

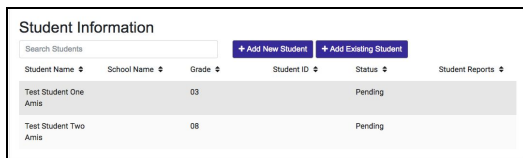
# EnrollJeffco

## Quick Reference Card

### Accessing Your Jeffco Connect Account

Families new to Jeffco Public Schools must begin the enrollment process by creating a 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.

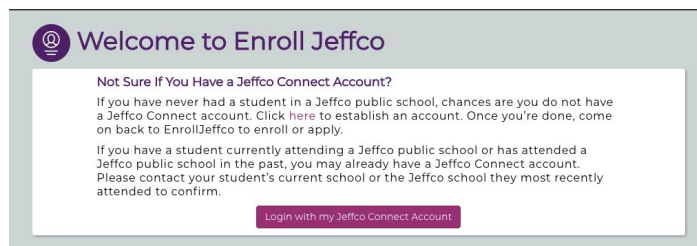
- If you are a returning parent and need access to your Jeffco Connect Username and Password, please contact your student’s current school for assistance
- If you are a family that is new to Jeffco and do not have a Jeffco Connect Account, visit <https://jeffcoconnect.jeffco.k12.co.us> and click on the **New Parent/Guardian to Jeffco Schools** button to create a Jeffco Connect account.
- Once you are logged in, you will add the new student to the account as well.
- To do so, click on the “+Add New Student” button and complete all the required sections, including:



- o Student
- o Residence
- o Contacts - *At least one parent or guardian will need to have the “attendance” box checked in order to move forward*
- o Enrollment - *If your student is entering kindergarten, select **KG** from the “Grade of Student Enrollment” field. If your student is entering preschool, select **PK**.*
- o Health
- o Language
- o Agreements
- o Summary

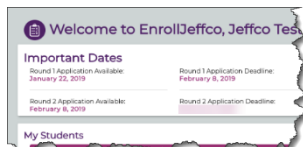
### Logging in to EnrollJeffco

1. Once you have created your Jeffco Connect account, you may use the Jeffco Connect User Name and Password to log into EnrollJeffco. Go to the [EnrollJeffco.org](http://EnrollJeffco.org) webpage and click on the **ENROLL NOW** button. This button will be enabled during the following application timeframes:
  - Round 1: January 22<sup>nd</sup> through February 8<sup>th</sup>
  - Round 2: Beginning February 9<sup>th</sup>
2. Click on the **Login with my Jeffco Connect account** button and use your valid Jeffco Connect User Name 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**

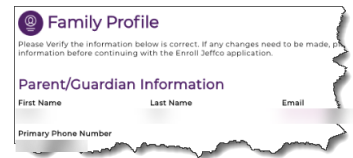


page. This is also where parents can view the application status for each of their students.

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

### Family Profile

3. 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.



4. 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

5. 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

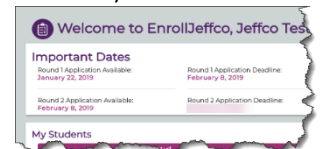
6. You must select the grade level your student will be entering for the intended school year. Select this grade level from the **My Child is Applying for Grade** field. Click the **Next** button to proceed.

### Select Your Schools or Programs

7. Next, 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.

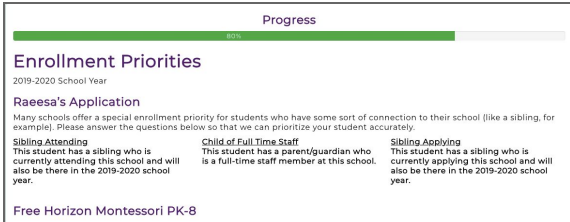
8. Please select at least one school or program that you would like your student to attend for the intended school year and then click the **Next** button. There is no limit on the number of schools or programs you may select.

**HELPFUL TIP:** Because many schools offer a variety of early childhood education options (half day, full day, morning, afternoon, etc.), you are encouraged to *select all schools or programs that you may be interested in* for your student.

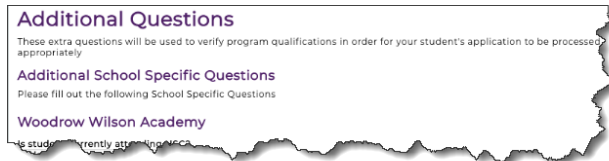


Doing so will not impact your student’s likelihood of receiving an offer from your most preferred program, and will maximize your opportunities to choose the best program for your child.

9. The **Enrollment 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.



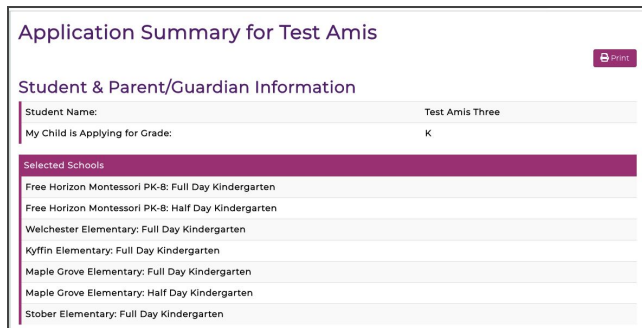
10. The **Additional School Specific Questions** window will *only* display if you have selected to apply at a school or to a program requiring this additional information.



If you have not selected one of these schools, you will skip this page altogether.

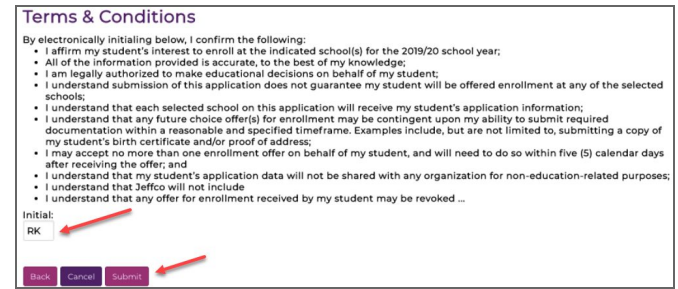
**Application Summary**

11. 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 8<sup>th</sup> (this is the close of Round 1 Applications) to view or edit this information.



**Terms and Conditions**

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



**Notifications to Families**

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 8<sup>th</sup>, 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 or programs to which they applied. At each school and program, 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.
- **For Kindergarten applicants - 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 a kindergarten 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.
- Preschool placement is not guaranteed.