

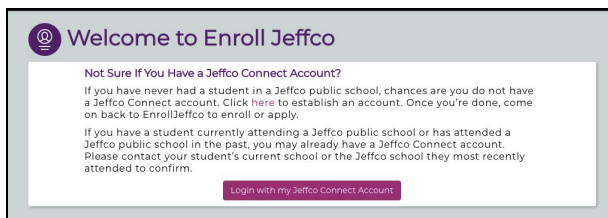
EnrollJeffco

Quick Reference Card

Accessing your Jeffco Connect Account

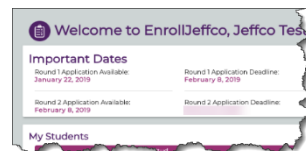
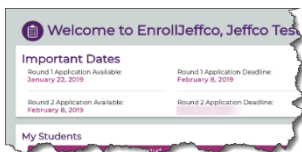
Families will use their Jeffco Connect Username and Password to login to **EnrollJeffco** during the Round 1 and/or Round 2 Application timeframe.

- If you do not remember your Jeffco Connect User Name, please contact your current student’s school for assistance.
1. If you know your Jeffco Connect Username and Password, go to the EnrollJeffco.org webpage and click on the **ENROLL NOW** button. This button will be enabled during the following application timeframes:
 Round 1: January 22nd through February 8th
 Round 2: February 9th through August 30th
 2. Click on the **Login with my Jeffco Connect account** button and use your valid Jeffco Connect Username and Password to login.



Welcome to EnrollJeffco

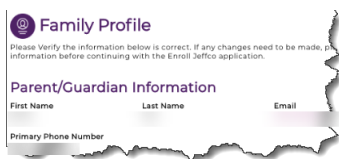
Families will be able to view important dates, students linked to their Jeffco Connect account, and begin an application from the **Welcome to EnrollJeffco** page. This is also where parents can view the application status for each of their students.



Begin by clicking on the **Let’s Get Started** link for one of your students.

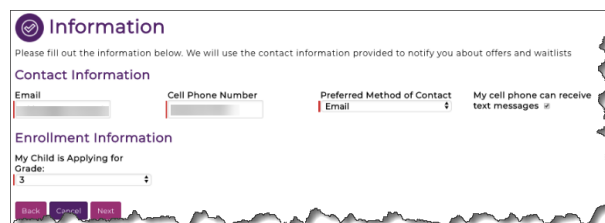
Family Profile

Verify the information displayed on the **Family Profile** page. This information is coming directly from your Jeffco Connect account. If any of this information needs to be updated, you will be directed back to Jeffco Connect to make the necessary updates. Please login to your Jeffco Connect account and make the necessary updates now. When all necessary changes have been made in Jeffco Connect, you may return to **EnrollJeffco** and reload the page to refresh your data and continue the application.



1. When all information is accurate, select the **Yes! I confirm that all the information on this page is accurate** option button and click the **Next** button to proceed.

Information



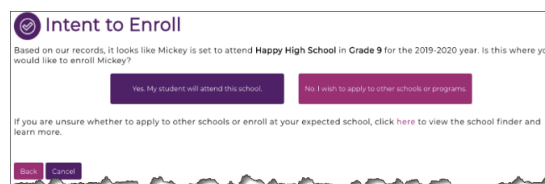
Contact Information

You must provide a valid **Email** address, **Cell Phone Number** and **Preferred Method of Contact**. This information does not come from your Jeffco Connect account and does not update your Jeffco Connect account if different. Its sole purpose is to contact you with offers and waitlist information from **EnrollJeffco**.

Enrollment Information

You must select the grade level your student will be entering for the intended school year. Verify that the grade level pre-populated in the **My Child is Applying for Grade** field is correct. If your student is new, this field will *not* be pre-populated. Click the **Next** button to proceed.

Intent to Enroll



Families will either select to enroll their student in their expected school (please follow [Application Path 1 Instructions](#)) or respond **No or I’m not sure** (please follow [Application Path 2 Instructions](#)). If they are unsure at this time, they can use the [School Finder](#) tool to learn more about their options. If they do not plan to enroll at a Jeffco school for the next school year, they should respond **No or I’m not sure** and then they may log out of **EnrollJeffco**.

Application Path 1 Instructions: Yes, My student will attend this school.

Additional Questions

Families will *only* see these questions if they are completing the application for a student who is new to Jeffco.

1. If the student has been expelled from another district, the page will update to provide additional fields for adding details regarding this expulsion. This information is required to proceed to the next page.
2. If the student has an IEP, the Jeffco Special Education Department will review his/her IEP to ensure your student receives appropriate

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supports. The page will update to provide you the opportunity to upload the student's IEP.

- If required, the IEP can either be uploaded or delivered/mailed to the Special Education office. Families who choose to deliver/mail an IEP will receive a separate email reminder with instructions on where to deliver the documents.

Enrollment Survey

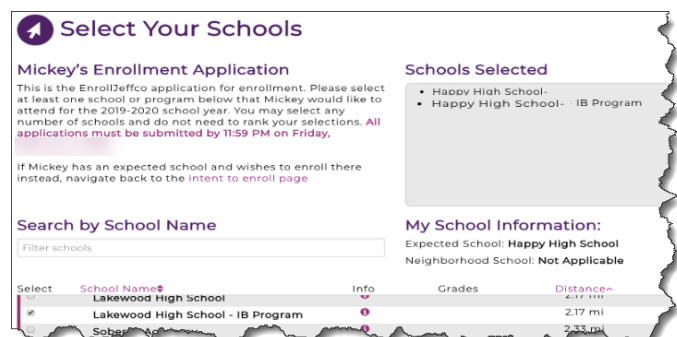
The Enrollment Survey is an opportunity for us to learn more about a family's school choices. Families will answer these questions if they select their expected school, or when they accept an offer from another school or program.

Congratulations

Families selecting to enroll their student at their *expected school* will receive a confirmation message at the end of the application process. The family can expect to receive an email (at the email address provided in their **EnrollJeffco** application) and may receive a text message upon completing the **Intent to Enroll** process.

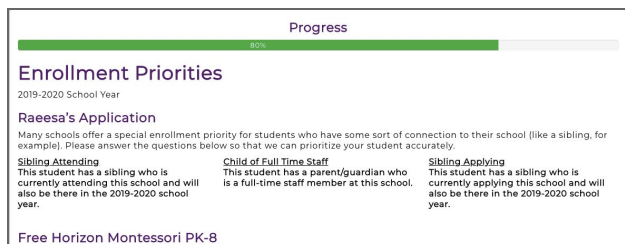
Application Path 2 Instructions: No or I'm not sure.

Select Your Schools



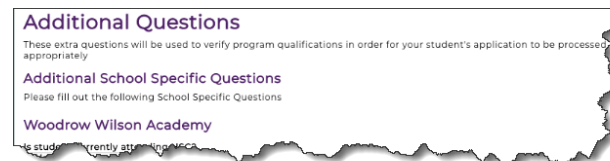
After the **Intent to Enroll** page, you will **Select Your Schools**. Families will be able to apply to any program(s) their student is eligible. Families can also see their student's expected school and/or neighborhood school, if applicable.

- Please select at least one school or program that you would like your student to attend for the intended school year and then click the **Next** button. There is no limit on the number of schools or programs you may select.
- The **Standard Priorities** window will allow families to indicate whether their student has any sibling(s) attending or applying, or is the child of staff, for each school or program they selected. If this does not apply to your student, simply click the **Next** button.



- The **Additional School Specific Questions** window will *only* display if you have selected to apply at a school or to a program requiring this

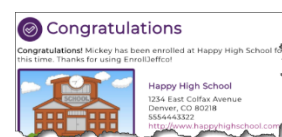
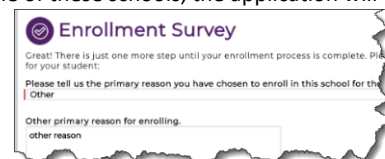
additional information.



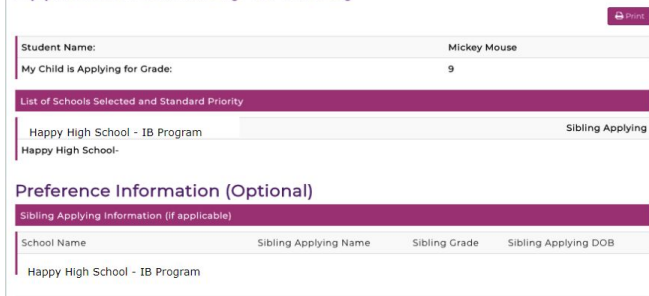
If you have not selected one of these schools, the application will open the **Additional Questions** window as described for **Application Path 1 Instructions**.

- Once you have successfully completed the required

information, the **Application Summary** for your student will display. This information may be printed, or families may log back into **EnrollJeffco** before February 8th (this is the close of Round 1 Applications) to view or edit this information.



Application Summary for Mickey



- Finally, you must **Initial** and **Submit** the **Terms & Conditions** as follows:

Terms & Conditions

- By electronically initialing below, I confirm the following:
- I affirm my student's interest to enroll at the indicated school(s) for the 2019-20 school year;
 - All of the information provided is accurate, to the best of my knowledge;
 - I am legally authorized to make educational decisions on behalf of my student;
 - I understand submission of this application does not guarantee my student will be offered enrollment at any of the selected schools;
 - I understand that each selected school on this application will receive my student's application information;
 - I understand that any future choice offer(s) for enrollment may be contingent upon my ability to submit required documentation within a reasonable and specified timeframe. Examples include, but are not limited to, submitting a copy of my student's birth certificate and/or proof of address;
 - I may accept no more than one enrollment offer on behalf of my student, and will need to do so within five (5) calendar days after receiving the offer; and
 - I understand that my student's application data will not be shared with any organization for non-education-related purposes;
 - I understand that Jeffco will not include
 - I understand that any offer for enrollment received by my student may be revoked ...



Families may expect to receive an email and may receive a text confirmation of their application submittal (this will be sent to the email/phone number provided in **EnrollJeffco**).

Families may login to **EnrollJeffco** at any time before midnight February 8th, 2019, to edit their application.

On or around February 25, 2019, families will be notified of their student's status at each of the schools to which they applied. At each school, the student will either be offered enrollment or placed on a waitlist. Here are a few important things to know:

- When/if your student receives an enrollment offer, families will have five (5) days to either accept or decline the offer.

- If the student receives more than one enrollment offer, the family may only accept one offer.
 - **Once an offer is accepted, that school will become your student's new school of record.** If you later decide to attend your neighborhood school instead, you will need to submit a Round 2 application.
 - The student may remain on multiple waitlists, regardless of any other enrollment offer accepted.
 - If the student is placed on the waitlist(s) at all of the selected schools, the student will automatically be enrolled at their neighborhood school.
 - Your student will not lose his/her seat at their current school UNTIL an offer is accepted at a different school by the family.
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