



PARENT/GUARDIAN GUIDE TO ENROLLMENT EXPRESS

INTRODUCTION

Enrollment Express is a data collection system integrated into PowerSchool. Enrollment forms will be shared with you via the Parent Portal in PowerSchool (<https://scvuhs.powerschool.com/public/>). You will see a new “Forms” link on the left-hand navigation bar.

ACCESSING FORMS

Enrollment Express forms are accessed from your Parent Portal PowerSchool account (<https://scvuhs.powerschool.com/public/>). No separate login is necessary. Forms are tied to your child’s record and can be accessed from the Forms link in the left navigation column.

PARENT PORTAL

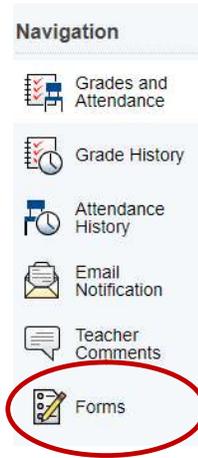
1. Go to <https://scvuhs.powerschool.com/public/> in your browser (not supported through PowerSchool Mobile App or phone). If you don’t have internet access, please contact SCVUHS for other options.

A screenshot of the PowerSchool SIS login page. The page has a blue header with the PowerSchool SIS logo. Below the header, the title "Student and Parent Sign In" is displayed. There are two tabs: "Sign In" (selected) and "Create Account". Below the tabs are two input fields: "Username" and "Password". A link "Forgot Username or Password?" is located below the password field. A "Sign In" button is in the bottom right corner.

2. Enter your Username and Password you created and click **Sign in**.
 - If you do not remember, select Forgot Username or Password. Be sure to enter the email address you associated with the account, and you should receive a link to reset in your email.
 - If you have an email address that you no longer have access to, please contact Santa Cruz Valley Union High School and provide your student’s name, school, your name, and your email associated with the account if it is not the email you are sending from. Once your information has been verified, your email can be reset.

ENROLLMENT EXPRESS (FORMS)

On the left navigation screen, select **Forms**.



Select Preferences if you would like notifications when your Forms have been approved (residency verification and guardian information).

Enroll Form Listing for

Enrollment

Your preferences haven't been configured.

To configure if and how you'll receive notifications for forms, please use the button below to set your preferences.

Preferences

Preferences

Enable Parent Notifications

Yes No

Save Cancel

Preferences

Enable Parent Notifications

Yes No

Notification Email

To add more than one email address, separate by commas; e.g. "janedoe@mail.com,billdoe@mail.com"

Save Cancel

This screen will show you the forms that will need to be entered/updated for your student. Depending on if your student is new or returning, the appropriate forms will be displayed that you will need to complete.

Status	Form Name	Form Description	Category	Last Entry
Santa Cruz				
Submitted	[Santa Cruz] A - Student Demographics		Santa Cruz	01/29/2021 12:32:19 AM
Submitted	[Santa Cruz] B - Student Address		Santa Cruz	01/29/2021 12:30:34 AM
Submitted	[Santa Cruz] E - Emergency Contacts		Santa Cruz	01/29/2021 12:33:05 AM
Submitted	[Santa Cruz] H - Health Authorizations		Santa Cruz	01/29/2021 12:34:00 AM
Empty	[Santa Cruz] L - Acknowledgment of Completion		Santa Cruz	Invalid date
Santa Cruz Athletics				
Submitted	[Santa Cruz Athletics] Athletic Participation Information and Permissions		Santa Cruz Athletics	01/29/2021 12:35:50 AM
Empty	[Santa Cruz Athletics] Pre-Participation Physical Evaluation and Health Acknowledgments		Santa Cruz Athletics	Invalid date
Santa Cruz RS				
Empty	[Santa Cruz RS] C - Parent/Legal Guardian Information 1 Initial		Santa Cruz RS	Invalid date

Click the first link in blue. This will open the first form you need to complete. Please note that new students have different forms than returning students, so your tabs may look different.

The screenshot displays the Ecollect Forms interface. At the top, a horizontal ribbon contains several tabs: [Santa Cruz] A - Student Demographics (highlighted in blue), [Santa Cruz] B - Student Address, [Santa Cruz] E - Emergency Contacts, [Santa Cruz] H - Health Authorizations, and [Santa Cruz] L - Acknowledgn. Below the ribbon is the 'Form Ribbon' area, which includes a left arrow, the text 'There are 1 previous responses to this form.', and a right arrow labeled 'Archive Header'. The main form area is titled '[Santa Cruz] A - Student Demographics' and contains the following fields:

- First Name *** (text input)
- Middle Name** (text input)
- Last Name *** (text input)
- Suffix** (text input, with examples: Jr, IV, etc.)
- Preferred Name** (text input)
- Date of Birth *** (calendar icon and text input)
- Gender *** (radio buttons for Female and Male, with Male selected)
- Grade Level *** (dropdown menu)
- Age** (text input, showing '18 years 1 month')
- Social Security Number** (text input with mask: XXX-XX-XXXX)
- Student Cell Phone** (text input with mask: XXX-XXX-XXXX)
- Student Email** (text input)

Below the form fields is a section titled 'Special Services' with the question: 'Was this student previously enrolled in any of the following programs? Please select all that apply'. The options are:

- Special Education
- Speech Therapy
- Gifted Program

Above the form is the Form Ribbon. This allows you to move between forms within a category without having to return to the Ecollect Forms page. Use the arrows on either end of the ribbon to scroll to see more forms.

Just below the form ribbon is the Archive Header. If a form has been previously submitted, the archive header gives you the ability to view these submissions.

The rest of the page is the form itself. Fields with the * icon are required fields. They must be filled out in order for the form to be submitted.

A form can have one of four statuses, indicated within the status column.

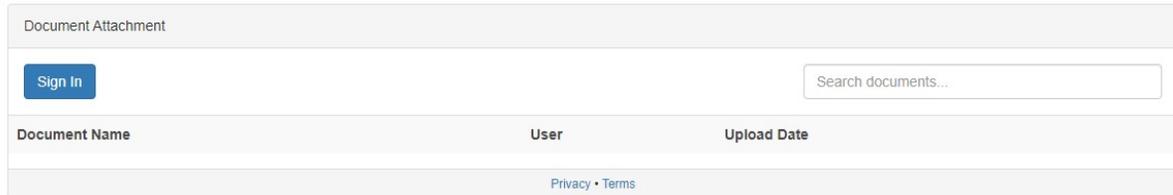
Legend	
Icons	- Form Empty - Form Approved / Populated - Form Not Approved - Form Rejected

Enrollment is complete once your Acknowledgement of Completion has been submitted (displaying a green leaf), and all forms are approved.

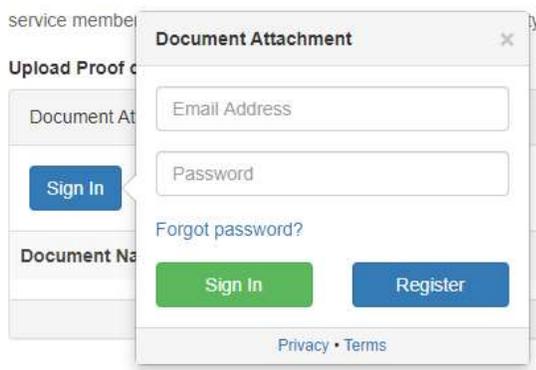
UPLOAD A DOCUMENT INTO ENROLLMENT EXPRESS VIA COMPUTER

To upload a file into Enrollment Express (utility bills, birth certificates, guardian paperwork, etc.) you will need to follow the steps below

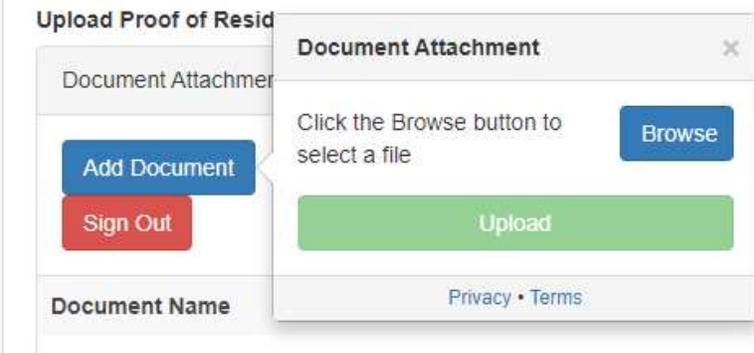
1. The document will need to be saved to a folder on your computer.
2. Scroll to the bottom of the corresponding page.
3. Click on **ADD DOCUMENT**.



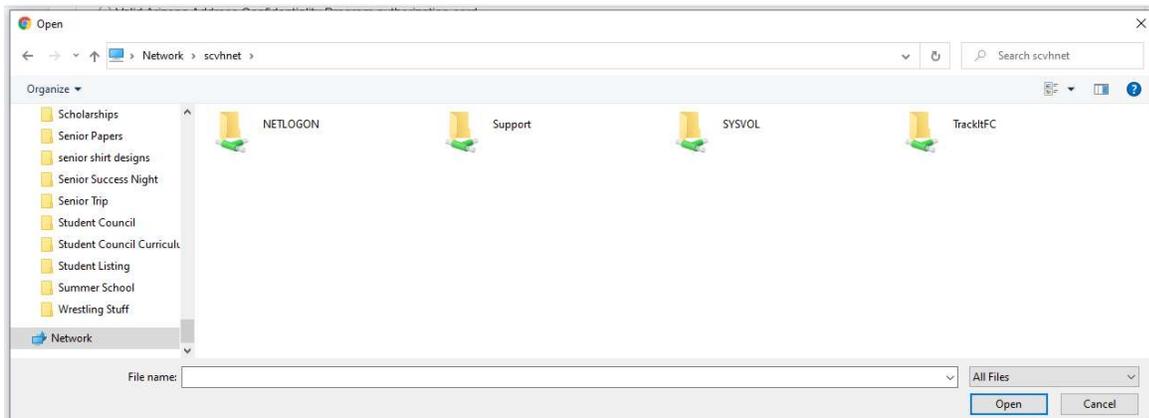
4. Type your Email Address and Password.



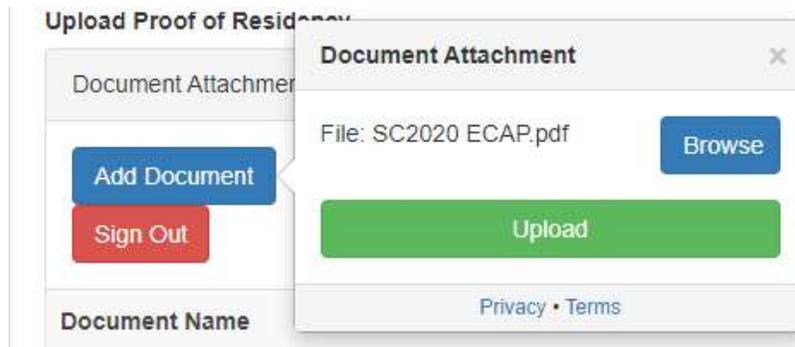
5. Click the Browse button to search for your saved document on your computer.



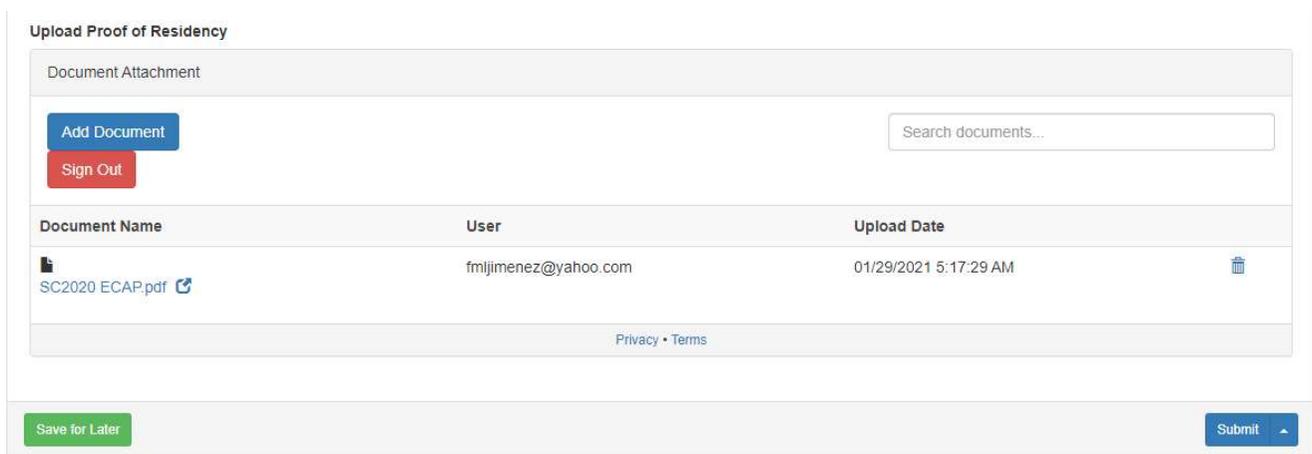
6. Choose the document and click **OPEN**.



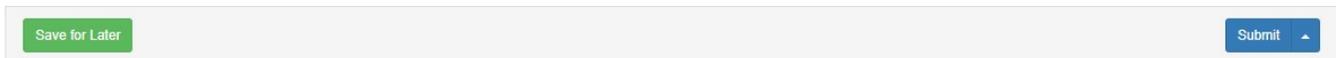
7. Once you have attached the document the file name will show and you will then click on **UPLOAD**.



7. The document will show under Document Name once you have successfully attached it. You will have to upload each document separately (5 MG Max).



SAVE FOR LATER VS. SUBMIT



SAVE VS. SUBMIT

Along with the Submit button is the Save button. Use the Save button if you do not yet want or are not yet able to send the form to the school/district but do not want to re-enter information already filled out. It is recommended that you save a form if you have to step away from your computer, as PowerSchool may log you out for inactivity.

Saved forms are saved locally on your computer. You can access the saved entry from your same user on the same browser. You will not be able to access the saved data from another device. A form with a saved entry will appear Empty in the form listing.

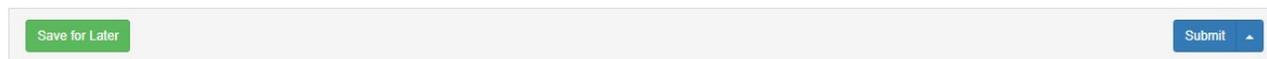
When to save:

- You need to step away from the computer.
- You do not have all the required information but have filled out some of the information.

When to submit:

- You are ready to send the form to the school/district.

1. Notice you can select different forms by clicking on the tabs. You can also Save for Later or Submit once all required questions have been entered.



2. You can upload required documentation.

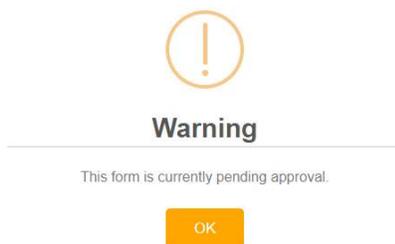
APPROVAL OF ENROLLMENT FORM APPROVAL

A form may be set up to require a school or district administrator to verify the information in a form when it is submitted. When that is the case, the form will go into a pending state until the administrator approves or rejects the submission. A pop-up window will open on submission, informing you the form is pending approval.

The form will have a yellow background and edited fields that need approval will have a red flag. Hovering over the flag will show the current and previous response for that field. On the Ecollect Forms page, a pending form will have a status  - Form Approved / Populated and the row will be highlighted yellow.

If the form is approved, the status will be  - Form Approved and the form background returns to white.

If the response to the form was rejected, the form will be highlighted red in the form list and the status will be  - Form Rejected. Clicking the form name will display the form with a red background. A pop-up window will open, letting you know the form was rejected. If the administrator indicated a reason the form was rejected, the reason will also display on the pop-up.



Click the Edit Rejected button to be able to edit your submission. Once you finish making your changes, resubmit the form. It will return to pending status.

If the form is set up to send parent notifications and you have enabled them on your account, you will receive an email when a form's status moves from Pending to Approved or Rejected.