

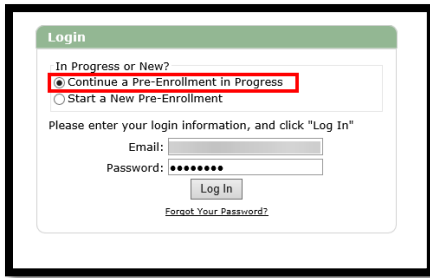
HOW TO: Edit Existing Pre- Enrollment

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Step 1: Go to Pre-Enrollment Website

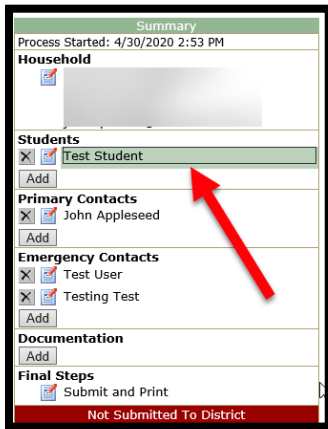
- 1) Navigate to <https://preenroll.cnusd.k12.ca.us/>
- 2) Select *Continue a Pre-Enrollment in Progress* and enter your *Email* and *Password* and select *Login*



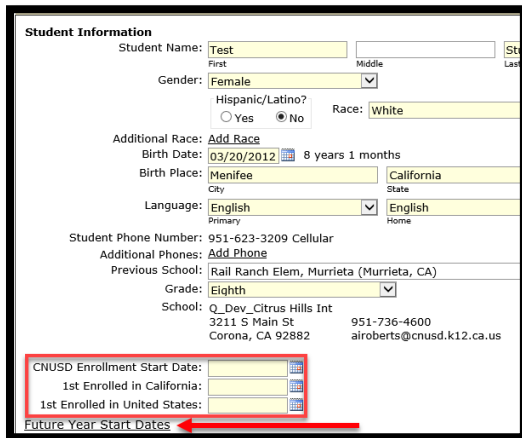
Tip: If you forgot your password, select the *Forgot Your Password* link

Step 2: Update Student Section

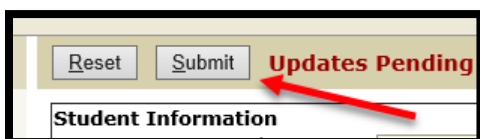
- 1) After logging in, select your student(s) under the Students section



- 2) Update the new required fields
 - CNUSD Enrollment Start Date = 1st day your student will start school with CNUSD
 - 1st Enrolled in California = The 1st day your student was enrolled into a school in California
 - 1st Enrolled in United States = The 1st day your student was enrolled into a school in the United States
 - Future Year Start Dates = This is a link that will bring you to the CNUSD website calendars



- 3) Click the *Submit* button



Step 3: Update Documentation Section

1) Select *Add* under Documentation

Process Started: 5/12/2020 12:07 PM

Household
 1820 Rimpau Ave
 Corona, CA 92881
 555-111-2222
 testing@test.com

Students
 Test Student

Primary Contacts
 Test Parent

Emergency Contacts
 John Appleseed
 Terry Appleseed

Documentation

Final Steps

2) Review the **REQUIRED** documents and the if applicable documents

The following documents are **required** to pre-enroll your student into CNUSD:

- [REG] Immunization Records
- [REG] Birth Verification
- [REG] Parent/Guardian ID
- [REG] Address verifications
- [REG] Home Language Survey
 - [CLICK HERE](#) to download the form
 - Please save the document to your computer and then upload to Pre-Enrollment
- [REG] Record of Special Services
 - [CLICK HERE](#) to download the form (English)
 - [CLICK HERE](#) to download the form (en español)
 - Please save the document to your computer and then upload to Pre-Enrollment

If applicable please include the following forms:

- [REG] IEPs/504
- [REG] Court orders
- [REG] Address Affidavit
 - [CLICK HERE](#) to download the form
 - Please save the document to your computer and then upload to Pre-Enrollment

3) Select the *CLICK HERE* link under [REG] Home Language Survey and [REG] Record of Special Services to download the forms (**REQUIRED**)

The following documents are **required** to pre-enroll your student into CNUSD:

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- [REG] Birth Verification
- [REG] Parent/Guardian ID
- [REG] Address verifications
- [REG] Home Language Survey
 - [CLICK HERE](#) to download the form
 - Please save the document to your computer and then upload to Pre-Enrollment
- [REG] Record of Special Services
 - [CLICK HERE](#) to download the form (English)
 - [CLICK HERE](#) to download the form (en español)
 - Please save the document to your computer and then upload to Pre-Enrollment

4) Once the forms open, fill out the different fields

CORONA-NORCO UNIFIED SCHOOL DISTRICT
 HOME LANGUAGE SURVEY
 ENGLISH

DATE: _____ SCHOOL: _____
 TEACHER: _____

The California Education Code requires schools to determine the language(s) spoken at home by each student. This information is essential in order for schools to provide meaningful instruction for all students.

Your cooperation in helping us meet this important requirement is requested. Please answer the following questions and have your son/daughter return this form to his/her teacher. Thank you for your help.

Name of Student _____
 Last First Middle Grade Age

- Which language did your son or daughter learn when he or she first began to talk?

- What language does your son or daughter most frequently use at home? _____ English
- What language do you use most frequently to speak to your son or daughter? _____
- Name the language most often spoken by the adults at home: _____

Signature of Parent or Guardian _____

Corona-Norco Unified School District
 RECORD OF SPECIAL SERVICES

Student ID# _____
 School: _____

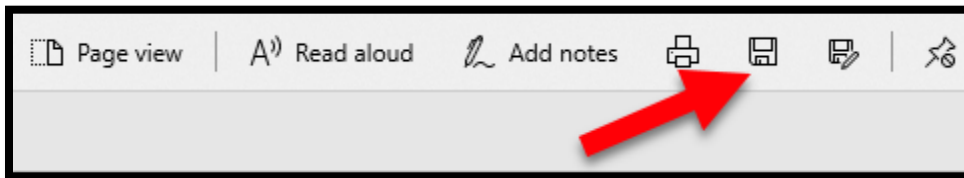
(Student's Name) _____ receives the following special services:

Current 504 Plan (Federal Rehabilitation Act of 1973)

A CURRENT IEP WOULD IDENTIFY THE FOLLOWING SPECIAL SERVICES:

- Speech Therapy**
- Adapted Physical Education** (Students who require development or corrective physical education)
- Resource Specialist Services** (Students who receive special education instruction from a resource specialist for less than 1/2 of their school day)
- Special Day Class** (Students who receive special education instruction from a special education teacher for more than 1/2 of their school day)
- Visually Handicapped Services** (Students with significant visual impairments who receive enlarged materials, tutorial assistance, Braille instruction, etc., through the IEP process)
- Hearing Impaired Services** (Students with significant hearing loss who receive special services including a sign language interpreter through the IEP process)
- Physical or Occupational Therapy**

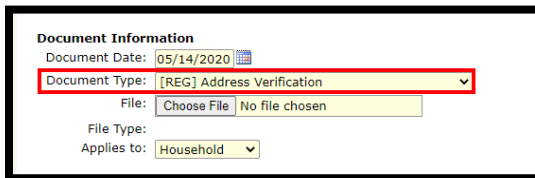
5) Select the save icon in your browser to save the filled-out forms to your computer (screenshot shown is using the Microsoft Edge browser)



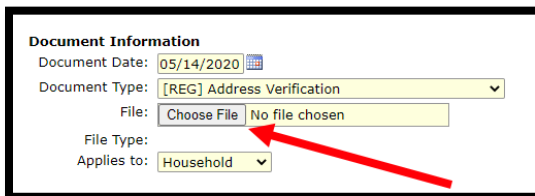
6) Under the Document Information section:

- **Document Date** – Set to the current date
- **Document Type** – Select the kind of document that you are uploading
 - Address Verification
 - Birth Verification
 - Home Language Survey
 - Immunization Records
 - Parent/Guardian ID
 - Record of Special Services
 - Address Affidavit (If applicable)
 - Court Orders (If applicable)
 - IEP/504 (If applicable)
- **File** – Select the *Choose File* button to select a file from your computer
- **File Type** – Displays the type of file that was uploaded (PDF, DOC, DOCX, PNG, etc.)
- **Applies To**
 - Household: Documents that can be applied to the entire household (Address Verification, Parent / Guardian ID, etc.)
 - Individual Student: Documents that can only be applied to a specific student (Immunization Record, Birth Verification, Home Language Survey, etc.)

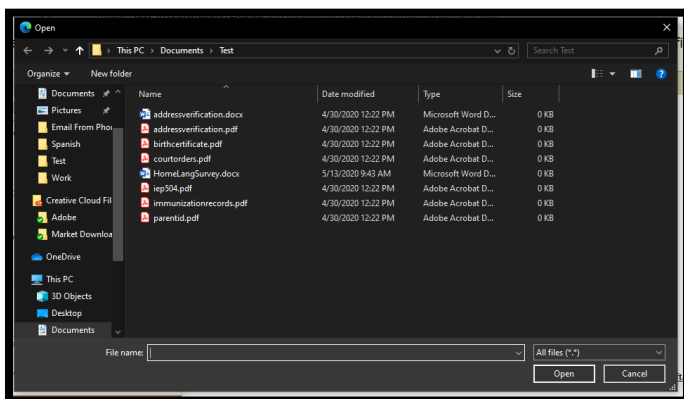
7) Select the *Document Type* dropdown to select the type of document you are trying to upload



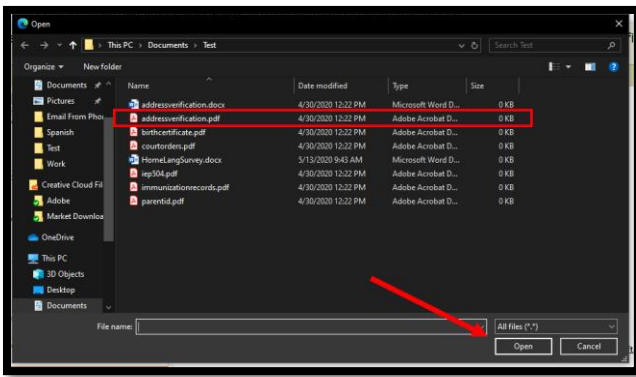
8) Select the *Choose File* button to search for a document on your computer



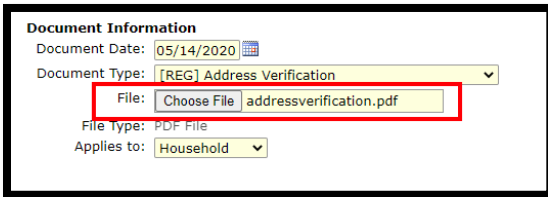
9) After selecting *Choose File*, a new window will open allowing you to search your computer for a document



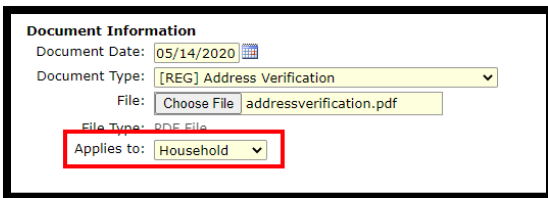
10) Search your computer's file system for the document you are looking for. Once you find it, select it and choose *Open*



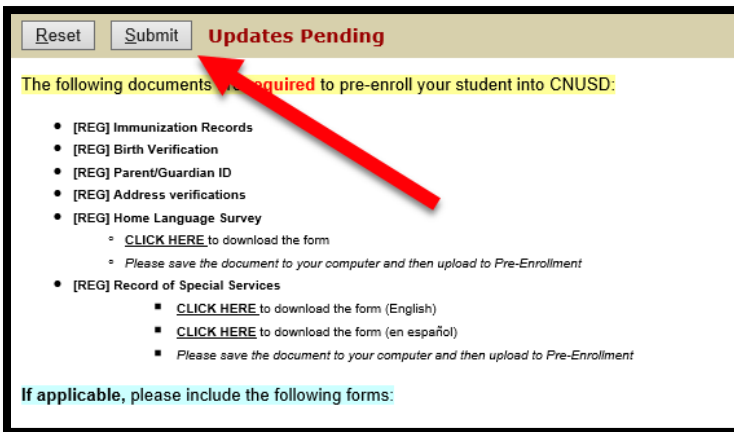
11) The *File* text area should now show the name of the file that you chose



12) Select the *Applies to* drop-down and select whether this document applies to the household or an individual student



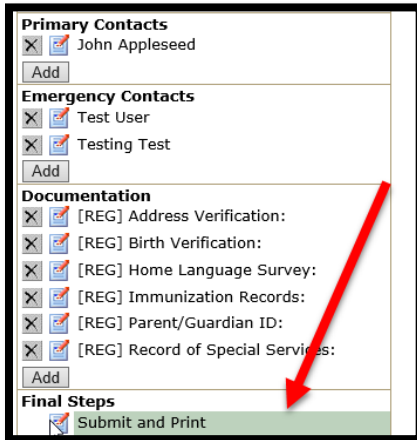
13) After verifying that the correct document is attached and that it is applied to the correct option, select the *Submit* button on the top



TO ADD ADDITIONAL DOCUMENTS, CLICK THE ADD BUTTON AND REPEAT THE STEPS ABOVE FOR ALL REQUIRED DOCUMENTS

Step 4: Final Steps

- 1) Select the *Submit and Print* button under Final Steps



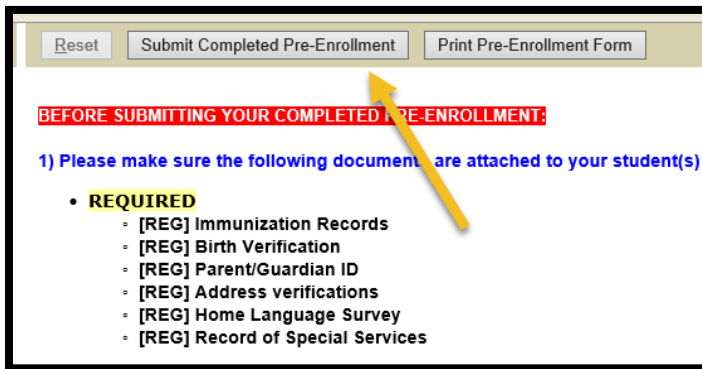
Primary Contacts
X [] John Appleseed
Add

Emergency Contacts
X [] Test User
X [] Testing Test
Add

Documentation
X [] [REG] Address Verification:
X [] [REG] Birth Verification:
X [] [REG] Home Language Survey:
X [] [REG] Immunization Records:
X [] [REG] Parent/Guardian ID:
X [] [REG] Record of Special Services:
Add

Final Steps
[] Submit and Print

- 2) Review that all **REQUIRED** documents and all If Applicable documents have been uploaded and that all sections have been completed. After verifying, select the *Submit Completed Pre-Enrollment* button



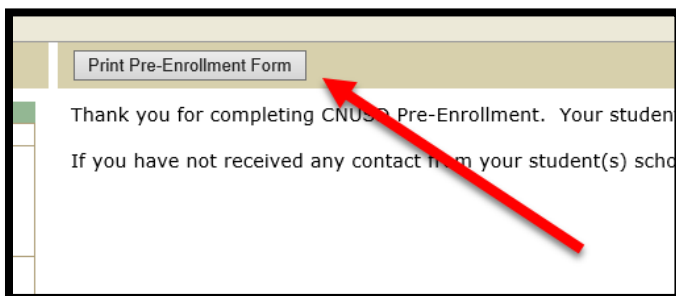
Reset Submit Completed Pre-Enrollment Print Pre-Enrollment Form

BEFORE SUBMITTING YOUR COMPLETED PRE-ENROLLMENT:

1) Please make sure the following documents are attached to your student(s)

- **REQUIRED**
 - [REG] Immunization Records
 - [REG] Birth Verification
 - [REG] Parent/Guardian ID
 - [REG] Address verifications
 - [REG] Home Language Survey
 - [REG] Record of Special Services

- 3) OPTIONAL: After submitting your completed Pre-Enrollment Application, select the *Print Pre-Enrollment Form* to save/print all of the filled out information



Print Pre-Enrollment Form

Thank you for completing CNUSA Pre-Enrollment. Your student
If you have not received any contact from your student(s) scho