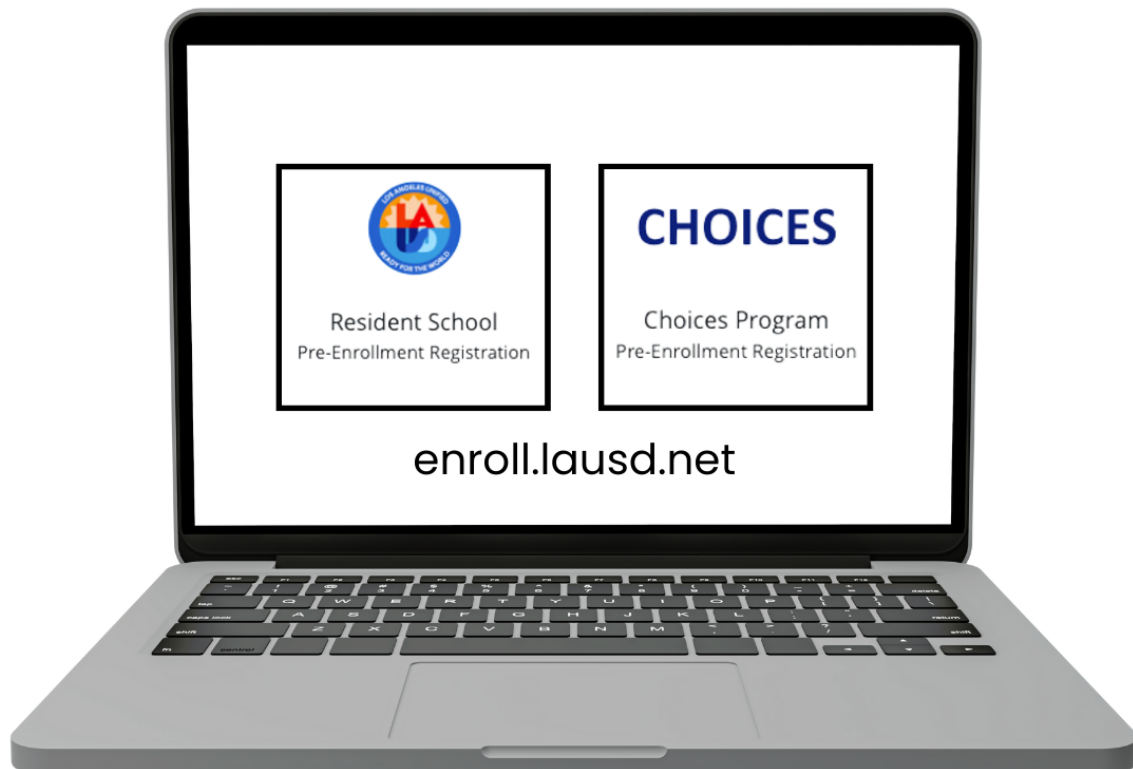


Parent Guide to: Pre-Enrollment Registration for New to District Students



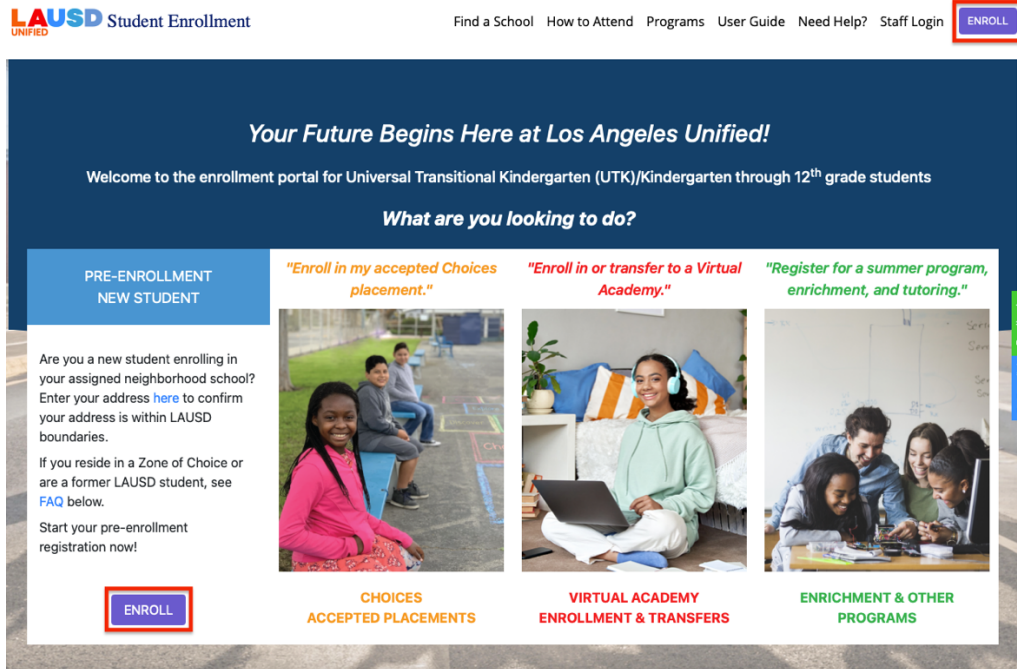
The online pre-enrollment registration is only for **new to district students entering Universal Transitional Kindergarten/Kindergarten through 12th grade** at their school of residence or accepted Choices program school.



Access the Pre-Enrollment Registration for New to District Students

Step 1: Visit the Student Enrollment website at <https://enroll.lausd.net>.

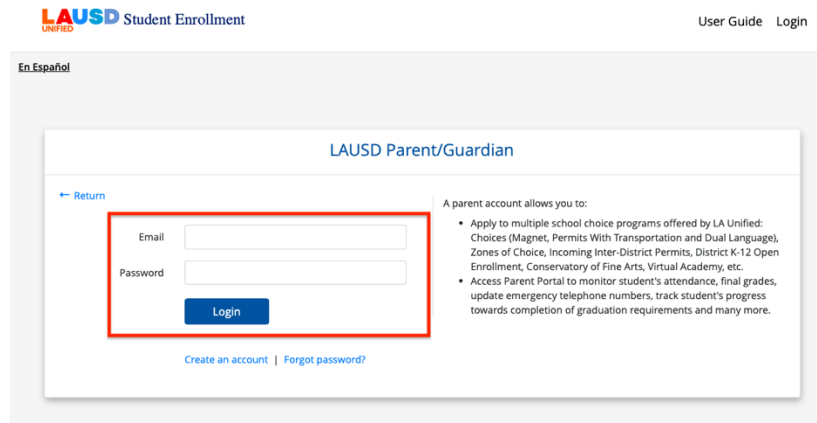
Step 2: Click on the purple ENROLL button on the top right corner.



Step 2a: Log in using your email address and password in the corresponding fields and click Login.

NOTE: If you have a login account for the LAUSD Parent Portal or for Apply.LAUSD.net, you can use the same Email and Password, otherwise please click on **Create an Account (refer to step 2b)**.

* If you need assistance with obtaining your password, please click on **Forgot Password**.





Step 2b: Creating an LAUSD Parent/Guardian Account

Enter all the information in the required fields marked with an asterisk (*). Check the box, **I'm not a robot** and then click on **Register**.

PARENT

First Name *

Middle Name (Optional)

Last Name *

Email Address *

Re-enter Address *

I'm not a robot

reCAPTCHA
[Privacy](#) - [Terms](#)

- Your email address is your username. To create an account, enter a valid email address e.g. user@webmail.com.
- A parent account allows you to:
 - Apply to multiple school choice programs offered by L.A. Unified.
 - eChoices (Magnet, Permits With Transportation and Dual Language), Zones of Choice, Incoming Inter-District Permits, District K-12 Open Enrollment and Conservatory of Fine Arts.
 - Manage your application(s).
 - Access Parent portal to monitor student's attendance, final grades, update emergency telephone numbers, track student's progress towards completion of graduation requirements and many more...

Pre-Enrollment Registration (Resident Schools or Choices Programs)

Step 1a: If you are applying to your school of residence, click on the *Resident School Pre-Enrollment Registration* box.

Step 1b: If you are applying to a school in the Choices Program and have received an acceptance letter, click on the *Choices Program Pre- Enrollment Registration* box.

Student Enrollment

[Home](#)
[User Guide](#)
[Parent/Guardian](#)

[Logout](#)

[En Español](#)

Pre-Enrollment Registration for New to District Students

Welcome to L.A. Unified! If your child is new to the district and you are ready to start your enrollment registration, please select one of the following options to begin the registration process:

Resident School
Pre-Enrollment Registration

Virtual Academy
Pre-Enrollment Registration

CHOICES

Choices Program
Pre-Enrollment Registration

Contact the Parent & Family
Hotline for assistance at
(213) 443-1300

Parent Guide: Pre-Enrollment Online Registration for New Students
Revised July 2024



Choices Program Pre-Enrollment:

You can select the Choices program pre-registration if your child is a new student that meets all of the following conditions:

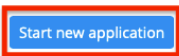
1. Applied for a Choices program (i.e. completed Choices application in <http://apply.lausd.net>).
2. Selected or offered admission from the wait list.
3. Accepted the offer either online or with the school.

If you are unable to select the Choices program option, please contact the school you accepted admission at and they can provide a paper enrollment packet to complete.

Step 2: From the Pre-Enrollment Registration homepage, click the **Start new application** button to open a Student Information box to start creating an online pre-enrollment registration.

Resident School Pre- Enrollment Registration

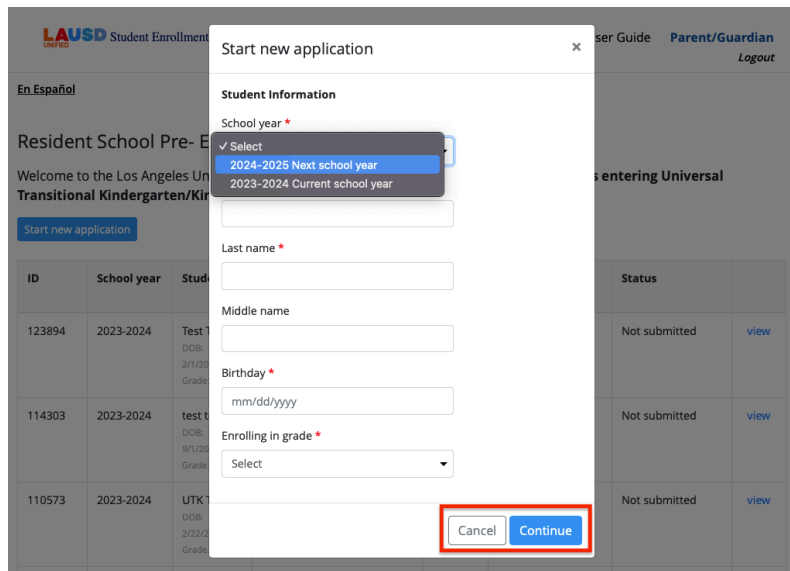
Welcome to the Los Angeles Unified online pre-enrollment application portal for **new students entering Universal Transitional Kindergarten/Kindergarten through 12th grade.**

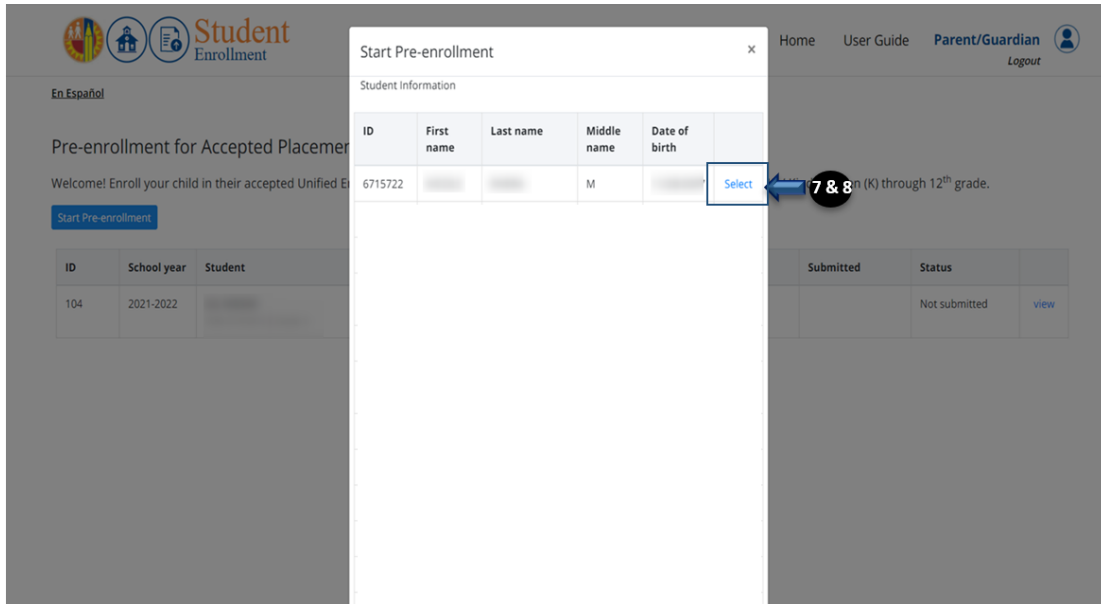


ID	School year	Student	School	Phone Number	Submitted	Status	
144109	2024-2025	Kinder Test DOB: 9/15/2019 Grade: K	Gratts Learning Academy for Young Scholars (GLAYS) 309 LUCAS AVE, LOS ANGELES, CA 90017	213-250-2932		Not submitted	view

Step 3a (School of Residence Pre-Enrollment, Only): Select the **School Year** applying to (Current or Next) and complete the **Student Information** fields. Fields marked with a red asterisk (*) are required and must be completed. Click the **Continue** button.

Step 3b (Choices School Pre-Enrollment): Select your child's "Accepted" Choices program. Click the **Continue** button.





Section 1 – School & Address Tab

Step 1: Enter your full home address.

Step 2: Click the **View Schools** button.

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**
- Language and Ethnicity
- Section 5**
- Student Education
- Section 6**
- Other Children
- Section 7**
- Health Information
- Section 8**
- Emergency Contacts
- Section 9**
- Documents Upload

Student home address *	Apt/unit	City *	State *	ZIP Code *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>

Please select a school from the list below: *

Note: The school that you select will receive this application once you have completed and submitted.

[View schools](#)

[Save and continue](#)

Step 3a (Resident School Pre-Enrollment): Click the **radio button** next to the appropriate grade level at your school of residence. Click the **Save and continue** button to access the next section.



NOTE:

- If your resident address falls in the Zone of Choices boundaries for the grade level selected, you will receive a pop-up message with instructions to follow and will not be able to complete the application in this platform. Please follow the instructions and link in the pop-up message.
- If you do not see an assigned resident school for a specific grade level, please contact School Management Services at (213) 241-8044 or email mpd@lausd.net.

Step 3b (Choices Pre-Enrollment): The Choices school you have accepted admission for will be displayed if you are beginning pre-enrollment for a Choices program. Click the **Save and continue** button to access the next section.

[View schools](#)

School	Grades	Select
Northridge Academy Senior High (1851301) 9601 ZELZAH AVE, NORTHRIDGE, CA 91325 Phone Number: 818-700-2222 Website	9-12	Select
Andasol Avenue Elementary (1211701) 10126 ENCINO AVE, NORTHRIDGE, CA 91325 Phone Number: 818-349-8631 Website	TK-5	<input checked="" type="radio"/>
Patrick Henry Middle School (1817401) 17340 SAN JOSE ST, GRANADA HILLS, CA 91344 Phone Number: 818-832-3870 Website	6-8	<input type="radio"/>
Valley Academy of Arts and Sciences (1889801) 10445 BALBOA BLVD, GRANADA HILLS, CA 91344 Phone Number: 818-832-7750 Website	9-12	Select

Online pre-enrollment registration is only available for students new to Los Angeles Unified at the assigned school of residence and does not include non-residential [Choices programs](#).

- If you do not see an assigned resident school for a specific grade level, please contact School Management Services at (213) 241-8044 or email mpd@lausd.net.
- If you live within L.A. Unified boundaries and are interested in enrolling at a school that is not listed as the assigned school of residence, please visit <https://apply.lausd.net> for information about how to apply through Choices or Open Enrollment.
- If your address is not within the Los Angeles Unified boundaries and you are interested in enrolling in an LAUSD school, you must apply for an *incoming inter-district permit*. Visit <http://studentpermits.lausd.net> for more information about inter-district permits into L.A. Unified.

For additional enrollment support, please call our Student and Family Wellness enrollment helpline at (213) 241-3840 or email pupil.services@lausd.net.

[Save and continue](#)

NOTE: The school that you select will receive this application once you have submitted the complete registration. Please remember to click **Save and continue** at the end of each page. This pre-enrollment application allows the ability for users to save any entered information and resume at a future date.

Section 2 – Student Information Tab

Step 1: The student's **Legal name, Date of Birth and Enrolling Grade** will automatically transfer from the home page. If the student has a **preferred name**, enter in this section. **Enter a phone number**. Click the **radio button** for **legal sex** and **gender**. Remember any field marked with an asterisk (*) is required.



- [Section 1](#)
- School & Address
- [Section 2](#)
- Student Information
- [Section 3](#)
- Parent/Legal Guardian
- [Section 4](#)
- Language and Ethnicity
- [Section 5](#)
- Student Education
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- Other Children
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- Health Information
- [Section 8](#)
- Emergency Contacts
- [Section 9](#)
- Documents Upload

Student legal name

First name * Last name * Middle name

Preferred name (if applicable)

First name Last name Middle name

Date of birth * Enrolling in grade * Home phone number *

Legal sex: * Male Female Non-binary Intersex

Gender: * Male Female Non-binary

Continue to the bottom of the page

Step 2: Complete the required Student Housing Questionnaire. Schools are required to remove barriers to enrollment, attendance, and academic success for students experiencing homelessness. Once the Student Housing Questionnaire is completed, click **Save and continue**.

Student Housing Questionnaire (SHQ)

The McKinney-Vento Homeless Assistance Act, part of Every Student Succeeds Act (ESSA), entitles all school-aged children experiencing homelessness access to the same free, appropriate public education that is provided to non-homeless youth. Schools are required to remove barriers to enrollment, attendance, and academic success of students experiencing homelessness. To determine eligibility please complete this form. For additional information, please contact the Homeless Education Office at (213) 202-7581.

Has the student transferred schools any time after completing the second year of high school? *

Yes
 No
 Not applicable

The student is: (check all that apply)

A parenting teen
 An unaccompanied youth
 A runaway

Is the student currently living in one of the Nighttime Residence options listed below? *

- Shelter (ex. Homeless, Domestic Violence, etc.)
- Transitional Housing Program
- Motel or Hotel
- Trailer/motor home on private property
- Garage (unconverted)
- Other places NOT designated for or ordinarily used as a regular sleeping accommodation for human beings
- Car, trailer, or campsite
- Temporarily in another family's house or apartment
- Temporarily with an adult that is not the parent or guardian

Yes
 No

[Previous](#)
[Save and continue](#)



Section 3 – Parent/Legal Guardian tab

Step 1: Select/enter all applicable answers, especially in the required fields (*). **Click** the link at the bottom of the page to enter **additional parent/legal guardian/caregiver information**.

Section 1 - School & Address Section 2 - Student Information **Section 3 - Parent/Legal Guardian** Section 4 - Language and Ethnicity Section 5 - Student Education Section 6 - Other Children

Section 7 - Health Information Section 8 - Emergency Contacts Section 9 - Documents Upload

Parent/legal guardian/caregiver

Legal first name * Legal last name * Legal middle name

Relationship to student * ⓘ Preferred name (if applicable)

Contact information

Email * Home phone number * Cell phone number * Work phone number

Indicate which phone to call for each message type

Emergency* **Attendance*** **General information***

Home phone number Home phone number Home phone number
 Cell phone number Cell phone number Cell phone number
 Work phone number Work phone number Work phone number

Home correspondence language *

This information indicates the preferred language for LAUSD to provide written correspondence to the parent/legal guardian of the student.

English Korean
 Spanish Russian
 Armenian Vietnamese

Continue to the bottom of the page

Step 2: Go to the bottom of the page and click the **Save and continue** button.

Section 4 – Home Language and Ethnicity tab

Step 1: Enter all required fields (*) regarding the home language of the student.

Step 2: Click the Yes or No **radio button** to answer if the **Student’s Ethnicity is Hispanic or Latino** (required*).

Step 3: Click the **Select** hyperlink to indicate the **race/ethnicity/cultural heritage** (may enter up to 5).

Step 4: Click the **Save and continue** button.



Section 1

- School & Address

Section 2

- Student Information

Section 3

- Parent/Legal Guardian

Section 4

- Language and Ethnicity

Section 5

- Student Education

Section 6

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- Documents Upload

Home language of the student

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

Select

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

Select

Which language do you (the parents or guardians) most frequently use when speaking to your child? *

Select

Which language is most often spoken by adults in the home? (parents, guardians, grandparents, or any other adults) *

Select

Has this student received any formal English language instruction? *

- Yes
- No

Is the student's ethnicity Hispanic or Latino? *

- Yes
- No

Student's race/ethnicity/cultural heritage (may enter up to 5)

- 1. Race/ethnicity/cultural heritage [Select](#)
- 2. Race/ethnicity/cultural heritage [Select](#)
- 3. Race/ethnicity/cultural heritage [Select](#)
- 4. Race/ethnicity/cultural heritage [Select](#)
- 5. Race/ethnicity/cultural heritage [Select](#)

Continue to the bottom of the page



Previous

Save and continue



Section 5 - Student Education tab

Step 1: Special Services - Select/enter all applicable answers, especially in the required fields (*). The answers to some questions **will open additional questions/selections when your answer is "Yes."**

Step 2: Previous Schools - Select/enter all applicable answers, especially in the required fields (*). The answers to some questions **will open additional questions/selections when your answer is "Yes."**

Step 3 Additional Student Information - Select/enter all applicable answers, especially in the required fields (*). The answers to some questions **will open additional questions/selections when your answer is "Yes."**

Step 4: Click the **Save and continue** button.

Section 1 - School & Address Section 2 - Student Information Section 3 - Parent/Legal Guardian Section 4 - Language and Ethnicity **Section 5 - Student Education** Section 6 - Other Children Section 7 - Health Information

Section 8 - Emergency Contacts Section 9 - Documents Upload

Special Services

Was this student receiving special education services at their previous school? *

Yes
 No

Did this student have a current Individualized Education Program (IEP) at the previous school? *

Yes
 No

Did the student have a Section 504 Plan at their previous school? *

Yes
 No

Does the student have difficulties that interfere with his/her ability to go to school or to learn? *

Yes
 No

Is the student identified to receive gifted and talented educational services (GATE)? *

Yes
 No

Continue to the bottom of the page

Additional Student Information

Are there any court orders regarding legal custody, physical custody, educational rights, or restricted contact with this child? If yes, a copy of the court order should be provided to the school. *

Yes
 No

Does the student have any relatives who are all or part American Indian or Alaskan Native? If yes, you will be contacted at home regarding the American Indian-Alaskan Native Program and whether your child may qualify for its free academic assistance and health benefits. *

Yes
 No

Has the student's parent or legal guardian worked in one or more of the following industries in the last three years (agriculture, dairy, fishery, food process/packing, or livestock)? If yes, you will be contacted at home regarding the Migrant Education Program and whether your child may qualify for its free academic assistance and health benefits. *

Yes
 No

Military connected family:
In efforts to provide resources and support to military connected students and their families, please respond to the following

Immediate family member in the military (Active Duty, Guard, Reserve, or Veteran)? *

Yes
 No

[Previous](#) [Save and continue](#)



Section 6 – Other Children tab

Step 1: If applicable, click the link provided under this tab to enter information for other school-aged children living in the household.

Step 2: Click the **Save and continue** button.

[Section 1](#) - School & Address
 [Section 2](#) - Student Information
 [Section 3](#) - Parent/Legal Guardian
 [Section 4](#) - Language and Ethnicity
 [Section 5](#) - Student Education
 Section 6 - Other Children
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 [Section 9](#) - Documents Upload

Please add any school aged children living in household with same parent(s)/legal guardian(s)/caregiver(s) (include brothers, sisters, cousins)

[Click here to add school aged children living in household](#)

[Previous](#)
[Save and continue](#)

Section 7 – Health Information tab

Step 1: Select/enter all applicable answers, especially in the required fields (*). The answers to some questions will open additional questions/selections.

Step 2: Click the **Save and continue** button.

[Section 1](#) - School & Address
 [Section 2](#) - Student Information
 [Section 3](#) - Parent/Legal Guardian
 [Section 4](#) - Language and Ethnicity
 [Section 5](#) - Student Education
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 Section 7 - Health Information

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 [Section 9](#) - Documents Upload

List any medical condition which restricts physical activity or requires special attention. Include conditions such as asthma and allergies such as peanut and bee stings If none, please indicate "none". *

My child is allergic to the following medications. If none, please indicate "none". *

My child currently takes the following medications. If none, please indicate "none". *

Does the student have health insurance? *

Yes
 No

[Previous](#)
[Save and continue](#)



Section 8 – Emergency Contacts tab

Step 1: In a major emergency, it is school district policy to retain students at school for their safety. In case the Principal or other staff member is unable to reach you during any emergency, you need to authorize to contact and, if necessary, release your child to any person of your trust. Enter contact information, especially in the required fields (*).

Click the link provided under this tab to add additional emergency contacts.

- [Section 1](#)
- School & Address
 - [Section 2](#)
- Student Information
 - [Section 3](#)
- Parent/Legal Guardian
 - [Section 4](#)
- Language and Ethnicity
 - [Section 5](#)
- Student Education
 - [Section 6](#)
- Other Children
 - [Section 7](#)
- Health Information
-
- [Section 8](#)
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- Documents Upload

In a major emergency, it is school district policy to retain students at school for their safety. To the principal: In case you are unable to reach me during any emergency, you are authorized to contact and, if necessary, release my child to any of the following (other than parents/legal guardians/caregivers):

First name *	Last name *	Middle name	Relationship *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>
Home address *	City *	State *	ZIP Code *
<input type="text"/>	<input type="text"/>	<input type="text" value="Select"/>	<input type="text"/>
Cell phone number *	Home phone number	Work phone number	Email
<input type="text" value="___-___-____"/>	<input type="text" value="___-___-____"/>	<input type="text" value="___-___-____"/>	<input type="text" value="Ext. _____"/>

[Click here to add additional emergency contact](#)

[Previous](#)

[Save and continue](#)

Step 2: Click the **Save and continue** button.



Section 9 – Documents Upload

Step 1: Gather the required documents and scan to your computer (or take a photo).

** If you are missing any of these required documents, you may still submit the application, but will need to work with your LAUSD school to submit the required documents and complete the Pre-Enrollment process.*

1. **Proof of Residence:** *Please submit one of the following acceptable documents:*
 - Utility service contract, bills, or payment receipts (Gas, Water, or Electricity)
 - Property taxes, rental or lease agreement, current rental receipt with address of property on receipt
 - Official government mail (CalWORKS, Social Security, Medi-Cal)
 - Current pay stub
 - Voter registration

2. **Proof of Age of Minor:** *Please submit one of the following acceptable documents:*
 - Birth certificate
 - Baptismal certificate
 - Government-issued photo identification
 - Court order
 - Health office/vital statistics record of birth certificate date
 - Department of Public Social Services (DPSS) letter verifying birthdate and an explanation of how this was verified

3. **Parent/Guardian/ Educational Rights Holder/ Caregiver ("parent") Identification:** *Please submit one of the following acceptable documents:*
 - Student's birth certificate or baptismal certificate or Court order establishing the parent/guardian relationship AND
 - Adult's government-issued photo identification (Driver's license or DMV identification card)

4. **Proof of Immunization:** Required for School Entry is available at here: [Shots Required for Transitional Kindergarten and 7th Grade \(ca.gov\)](https://www.cdph.ca.gov/Programs/CID/DCDC/Pages/Immunization/Pages/Required-Immunizations.aspx)

5. **If available/applicable you may also submit copies of:**
 - Transcripts or recent grade reports
 - Copy of most recent Individual Educational Plan (IEP) or Section 504 Plan
 - Department of Children and Family Services (DCFS) 1399 Form or minute order
 - Department of Probation placement information and/or Juvenile Court minute order
 - Court orders regarding legal custody, physically custody, or restricted contact with the school or child

Step 2: Click the **Choose File** button next to a requirement to open the File Upload window.

Step 3: Locate and click the **document to be uploaded**.

Step 4: Click the **Open** button of the File Upload window.

Step 5: Click the **Upload document** button displaying on the screen. The system will generate a **"File uploaded successfully"** message.

Step 6: Repeat step 2 to step 4 to upload each required document.

Step 7: Click the **Application summary and submit** button.



- [Section 1](#)
- School & Address
- [Section 2](#)
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- [Section 4](#)
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- Student Education
- [Section 6](#)
- Other Children
- [Section 7](#)
- Health Information
- [Section 8](#)
- Emergency Contacts
- [Section 9](#)
- Documents Upload

Please upload the following required documents:

** If you are missing any of these required documents, you may still submit the application, but will need to work with your LAUSD school to complete the Pre-Enrollment process.*

Proof of Residence *

Please submit one of the following acceptable documents:

- o Utility service contract, bills or payment receipts (Gas, Water, or Electricity)
- o Property taxes, rental or lease agreement, current rental receipt with address of property on receipt
- o Official government mail (CalWORKS, Social Security, Medi-Cal)
- o Current pay stub
- o Voter registration

Choose File no file selected

Proof of Age of Minor *

Please submit one of the following acceptable documents:

- o Birth certificate
- o Baptismal certificate
- o Government-issued photo identification
- o Court order
- o Health office/vital statistics record of birth certificate date
- o Department of Public Social Services (DPSS) letter verifying birthdate and an explanation of how this was verified

Choose File no file selected



Review Registration & Submit

The summary screen will display **Not submitted** next to the Student Enrollment heading and your **Application ID** will display underneath.

Step 1: Review all your answers, click the **edit this section** link for any section you wish to make changes.

Student Pre-Enrollment

Not submitted

School year: 2024-2025
Application ID: 144109

Please review your application below before submitting

Section 1 School & Address

[Edit this section](#)

School selected: Gratts Learning Academy for Young Scholars (GLAYS) (1238501)
Home address: 333 S. Beaudry
 Los Angeles
 CA 90017

Section 2 Student Information

[Edit this section](#)

Legal last name:	Test	Preferred last name:	
Legal first name:	Kinder	Preferred first name:	
Legal middle name:		Preferred middle name:	



Step 2: Scroll down on the page and complete the required AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT by placing a **checkmark** in each of the three boxes, typing your full name and relationship to the student in the required fields.



Signature

AUTHORIZATION FOR EMERGENCY MEDICAL TREATMENT

The undersigned, as parent/legal guardian of, Kinder Test a minor, hereby authorizes the principal or designee, into whose care the student has been entrusted, to consent to any X-ray examination, anesthetic, medical or surgical diagnosis, treatment, and/or hospital care to be rendered to the student upon the advice of any licensed physician and/or dentist. It is understood that this authorization is given in advance of any required diagnosis, treatment, or hospital care and provides authority and power to the Los Angeles Unified School District ("District") to give specific consent to any and all such diagnosis, treatment, or hospital care which a licensed physician or dentist may deem necessary. This authorization is given in accordance with Section 49407 of the California Education Code, and shall remain effective until revoked in writing and delivered to the District. I understand that the District, its officers and its employees assume no liability of any nature in relation to the transportation of the student. I further understand that all costs of paramedic transportation, hospitalization, and any examination, X-ray, or treatment provided in relation to this authorization shall be my sole responsibility as the student's parent/guardian.

- I certify that I have read and understood this form and do hereby give my authorization for emergency medical treatment. *
- I verify that the information contained is true and correct to the best of my knowledge. *
- I understand that the District reserves the right to verify the above listed residence information. *

Full name *

Relationship to student *

Submit

[← Return to home page](#)

Step 3: Click the **Submit** button

Pre-Enrollment Registration Submitted

The word **Submitted** will display next to Student Enrollment and the **submitted date and time** will display at the bottom of the screen. The pre-enrollment application is then sent electronically to the school selected at the beginning of the registration process. You will receive an email confirmation at the email provided.

Click the **Return to home page** link to start a new application or click **Logout** to exit the portal.