



DJUSD Pre-Enrollment Instructions

All students **NEW** to Davis Joint Unified School District must have a legal parent/guardian complete the Pre-Enrollment process, which includes pressing **SUBMIT** and **PRINTING** out the Pre-Enrollment Confirmation form. Pre-Enrollment **MUST** be submitted prior to visiting the District Office (526 B Street) to provide all DJUSD Required Registration Documents. Please call the Pre-Enrollment helpdesk at (530) 757-5300 x 117, or visit District Office for assistance during regular business hours, M-F 7:30 am - 4 pm.

I N S T R U C T I O N S :

1. Go to <https://preenroll.djUSD.net> and **CREATE AN ACCOUNT**. *Note: You will use a valid email and create a password to be used for Pre-Enrollment only.*
2. **Select Language:** At top of introductory page, there is a language option with a dropdown for English or Spanish.
3. Under Login, click on “Start a New Pre-Enrollment”:

You **must** be a Davis resident, (living at the indicated Davis

Login

- Continue a Pre-Enrollment in Progress
- Start a New Pre-Enrollment



4. Complete Household Information:

Please fill in the address (following below example) and an email.

Highlighted fields are required

Household Address

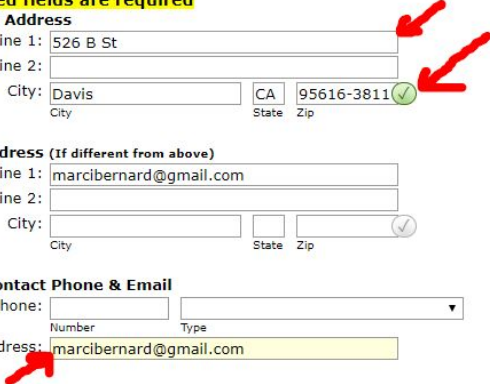
Line 1: 526 B St
Line 2:
City: Davis CA 95616-3811 ✓

Mailing Address (If different from above)

Line 1: marcibernard@gmail.com
Line 2:
City: State Zip ✓

Primary Contact Phone & Email

Telephone: Number Type Unlisted
Email Address: marcibernard@gmail.com



Complete dropdown for living situation:

If none apply, please select n/a. Press “Submit” at the TOP to proceed to next section.

5. Students — Screen will show household information. On left of screen under “Students” press ADD to enter student information. Complete all fields in yellow and any other fields that apply. Press “Submit” at the TOP to add another student or move on to Parent/Guardian Contact Information.

6. Parent/Guardian Contact Information: Fill in yellow fields and any other fields that apply. Where it says “Add Phone”, you must click here and add at least one contact phone number.

Highlighted fields are required

Parent/Guardian Contacts (NOT Emergency Contacts)

Contact Name: Joe Smith
Title First Middle Last Suffix

Contact Type: LEGAL Parent/Guardian Relationship: Father

Lives With Student:

Home Address: 100 Main St.
Line 1

Line 2
Davis CA 95616
City State Zipcode

Country

Phone(s): Add Phone (Minimum of 1 Required)

Primary Language:

Education Level: High School Graduate

Military Status: Not Applicable

Email:

Employer:

Occupation:

Press "Submit" at TOP and move on to add Emergency Contacts.

7. Emergency Contacts:

Fill in yellow fields and any other fields that apply.

You MUST enter at least one emergency contact who is not a legal Parent/Guardian. Press "Submit" at top. Look left under "Final Steps" and click on Print and Submit.

Summary

Process Started: 1/29/2019 7:38 AM

Household

100 Main St.
Davis, CA 95616
morganl@gmail.com

Students

Parent/Guardian Contact Information

Joe Smith

Emergency Contacts

Joe Blow

Final Steps

Not Submitted To District

Please enter at least one emergency

In the case of an emergency, primary contact cannot be reached
Neighbor, Relative, Friend authorized

Highlighted fields are required

Emergency Contact Information (No

Contact Name: Joe
First

Phone(s): 534-093-1122
Number Ext

Relationship:

Notes:

After you have completed this form

SUBMIT Completed Pre-Enrollment and then PRINT Pre-Enrollment Form:

PLEASE SUBMIT first to submit to the District. Then press Print and Submit again (see above) and press "Print Pre-Enrollment Form."