Parents will complete online enrollment for 20/21 school year through the online link listed below. If you need assistance, please contact school office staff for assistance in ParentVUE or receiving a new username or password.

Log On to OnLine Enrollment
https://parentvue.usd259.net/PXP2_OEN_Login.aspx
Log in with your existing parentvue user name and password or click on more options to create and account or reset your password.

Welcome
A video will appear from our Superintendent. Press Continue when finished.
**Student Summary**

Students you are enrolling will show on this page. Any students that have previously graduated will show as excluded.

**Signature**

Your electronic signature is required. It must be typed exactly as it shows in the top right of this page in order to continue.

**Home Address**

On this screen you can update your address by clicking on the box if your address has changed. Or, click save and continue if no changes are made.
When updating your address start typing in the find an address box. Address suggestions matching google maps will appear. Pick your address in order to auto fill.

**Mail Address**
If mailing address is same as home leave box checked. If different than home address uncheck box to update.
When updating mailing address start typing in new address in find address box. Click correct address to auto fill or type in address in each box.

Parent/Guardian
Parent/Guardian name will auto fill from your parentvue account.

Continue with work information or check box if parent/guardian does not have an employer or you do not wish to share your employment information.
If you have entered employment information you will be asked to populate your work address.

Parent/Guardian phone number is required in order to continue. You can choose to enter an email address or check the box does not have an email address to continue.
You can add parent/guardian military status or click save and continue if none.

Update Parent/Guardian details.

Special Note: At any time you may click on the Previous button at the bottom of any page to view the previous screen.

Emergency contacts will auto populate from your parentvue. At this time you can add an new emergency contacts or delete any existing emergency contacts.
Students

Students you are enrolling will show in the Students to enroll area. Previously graduated students will show in the excluded area. If a student you need to enroll is in the excluded area please contact your school. If you have a new student you will add them here.

Review information on returning students.

Note: When entering a new student in addition to the information below you will also be prompted to fill out:

- Birth information including what document you will provide for proof of DOB.
- Information concerning student Race
- List of previous schools attended.
- Information pertaining to special education services.
If your student goes by a preferred name please indicate that here.

If you have applied or have been approved for a magnet program answer Yes.

If your student is currently receiving ELL services please answer Yes.

If your student has a phone number you can add that here or click the box no phone numbers.

Contact Information: Zelda Rausch

Instructions

Please add the phone number for your student. If you do not wish to share phone numbers for your student, check the “Student has no phone numbers” box.

Student has no phone numbers.

Phone Numbers

<table>
<thead>
<tr>
<th>Line</th>
<th>Primary</th>
<th>Type</th>
<th>Phone</th>
<th>Extension</th>
</tr>
</thead>
</table>

Add New
Fill out the following health information here.

If you student has any health conditions please indicate them here or click box no health conditions.
If you would like the school to administer any medications or make them aware of any medications taken at home, indicate that here or click the box no medications.

**Parent/Guardian Relationship**

Only the enrolling parent/guardian can update their information.
Update relationships of emergency contacts to your student

You can change the call order of your emergency contacts by dragging each contact to the correct order you want.

Policies
Review policies by clicking on the blue policy number to the right then click I agree in the drop down box in order to continue.
If you answer that you are living in a temporary residence, you will be prompted to another screen to fill out that information.

Migrant Education Program Survey - Non immigration related
Your child may be eligible for extra assistance and support. You can also call 316-666-8032 for additional information.

How long have you lived in Wichita?  
Response: 3 or more years

If you have lived in Wichita for more than 3 years, have you made a move out of Wichita and come back again in the
Response:

Have you ever worked, are currently working, or have intended to work in a job area related to meat packing, food processing, food transportation, fishing, or agriculture related such as planting, cultivating, or harvesting crops, livestock or ranching, nursery, greenhouses, or grain elevators?
Response: No

Release of Immunization Records and Information  Kansas Immunization Registry (KSIDB)  
Response: Yes, I authorize USD 259 access to and the sharing of imm

Authorization for the Release of Immunization Records and Information (All Grades) [more information](Spanish)  
Response:

Student Expectations on the Bus  
Based on Board of Education Policy 7311 a student's riding privilege may be suspended or revoked for unsafe and/or inappropriate conduct on the bus.

For additional information about this instructions for Elementary and Middle School Students. [more information](Spanish)  
For additional information about this instructions for High School Students. [more information](Spanish)  
I acknowledge that I’ve read and understand the Student Expectations on the Bus.
Forms & Acknowledgements Cont...

You must click I agree in order to continue.

Enrollment Residency Questionnaire Temporary Information

Online Registration

**TEMPORARY INFORMATION**

Temporary Information: Zelda Rausch

Temporary Contact Information

You have mailed that you are in a temporary or short-term residency location. Please provide your temporary address and phone number.

- **Name:**
- **Address:**
- **City:**
- **State:**
- **ZIP:**
- **Phone:**

**AGREEMENT TO PAY**

Agreement To Pay: Zelda Rausch

Agreement to Pay - Place of Payment

Please select an option below to indicate the method that you will be use to pay fees and obligations.

**Response:**

- [ ] I will pay all fees/obligations at the school building

Previous | Save And Continue
Otus Agreement
If your school uses Otus for grades, you will be prompted to sign the user agreement.

Otus Privacy Agreement: Zelda Rausch

Student Insurance is voluntary. If you choose YES, you will need to buy insurance through the brochure.
**Policies**

You must click I agree to continue.

**Debt Disclaimer**

You must click I agree to continue.

**Reduction of Fees**

Click on any program you wish to apply a reduction of school fees.

## Online Registration

- Introduction
- Family
- Parent/Guardian
- Emergency
- Students
- Documents
- Review/Submit

### Textbook Policy: Zelda Rausch

**2019-2020**

**Textbook Policy**

Textbooks and other instructional materials are the property of USD 269, Wichita Public Schools. They are provided for the use of students who are enrolled in district schools and centers with the expectation they will be returned in the condition they were issued in a reasonable wear and tear. Students who lose or damage instructional materials will be charged the replacement cost of the lost or damaged items.

Each student shall return all textbooks issued to the student at the time they withdraw from the school, at the end of the fall semester for all classes that do not continue, or at the end of the school year. Students shall write their names inside the appropriate place, and properly use and care for the textbooks. Each student or their parent or legal guardian shall be responsible for textbooks not returned or damaged by the students. Any student failing to return textbooks or who fails to pay for lost or damaged items may as a result have holds placed on progress reports, report cards and diplomas. Be excluded from participation in graduation ceremonies, extracurricular activities, sports and special programs/events. All fines must be paid by no later than the last instructional day of the school year.

Students are required to pay the replacement cost for damaged textbooks and instructional materials. The costs of books and materials are available in the district’s Textbook Manager System.

I have read the above policy and acknowledged my acceptance.

Acknowledgement: *

- Previous
- Save And Continue

### Debt Disclaimer: Zelda Rausch

**2019-2020**

**Debt Disclaimer**

Wichita Public Schools, as allowed by statute, collects fees for meals, textbook rental, class materials, lost or overdue library books, parking and other similar items. Unpaid or overdue balances incurred by households place a financial burden on district programs.

I understand that if after repeated notices I fail to pay an overdue balance, the District reserves the right to submit said debt to collections.

Acknowledgement: *

- Previous
- Save And Continue

### Programs to Disclose for Reduction of School Fees: Zelda Rausch

**2019-2020**

**Programs to Disclose for Reduction of School Fees**

USD 269 Programs:
- Textbook Rental Fees:
- Athletic Fees:
- Musical Instrument Rental Fees:
- Latchkey Fees (SAP):
- Testing Fees:
- Standardized Student Materials Fees:
- Other Programs:
- AVID (Grades K-12):
- Upward Bound/TRIO (Grades 9-12):

Acknowledgement: *

- Previous
- Save And Continue
Bus

If you student has a busing assignment your information will populate here.

School Selection

School selection may differ depending upon previous selections.

If you are a returning student your school will appear.

Note: If you are new or have moved your school selection will be based upon your address.

If you have said YES to the magnet question, you school selection will be a drop down box of all of our magnet schools.

If you are pre-K your school selection will be a drop down list of Pre-k schools.

If you have any questions regarding the school selection please contact your base school or the school you feel you should be attending.
Documents

You can either upload the documents or click the box that you will hand deliver to the school.

School folder

Any additional documents you might need will be located in the school folder.