

EL SAUSAL MIDDLE SCHOOL

ENROLLMENT / REGISTRATION INFORMATION

We are doing online registration! Please follow the steps below and contact our office with any questions. We will have stations and laptops available during schedule distribution days.

Registrar: Maricela Rivas 831-796-7200 ext. 8018
Community Liaison: Stephanie Bernal 831-796-7200 ext. 8007

How to enroll your student:

1. Register your student online.

Necessary items to begin online registration:

- a. You will need an active and valid email account. If you don't have an email account and need to create one, please use the following link, www.gmail.com, or contact our Community Liaison for assistance with this process.
- b. You will need a ParentVue account. If you do not already have a ParentVue Account, visit our school's registration office to be given your activation key required to start the activation process. If you already have a school provided activation key, please use the following link to create your ParentVue account: <https://ca-suhsd-psv.edupoint.com>
- c. Register your student online using the link below:
<https://ca-suhsd-edupoint.com/Login Parent OEN.aspx>

Important: Once you have submitted the registration information, you will receive an email confirmation; which you will (either printed or on electronic device) show as proof of online registration on schedule pick up days.

2. Required Documents needed for incoming 7th grade students and new 8th grade students:

- a. Residency Verification (Verification must be current and addressed to physical address where service is provided): Utility bills, Driver's license, Check Stubs, Insurance documents, taxes, and any documents from local, state or federal government. For more examples, please look at our board policy SUHSD AR #5111.1 for accepted documents.
- b. Complete Immunization Records. If record is from outside of the U.S., the document must be transcribed by a physician. All incoming 7th graders are required to have the Tdap immunization in order to start school.

How to get your student's schedule:

1. Make sure steps 1 and 2 above are complete.
2. Print and/or show the email confirmation for online registration.
3. Complete the documents received in the packet; **a.** Student/Parent Compact
b. Student/Parent Signature Form **c.** Residency Affidavit
4. Bring all 4 documents with your student on schedule distribution day.