Registration Process

For Nevada Union High School

11761 Ridge Road

Grass Valley, CA 95949

530-273-4431 x5005

www.numiners.com

Go to https://nevadaunion.njuhsd.com/ and click on the Enrollment tab.

Next, click on the blue link to begin your registration.

Click on the blue link that reads,

"Please click here for the online link."

A PDF will open for you that has another blue link listed. Click on that blue link.

Online Registration Instructions for Parents
New to District Account Creation

Nevada Joint Union High School District

1. Click the link for the Online Registration Account Access
   https://ca-nju.edupoint.com/PXP2_OEN_Login.aspx

2. Select the **More Options** button on the bottom right.

3. Create a **New Account**.

4. Use prompts to determine if you already have a ParentVUE account in our system, and click **Continue**.

5. **Agree** to the Privacy Statement.

6. After submitting requested information **you will receive a confirmation email** which contains a link to allow you to finish creating your account. Click the link in your email to go to the **Complete Account Creation** window.

7. Create an account, and click **Save & Continue**.

8. You may now begin the registration process!!

This will open to ParentVue and you should see the login box. Click on the yellow icon for "Create a New Account."

You will see the following questions. Your response for a brand new student should be No, No, and Yes.

Please answer the following question(s) before proceeding.

Do you CURRENTLY have a student attending a school or school program within the Nevada Joint Union High School District?   ○ Yes ○ No

Have you EVER had a student attend a school or school program within the Nevada Joint Union High School District?   ○ Yes ○ No

Is this the first time you have ever requested access, or had access to an Online parent account in the Nevada Joint Union High School District?   ○ Yes ○ No

Continue   Return to login

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

C4GXH ☐ Type the characters you see in this picture

Continue to Step 3

Please remember your login information as you will use this often in the future.

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

You should see this box if you have created the account correctly.

ParentVUE Registration Inbox ×

helpdesk@njuhsd.com
to me ▾

Hi Bob,

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.

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

Again, be sure to remember your login information for future use.

To begin, click on the blue button.

Please select the online packet you would like to begin*

2020-2021 Online Registration
2021-2022 Online Registration

Begin New Registrat

***Make sure to select the correct school year you are enrolling your
student.**

Online Registration

- ♀ **Introduction**
- 👥 Family
- 👤 Parent/Guardian
- 🚑 Emergency
- 🎓 Students
- 🔍 Review/Submit

- 🗑 Delete Registration

Welcome

ℹ Information

Welcome to Nevada Joint Union High School District's New Student Registration and Re-enrollment Verification Process

Online Registration is a self-guided process. Mandatory fields will be indicated by a red * and will prevent a parent/guardian from moving forward until completed. Information provided by the parent or guardian should match legal documentation. Once all information is complete you will be given the opportunity to review and submit your registration. This process is required for both new and re-enrolling students submitting updates for annual verification. We ask that you please give the school a few **weeks** to process the forms.
Should you have any questions in the meantime, please contact your student's school.

Parents of new students

Thank you for choosing Nevada Joint Union High School District. To make this Online Registration process smooth and convenient, please have the following information available:

- ☐ Student's Birth Certificate (or Affidavit)
- ☐ Emergency contact phone number(s)
- ☐ Immunization Card
- ☐ Previous schools address and phone number
- ☐ Custodial documentation (if applicable)

If you have hard copies of documentation that needs to be submitted in person (items you have chosen not to upload), please plan on coming to the school's main office between the hours of 8:00 AM and 4:00 PM Monday - Friday to complete registration.

Open Schools

Schools open for online enrollment:

School Name	Grade	Additional Information	Restrictions
Bear River High School	09, 10, 11, 12		
Nevada Union High School	09, 10, 11, 12		
North Point Academy	09, 10, 11, 12		
Private School Group for NJUHSD	09, 10, 11, 12	This school is not available for online enrollment.	
Silver Springs High School	10, 11, 12		
William & Marian Ghidotti HS	09, 10, 11, 12		

Student Summary

🛈 Information

We are not able to identify any students associated with your account. If you are a parent of an existing student in the district or believe your student should be listed below for enrollment please contact your child's school for assistance.

Save And Continue ›

After clicking save and continue, you will be prompted to sign electronically by typing in your first and last name.

Home Address

🔍 Type to find an address...

Street Number*	Direction	Street*	Type	Unit Type	Unit Number

City*	State*	Zip Code*

Address as entered from above:

Save And Continue ›

A home address is required. A P.O. Box won't be accepted for residency.

Mail Address

☐ **Mail address is the same as home address**

- OR -

🔍 Type to find an address...

Is PO Box	**Street Number** *	**Direction**	**Street** *	**Type**	**Unit Type**	**Unit Number**
☐		⌄		⌄	⌄	

City *	**State** *	**Zip Code** *
	⌄	

‹ Previous   Save And Continue ›

Either click on the box to use the same address as the home address or enter another one. This will be the parent address.

Online Registration

- ♀ Introduction ✔
- 👥 Family ✔
- 👤 **Parent/Guardian**
- 🚚 Emergency
- 🎓 Students
- 🔍 Review/Submit

- 🗑 Delete Registration

PARENT/GUARDIAN

2020-2021

Please add all Parent/Guardians not listed below.
Adding new parents will require documentation to be provided with the registration.
You will be asked to identify how Parents/Guardians are related to students later in the registration process:
Guardian/Parent must be the legal guardian. **DO NOT ADD emergency contacts here.**

	First Name	Last Name	Gender	Status
✏ Edit	Bob	Builder		⚠ In Progress

➕ Add New Parent/Guardian

❮ Previous   Save And Continue ❯

On this screen, you will add the other parent/guardian's information.

Demographics: **New Parent**

First Name*

Middle Name

Last Name*

Gender

Education Level*

Preferred language for communications*   English

☐ No further information is known for this Parent/Guardian.

☑ Parent/Guardian lives at this address:

1234 Any Rd
Grass Valley, CA 95945

Is this Parent Active Military or Active Reserve*

Is this parent a migrant worker?*

‹ Previous   Save And Continue ›

Please be sure to enter your information here, not your student's.

PARENT/GUARDIAN

83%

Contact Information: **Becca Builder**

Phone Numbers

✖	Line	Primary	Type	Phone	Extension	Contact	Not Listed
☐	1	☐	▼	( ) - *		☐	☐

➕ Add New

Email Address *

- OR -

☐ Parent/Guardian does not have an email address

‹ Previous   Save And Continue ›

Please enter an email address you commonly use.
Also, please mark the phone number you want to be contacted on as *primary.*

Online Registration

- 💡 Introduction ✔
- 👥 Family ✔
- 👤 **Parent/Guardian** ✔
- 🚑 Emergency
- 🎓 Students
- 🔍 Review/Submit

- 🗑 Delete Registration

PARENT/GUARDIAN

Please add all Parent/Guardians not listed below.
Adding new parents will require documentation to be provided with the registration.
You will be asked to identify how Parents/Guardians are related to students later in the registration process:
Guardian/Parent must be the legal guardian. **DO NOT ADD emergency contacts here.**

	First Name	Last Name	Gender	Status
✏ Edit	Bob	Builder		✔ Complete
✏ Edit ✖ Delete	Becca	Builder		✔ Complete

➕ Add New Parent/Guardian

‹ Previous   **Save And Continue ›**

If there are more parents to add, you can do so from this screen. Otherwise, click save and continue to move onto emergency contacts.

EMERGENCY   202

Please add or update all Emergency Contacts listed below (please do not add yourself as an Emergency Contact).
You will be asked to identify how the Emergency Contacts are related to students later in the registration process. **Please add at least 1 emergency contact:**

First Name	Last Name	Gender	Status

+ Add New Emergency Contact

‹ Previous   Save And Continue ›

Please add at least **one** other contact in case we can't reach someone from the parent/guardian screen. Please do not need to add your name here if you are a parent because you will be contacted first if there is an emergency.

EMERGENCY   2020

Please add or update all Emergency Contacts listed below (please do not add yourself as an Emergency Contact).
You will be asked to identify how the Emergency Contacts are related to students later in the registration process. **Please add at least 1 emergency contact**:

	First Name	Last Name	Gender	Status
✏ Edit ✖ Delete	Dora	Explorer		✅ Complete
➕ Add New Emergency Contact				

‹ Previous   Save And Continue ›

Once you have added all your emergency contacts, please click save and continue

Online Registration

- 💡 Introduction ✅
- 👥 Family ✅
- 👤 Parent/Guardian ✅
- 🚑 Emergency ✅
- 🎓 **Students**
- 🔍 Review/Submit

🗑 Delete Registration

STUDENTS   2020-202

If the list contains the name of a student who has been previously processed or you do not wish to register online at this time, click the EXCLUDE button next to the student's name.

Please note: If you delete your student from this page, you will need to start over by clicking the Start Over button on the Introduction page.

Once complete, click the "Save and Continue" button at the bottom of the page.

Students to enroll in 2020-2021

First Name	Last Name	Gender	Grade	Status

➕ Add New Student

Students shown here will not be registered. If the list contains the name of a student you wish to register online, click the INCLUDE button next to the student's name.

Students to exclude from 2020-2021

First Name	Last Name	Gender	Grade	Reason

‹ Previous   Save And Continue ›

Please click "Add New Student".

Demographics: **New Student**

Legal First Name*

Legal Middle Name*

No Middle Name ☐

Legal Last Name*

Suffix

Gender*

Birth Date* MM/DD/YYYY

Entering Grade*

Primary Address*

[Home Address] [Mail Address]

[‹ Previous] [Save And Continue ›]

Please enter your student's information here.

Additional Information: **Betty Builder**

Student's birth country

Student's Birthplace/City

Birth verification document type *

< Previous Save And Continue >

Please list the type of document you plan to provide.

Contact Information: **Betty Builder**

☐ Student has no phone numbers.

Phone Numbers

✖	Line	Primary	Type	Phone	Extension	Contact	Not Listed
☐	1	☐	⌄	( ) - *		☐	☐

➕ Add New

⟨ Previous   Save And Continue ⟩

*This will be the **student's** cell phone number. If you don't want to list one, please mark the box indicating the student has no phone numbers.

McKinney-Vento: **Betty Builder**

ℹ Instructions

The purpose of this survey is to determine the eligibility for potential services under the McKinney-Vento Homeless Education Assistance Improvement Act of 2001.

If your student is sharing housing with a friend or family, living in a shelter or motel, or if you are a student who is living away from your parent or legal guardian, additional services may be available.

For more information, please click on the below link.

https://www.cde.ca.gov/sp/hs/homelessdef.asp

Do any of the circumstances above apply to your student? ○ No ○ Yes

‹ Previous   Save And Continue ›

McKinney-Vento offers many ways to help provide supplies to your student who may be in need of additional support.

Other Information: **Betty Builder**

The Nevada Joint Union High School District takes part in the National School Lunch and School Breakfast Programs. If you are currently receiving Food Stamps, CalWORKS, Kin-GAP or Food Distribution Program on Indian Reservation benefits, or if your income meets the eligibility guidelines, your child may receive meals for free. **Please see our website for more information or to fill out an application:** Lunch Program Applications.

Would you like to apply for free or reduced meals? *

[dropdown ⌄]

Does your student have internet access at home?

[dropdown ⌄]

‹ Previous   Save And Continue ›

*If you do select yes for the reduced or free meals, please make sure to click on the blue link for our lunch forms.

Parent/Guardian Relationships: **Betty Builder**

❶ Instructions

Please indicate the relationship each Parent/Guardian has with the student. If there are any custody issues, you will be provided an opportunity to upload documentation later in this application. Alternatively, you may turn in the documentation to the school site.

Relationship	First Name	Last Name	Gender	Lives With	Contact Allowed	Ed Rights	Has Custody	Mailings Allowed	Release To	Financial Resp
[dropdown]	Bob	Builder		☑	☐	☑	☑	☐	☐	☐
[dropdown] - OR - ☐ No Relationship	Becca	Builder		☑	☐	☐	☐	☐	☐	☐

Lives With: Indicates the parent/guardian lives in the household with the student.
Contact Allowed: Indicates the parent/guardian is allowed contact with the student and will be included in school to student communication.
Ed. Rights: Indicates the parent/guardian has rights to make decisions regarding the student's education and access to student information in the Synergy parent portal.
Has Custody: Indicates the parent/guardian has legal custody of the student.
Mailings Allowed: Indicates the parent/guardian may receive mailings regarding the student.
Release To: Indicates the school may release the student to the parent/guardian.
Financial Resp.: Indicates the parent/guardian is financially responsible for the student.

‹ Previous   Save And Continue ›

Things to know about this screen:
1. Please mark **all** the boxes that apply to you.
2. These boxes will be checked against records in the student cumulative file. If we need updated paperwork and you haven't yet provided them, we will reach out to update the records.
3. **Only** legal paperwork will remove/provide another parent's rights.

Emergency Contact Relationships: **Betty Builder**

❶ Instructions

Indicate the relationship each emergency contact has with the student. Later, you will be asked to indicate your call order preference for all contacts.

Associate at least 1 contacts.

Relationship	First Name	Last Name	Gender	Release To
[dropdown] - OR - ☐ **No Relationship**	Dora	Explorer		☐

‹ Previous   Save And Continue ›

Parent/Guardians will **always** be contacted first in case of an emergency, but if we are not able to reach you, please mark the release to box for who has your permission to assist on your behalf. Also, please add the relationship to the student.

Ethnicity: **Betty Builder**

Is the student Hispanic/Latino? *

Provide the following information about the student's race: *

- [ ] African-American
- [ ] Cambodian
- [ ] Filipino
- [ ] Hawaiian
- [ ] Japanese
- [ ] Laotian
- [ ] Other Asian
- [ ] Samoan
- [ ] Vietnamese

- [ ] Asian Indian
- [ ] Chinese
- [ ] Guamanian
- [ ] Hmong
- [ ] Korean
- [ ] Native American
- [ ] Other Pacific Islander
- [ ] Tahitian
- [ ] White

‹ Previous   **Save And Continue ›**

Language Survey: **Betty Builder**

Language the student first learned*	English ⌄
Language spoken by the student at home*	English ⌄
Language spoken to the student at home*	English ⌄
Language spoken by adults at home*	English ⌄
Primary language used in the home regardless of the language spoken by the student*	English ⌄
Language most often spoken by the student*	English ⌄
Language the student first acquired*	English ⌄

‹ Previous   Save And Continue ›

Please mark these boxes correctly as this will change how mail is sent out.

Previous School Information: **Betty Builder**

> ### ℹ Instructions
>
> Please provide the following information regarding previous schools:

Has your child attended school in the United States for periods of time totaling less than three (3) years during their lifetime?

If yes, please check here: ☐

Date your child first entered a United States School: * [MM/DD/YYYY | 📅]

Original entry date for a California (CA) school: * [MM/DD/YYYY | 📅]

Last School Attended [ ]

[< Previous] [Save And Continue >]

<u>This information is required</u>.

* Last school attended would be the school your student is currently attending so we can request their records.

The next few pages include the following:

Discipline History: **Betty Builder**

ℹ️ Instructions

Please provide the discipline history for the student:

Has this student ever been
expelled from school?*   ◯ No   ◯ Yes

‹ Previous   **Save And Continue ›**

Special Services: **Betty Builder**

ⓘ Instructions

Please provide the special services history for this student:

Has this student ever participated
in special services or programs? * ○ No ○ Yes

‹ Previous   Save And Continue ›

Has this student ever participated
in special services or programs? * ○ No ● Yes

Identify which of the following apply to this student:

Extended Learning Program
(ELP) / Gifted / GATE /
Accelerated * ○ No ○ Yes

Speech Therapy * ○ No ○ Yes

Does this student have a current
504 plan? * ○ No ○ Yes

Special Education * ○ No ○ Yes

School Selection: **Betty Builder**

ℹ Information

Please confirm the enrolling school.

Home Address:
🏠 1234 Any Rd
Grass Valley, CA 95945

1. 📍 **School Selection** *

Mandatory Signatures: **Betty Builder**

Policy & Notification Agreement

The policies and forms listed below are provided on our web site: Annual Parent Notificati

Annual Parent/Guardian Notice of Rights & Responsibilities (EC 48980)
Confidential Medical Services Notification
Attendance Policy
Bullying Policy District and School Websites Policy
Dress and Grooming Policy
Drug & Alcohol Free Workplace Policy
Enrollment Form
Fee and Charges Policy
Graduation Requirements Nondiscrimination Policy
Parent Involvement Policy
Suspension and Expulsion Policy
Tobacco Policy
Identification and Education under Section 504
Inter-district Attendance Policy
Intra-district Open Enrollment Policy
Random Drug Testing of Student Athletes
Release of Directory Information
Search and Seizure Policy
Uniform Complaint Policy
Williams Complaint Policy
Sexual Harassment Policy - Students
Sexual Harassment Policy - Personnel
Student Use of Technology Policy
Acceptable Use Agreement
Chronic Absence & Truancy Policy
Campus Security Policy Discipline Policy
Video Monitoring
Pest Management Plan and Review
Wellness Policy

Optional Signatures: **Betty Builder**

The NJUHSD One Card Program allows for a student's school ID to also serve as a Nevada County Community Library card. For more information, please view the full form here: NJUHSD Student Library Card Program

Do you wish to opt out of the One Card Program? *

No ▼

California public high schools and charter schools are required to submit a high school Grade Point Average (GPA) to the California Student Aid Commission by October 1 for all graduating seniors, unless the student or parent has opted out. For more info, please view the full form here: Cal Grant GPA Opt Out

Do you wish to opt out of the Cal Grant submission? *

No ▼

What's Up Wellness Checkups/TeenScreen Parent Consent
NJUHSD offers parents the opportunity to have their teens participate in a free health check-up offered by What's Up Wellness Checkups. The Wellness Checkup is an emotional health screening program based on TeenScreen, a nationally recognized and evidence-based program developed for teens by Columbia University. The screening identifies risk factors associated with depression, anxiety, and alcohol and substance abuse. The program is free, completely voluntary, and confidential.
Link to informational letter about What's Up Wellness free check-ups: Teen Screen

Do you wish to opt in to the Teen Screen Program? *

▼

As a part of the What's Up Wellness Checkups/Teen Screen program, support is offered to connect families to resources, if needed. Results of your student's Teen Screen summary is held confidential and is not shared with school employees. If you would like us to coordinate with your student's school counselor in accessing support, please give permission below.
Link to informational letter about What's Up Wellness free check-ups: Teen Screen

Please select: *

▼

This page provides us with more information on programs, education, and media permissions you are giving for your student.

Online Registration

- ♀ Introduction ✓
- 👥 Family ✓
- 👤 Parent/Guardian ✓
- 🚚 Emergency ✓
- 🎓 **Students** ✓
- 📄 Documents
- 🔍 Review/Submit

- 🗑 Delete Registration

STUDENTS

If the list contains the name of a student who has been previously processed or you do not wish to register online at this time, click the EXCLUDE button next to the student's name.

Please note: If you delete your student from this page, you will need to start over by clicking the Start Over button on the Introduction page.

Once complete, click the "Save and Continue" button at the bottom of the page.

Students to enroll in 2020-2021

			First Name	Last Name	Gender	Grade	Status
✏ Edit	❯ Exclude	✖ Delete	Betty	Builder	Female	09	✓ Complete

➕ Add New Student

Students shown here will not be registered. If the list contains the name of a student you wish to register online, click the INCLUDE button next to the student's name.

Students to exclude from 2020-2021

First Name	Last Name	Gender	Grade	Reason

❮ Previous   Save And Continue ❯

Please add any additional students to enroll here.

Online Registration

- 💡 Introduction ✔
- 👥 Family ✔
- 👤 Parent/Guardian ✔
- 🚌 Emergency ✔
- 🎓 Students ✔
- 📄 **Documents**
- 🔍 Review/Submit
- 🗑 Delete Registration

Students

Betty Builder

Birth Verification:

☐ I will deliver a hard copy to the school instead of uploading it.

Document Type*   Birth Certificate ⌄

Select birth verification document   [Upload]

Legal Documentation (if applicable)

☐ I will deliver a hard copy to the school instead of uploading it.

If applicable, please provide any legal documentation pertaining to the student (example: restraining order, legal name changes).   [Upload]

Custody Documentation (if applicable)

☐ I will deliver a hard copy to the school instead of uploading it.

If applicable, please provide any custody documentation pertaining to your student.   [Upload]

‹ Previous   Save And Continue ›

You can either upload documents here or mark the box stating you'll provide a hard copy; you can either do this via mail or drop off documents to the office.
*Immunizations will have to approved before school starts in order for your student to attend.

Online Registration

- ⚲ Introduction ✅
- 👥 Family ✅
- 👤 Parent/Guardian ✅
- 🚑 Emergency ✅
- 🎓 Students ✅
- 📄 Documents ✅
- 🔍 **Review/Submit** ⚠️
- 🗑 Delete Registration

REVIEW/SUBMIT   2020-2021

✏️ Review

Your registration has NOT yet been submitted.

To submit your registration, click the "Review" button below, and then click the "Submit" button on the Review page.

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

Status	Verify Information	Student	Grade Level	School Selection	Data Changes	Comments
✅ Ready to Review		Betty Builder	09	1. Nevada Union High School	New student added to registration	

‹ Previous   Review

Please click the green review button and make sure all of your information is correct.

Online Registration

- 💡 Introduction ✓
- 👥 Family ✓
- 👤 Parent/Guardian ✓
- 🚑 Emergency ✓
- 🎓 Students ✓
- 📄 Documents ✓
- 🔍 **Review/Submit** ⚠
- 🗑 Delete Registration

REVIEW/SUBMIT

🖨 Print

ℹ Please review all data check the acknowledge box at the bottom of this form.

Family

✏ Edit **Home Address**

1234 Any Rd
Grass Valley, CA 95945

✏ Edit **Mail Address**

1234 Any Rd
Grass Valley, CA 95945

New Parent/Guardian: Bob Builder

✏ Edit **Demographics**

First Name: Bob
Middle Name:
Last Name: Builder
Gender:

After reviewing your information and making sure it is all correct, please scroll back up to the top of the page and click on the Review/Submit button on the left hand side.

REVIEW/SUBMIT 2020-2021

✏ Review

Your registration has NOT yet been submitted.

To submit your registration, click the "Review" button below, and then click the "Submit" button on the Review page.

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

Status	Verify Information	Student	Grade Level	School Selection	Data Changes	Comments
✓ Ready to Review	N/A	Betty Builder	09	1. Nevada Union High School	New student added to registration	

‹ Previous | Submit

Sidebar navigation:
- 💡 Introduction ✓
- 👥 Family ✓
- 👤 Parent/Guardian ✓
- 🚑 Emergency ✓
- 🎓 Students ✓
- 📄 Documents ✓
- 🔍 **Review/Submit** ⚠
- 🗑 Delete Registration

Please click the green submit button to finish your registration.

Dear Bob Builder,

The registration(s) for Betty Builder have been successfully submitted for review. Once the registration has been processed, follow up notification will be provided to you. Please contact your student's school if you have any questions regarding the application review and approval process.

Thank you,

Nevada Joint Union High School District

You will receive this email to indicate you have completed the enrollment process. Congratulations for making it this far!
Once the registration has been reviewed, one of the Registrar's will be in contact with you about your enrollment.

Items needed to enroll:
- *Complete immunizations*
- *Copy of the birth certificate*
- *Any custody paperwork*
- *A copy of the transcript*

If you receive a message indicating you already have an account, please contact the helpdesk for your login information.
Helpdesk: (530) 272-9998 or helpdesk@njuhsd.com