

ONLINE ENROLLMENT STEPS (NEW FAMILIES TO DISTRICT)

[CLICK HERE](#) To create a ParentVue account and begin the enrollment process.

You will see this screen. Please answer the questions and press continue.

Parent Account Activation

Please answer the following question(s) before proceeding.

Do you currently have a student attending a school or school program within this district? ☐ Yes ☐ No

Have you ever had a student attend a school or school program within this district? ☐ Yes ☐ No

[Continue](#) [Return to login](#)

Click accept to agree with the privacy statement.

Parent Account Activation

Step 1 of 3: Privacy Statement

Read through the following Privacy Statement and click the Accept button to agree to the privacy agreement

i If you have one or more students already enrolled in the district, you need to use your existing ParentVue account.

We take data privacy seriously and we have implemented numerous physical and technological safeguards to protect all parent and student data. To help us protect the information, please do not share your username and password with anyone!

Clicking I Accept means that you agree to the above Privacy Statement.

[I Accept](#) [Return to login](#)

Create account.

Parent Account Creation

Step 2 of 3: Create Your Account

Please enter your first name, last name, and your email address

First Name

Last Name

Email Address

Confirm Email Address

EC2FZ **i** Type the characters you see in this picture

[Continue to Step 3](#)

An account has been created. Check your email to continue enrollment. (Do not press return to login)

Parent Account Creation

Step 3 of 3: Complete Account Creation

Thank you for creating your account. You will receive an email shortly that will contain a link that will allow you to complete your account creation and begin the enrollment process.

[Return to login](#)

Click the link in the email.

ParentVue Registration [Inbox x](#)

Synergy Mail <do-not-reply@cardiffschools.com> 10:00 AM (2 minutes ago) ☆ ☺ ↶ ⋮

to me ▾

Synergy®
Student Information System

Message sent from Cardiff District

Hi J,

Welcome to the ParentVue online registration portal. Click [here](#) to complete the account creation process and begin online registration.

This is an automated email. Please do not reply to this message.

Your User ID should populate on the screen. Create and confirm the password to proceed. Click save and continue.

Complete Account Creation

Create Password

Please choose a login and enter your password to complete account creation and begin the online enrollment process.

User ID

Password

Confirm Password

If you forget your user ID or password, the login information can be emailed to you from the "Forgot my password" link on the login page.

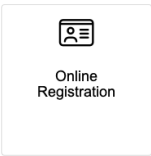
Save and Continue

Click online registration (under school year).

SELECT REGISTRATION TO BEGIN

Please select the online packet you would like to begin

2024-2025 School Year



Read the information and then click continue.

Information

Welcome to the Cardiff School District's online enrollment/registration portal. After completing the online questions, you will be asked to either upload the residency verification documents or bring them to the school office to complete the registration process. Please be aware that the registration process is not complete until annual residency is verified. Each student will be assigned a classroom teacher after the residency process is completed.

Our school offices are open from 7:30 am - 4:00 pm daily until June 7, 2024, after which they will be closed for the summer. The school offices will reopen for the 2024-25 school year on July 30, 2024.

If you have any questions about the registration process, please call the Cardiff School office at 760-632-5892 or email www.neal@cardiffschools.com. For the Ada Harris School office, please call 760-632-5894 or email emily.bump@cardiffschools.com.

Throughout the Online Registration process, you will be presented with a variety of information to enter. Many steps will have required fields marked by an asterisk (*). You must enter information into these fields before you will be allowed to continue.

Continue

Proceed through the screens including school information, student summary, and a signature area. Press save and continue on each screen.

Signature

Please enter your first and last name below:

By typing your name below and pressing the button at the base of the page you attest that you are the account holder, are authorized to provide the information and agree that the information provided is accurate to the best of your knowledge.

Electronic Signature

Save And Continue

Complete the steps on the home address screen, mail address screen, parent guardian screen, and emergency contact screen. Press save and continue on each screen.

Please note: many fields will populate and the questions are conditional to each student. Please make sure to answer all questions.

You should be in the Student Area of registration. Make any changes to the listed students by using the edit button.

IMPORTANT: If you are also enrolling a new student to Cardiff School District, you will now add the new student.

Cardiff District

Online Registration

STUDENTS

Please add or update student details for each student you want to enroll or register. If your returning student does not appear on this screen, contact the school office. Do not add students currently enrolled in the district.

Students to enroll in 2024-2025

First Name	Middle Name	Last Name	Gender	Grade	Status
			Male	01	In Progress
			Male	05	In Progress

Students that will not be enrolled in this application

Students to exclude from 2024-2025

First Name	Middle Name	Last Name	Gender	Grade	Reason
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Previous Save And Continue

You should now be in the Documents Section where you will upload all required forms. Please thoroughly read all the information and have the needed forms ready to upload.

Please note: You will need to upload forms for all your students.

Please review and submit the information you provided.

☐ I have reviewed all registration data and verified that it is correct

[< Previous](#) [Submit](#)

You have completed online registration; please read the status page that populates.

Required Documents Information Page

ENROLLMENT

- **Proof of Residency Form** (2 proofs of verification documents must be provided) (download fillable pdf, save, and upload below)
- **Age Verification Document** (Birth certificate, passport, statement by the local registrar or county recorder, baptism certificate, or an affidavit of the parent/guardian or custodian of the minor kindergarten children must be five years old on or before 9/1/2024)
- **Immunization Record** (State law requires that students are up-to-date on vaccinations in order to be registered as a student in the district) **Required** vaccines for school entry
- **School Entry Health Exam Requirement** (This requirement is not needed if the student was enrolled in a California school prior to enrolling here)
- **Oral Health Assessment Form** (This form is only needed for enrolling a Kindergarten student)
- **Student Information Form** (This form provides additional helpful information)
- **Physician's Recommendation for Medication During the School Day Form** (if applicable)
- **SHARED HOUSING:** If a parent and child(ren) are living with someone in a residence other than their own (shared housing), you must contact the school and make an appointment to provide proof of residency documents and sign the shared housing form with the primary resident.
- **SHARED CUSTODY:** If applicable, please provide custody documents to the school office.

REGISTRATION

- **Proof of Residency Form** (2 proofs of verification documents must be provided) (download fillable pdf, save, and upload below)
- **Physician's Recommendation for Medication During the School Day Form** (if applicable)
- **ADDRESS CHANGE:** If you have moved, your address must be changed by a school official, and you will be required to provide two forms of residency verification. Families should contact their schools to request an address change.
- **SHARED HOUSING:** If a parent and child(ren) are living with someone in a residence other than their own (shared housing), you must contact the school and make an appointment to provide proof of residency documents and sign the shared housing form with the primary resident.
- **SHARED CUSTODY:** If applicable, please provide custody documents to the school office.

* Indicates a required document to upload.

Online Registration

REVIEW/SUBMIT

Introduction

Family

Parent/Guardian

Emergency

Students

Documents

Review/Submit

Delete OLR

Review

Review allows you to confirm all data entered during the OLR process to ensure accuracy. When complete, press Submit below

Status	Student	Grade Level	School Selection	Comments
Ready To Submit			1. Cardiff School	
Ready To Submit			1. Ada W. Harris School	

< Previous

Review

Confirm

Pressing OK will submit the student OLR information for the 2024-2025 school year. From this point on you will not be able to make any further changes to the OLR information in this portal; however, you may return to Online Registration to check the status of your submission.

OK

Cancel

Online Registration

2024-2025 OLR

Status

Thank you for completing this portion of the registration process for the Cardiff School District. If you did not use the upload feature, please bring the following documents to the school office to complete your child's registration.

- Student Information Form
- Proof of Residency Form with 2 acceptable documents (as described on form)
- Birth Certificate
- Immunization Record
- Custody papers (if shared custody)
- School Entry Health Exam Requirement
- Oral Health Assessment Form
- Physician's Recommendation for Medication During the School Day (if applicable)

Our school offices are open from 7:30am-4:00pm daily until June 7th, after which they will be closed for the summer. The school offices will reopen for the 2024-25 school year on July 30th.

If you have any questions about the registration process, please call the Cardiff School office at 760-632-5862 or email enroll@cardiffschools.com. For the Ada Harris School office, please call 760-632-5894 or email enroll@adaharrischools.com.

We look forward to meeting you soon!

The status of your registration(s) that are in progress can be found on the [status page](#)