents. 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 Registration 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

8. You will then see the names of your students that are currently enrolled in an MUSD school. Click *If you have new students to enroll, see Step 11.*

Save And Continue >

9. You will need to provide your Electronic Signature to verify that you are the account holder and are authorized to make changes and/or updates. Your signature must match the name 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 ***


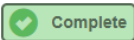

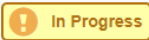
Save And Continue >

10. Continue to follow the prompts to review registration and make any necessary changes in the following categories: *Parent/Guardian**, *Emergency Contacts*, *Students and Documents*. In order to make changes, select **“Verify/Edit”** for each category.

PARENT/GUARDIAN

Add or update Parent/Guardian details.

Please list all parents on the birth certificate.

	First Name	Last Name	Gender	Status
			Male	
			Female	
<p>+ Add New Parent/Guardian</p>				
<p>< Previous Save And Continue ></p>				

**Please note: All Parents listed on the Birth Certificate must be added and any biological parent that wishes to allow a Step-Parent or Significant Other to have access to their child’s educational information, may be required to provide a notarized letter to the Registrar along with a copy of their Photo ID.*

11. After you have verified and completed the information for Parent/Guardian and Emergency Contacts, you will then move on to verify which students you need to enroll for the upcoming school year. You will also be able to add any new students at this time.

Students to enroll in 2023-2024

	First Name	Middle Name	Last Name	Gender	Grade	Status
				Male	11	
						
<p>+ Add New Student</p>						

- When verifying information for your student, please read through the **Health Information** carefully and make sure to update any information regarding your child's medications, health conditions, allergies, etc.
- The Student Handbooks for the upcoming school year can be accessed by clicking on the links provided. Please make sure to review the appropriate handbook for your student's grade level.

HANDBOOK VERIFICATION

MUSD school handbooks are available on the district and school websites.

[Secondary School Handbook](#)

[Elementary School Handbook](#)

[Preschool Handbook](#)

- After you have acknowledged that you are expected to read, understand, and abide by the student conduct and disciplinary rules and regulations contained in the handbook, complete the verifications for the **Code of Conduct** and **Student Surveys**.

CODE OF CONDUCT

All rules/expectations apply to any K-12th grade student enrolled in any MUSD school. Violations of the Code of Conduct could jeopardize participation in field trips and end of the year activities.

I have read through the MUSD Code of Conduct and understand disciplinary action will follow infractions.

STUDENT SURVEYS

My child can participate in Maricopa Unified School District surveys. Surveys will allow the district to collect information on academics and school programming.

Authorized by parent to participate in MUSD Surveys

[← Previous](#)

[Save And Continue →](#)

IMPORTANT NOTES

Use of Technology – Both boxes must be selected for your child to have access to the internet and online curriculum, as well as, testing platforms.

When completing the **Information Release**, check to ensure the boxes for **Liability of Damage** AND the **Electronic Information System User Agreement (AUP)** are checked.

BOTH QUESTIONS MUST BE ANSWERED IN ORDER FOR STUDENTS TO HAVE ACCESS TO THE INTERNET.

"I agree to assume
"responsibility" for "technology
damaged by my student " and
may be charged for repair or
replacement."

"AND"

"I will review the "Electronic
Information System User
Agreement " that is in the
handbook with my student and "
"give him/her permission to use
the internet."

Permission to Use the Internet

Student is authorized, by parent, to use the Internet

BRING YOUR OWN DEVICE

The BYOD Policy allows students to connect personal electronic devices to the District's WIRELESS network with approval. By checking the checkbox below you grant your approval and understand that your student must abide by all the requirements/expectations.

Technology Policy Agreement

My student and I agree to read and abide by the School District Technology policy and regulations on appropriate use of the electronic information system, as provided in the School Handbook. I understand that any violations of the terms and conditions may result in disciplinary action and the revocation of use of the electronic information services.

I hereby give my permission to
have my child use the electronic
information services.

[< Previous](#) [Save And Continue >](#)

You will also need to make sure that you have given your student permission to participate in Virtual Learning by checking the box on the **Virtual Learning Consent** page.

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. *

For the **Media Release** options, you can only choose one

Permission to publish student information

Allowed to publish photo

No publishing allowed

Yearbook Only

Once you have verified all of the information, you will need to make a School Selection from the dropdown menu. If you are not sure what school your child should attend, click on the link provided to verify your boundary.

To find your child's school and determine transportation eligibility, please follow the directions listed below.

Begin at the Versatrans e-link homepage [Click here for e-link homepage](#)

**Please note that your school options will be based on your child's grade level*

School Selection *

Maricopa High School

45012 W Honeycutt Ave, Maricopa, AZ 85139

In order to expedite the enrollment process, it is preferred that you upload the required documents. If you choose to hand-deliver the documents, check the appropriate box. All required documents must be provided to the school a minimum of two (2) days prior to the first day of attendance.

I will deliver a hard copy to the school instead of uploading it.

Prior to submitting the enrollment, you will have the opportunity to review the data you have entered. When you are finished, check the box that states you have reviewed the data and verify that it is correct and click **Submit**.

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

[← Previous](#) [Submit](#)

HELPFUL TIPS

- ❖ 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**

- ❖ A Proof of Residency is required for any student moving from one school in the district to another or if you have moved since you last completed an Annual Enrollment Verification. This includes students moving from Elementary to Middle School and Middle School to High School.

- ❖ If you need additional support, please reach out to the Front Office Staff at your child's school site.

- ❖ Please make sure to notify the school of any changes or updates in Legal or Custody issues and provide the school with the most current legal documents.