

## **Hueneme Elementary School District**

### **New Student Enrollment Process for the 2021-22 School Year**

In consideration of social distancing, shelter-in-place, and stay-at-home guidelines, HESD will offer THREE options for new student enrollment for the 2021-22 school year. Please select the enrollment option that is most suitable for you.

**PLEASE NOTE: Your student will NOT be fully enrolled until the entire enrollment process has been completed regardless of the option you choose.**

#### ***OPTION 1: ONLINE NEW STUDENT ENROLLMENT***

- Follow the New Student Enrollment link to complete the online enrollment information. <https://hesd.vcoe.org/preenrollment/>
- Supporting enrollment documentation (e.g., proof of residency, health records, birth certificate) may be uploaded at the end of the process.
- Your school's office staff will contact you after you have submitted the enrollment information if there are any questions about your enrollment or to schedule a time for you to take your supporting documents to the school if you did not upload them at the end of the online enrollment process.

#### ***OPTION 2: DOWNLOAD NEW STUDENT ENROLLMENT DOCUMENTS***

- Download the New Student Enrollment documents, complete the documents, and email the completed documents to your school's office staff.
- Supporting documentation (e.g., proof of residency, health records, birth certificate) may be uploaded and emailed with the completed documents.
- Your school's office staff will contact you after you have submitted the enrollment information if there are any questions about your enrollment or to schedule a time for you to take your supporting documents to the school if you did not upload them at the end of the online enrollment process.

#### ***OPTION 3: PRINT NEW STUDENT ENROLLMENT DOCUMENTS AND DROP-OFF AT SCHOOL SITE***

- Download the New Student Enrollment documents, print the documents, and drop off the completed documents at your school office during office hours.
- Copies of required documents (e.g., proof of residency, health records, birth certificate) will need to be submitted with the enrollment documents.
- Your school's office staff will review the enrollment documents several days after being dropped off. An office staff member will contact you after you have submitted the enrollment documents if there are any questions.

#### ***INTRA-DISTRICT and INTER-DISTRICT TRANSFERS***

- Intra-district and Inter-district transfer forms can be downloaded, completed and emailed to Executive Secretary, Tereza Arrieta at [tarrieta@hueneme.org](mailto:tarrieta@hueneme.org)

